

**SCHOOL DISTRICT OF HORICON
841 GRAY STREET
HORICON, WI 53032**

2026-2027

STUDENT/PARENT HANDBOOK



Board Approved 7/20/2026

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SCHOOL DISTRICT OF HORICON

Welcome to the School District of Horicon. All the members of the staff are pleased to have you as a student and will do our best to help make your experience here as productive and successful as you wish to make it.

ADMINISTRATIVE TEAM

- District Administrator – Mrs. Katie Schwartz
- Horicon Middle/High School Principal & Director of Curriculum & Instruction – Mr. Michael LeBouton
- Horicon Middle/High School Assistant Principal & Athletic/Activities Director – Mr. Andrew Selgrad
- Horicon Elementary School Principal – Mrs. Lisa Sawyer
- Horicon Elementary School Assistant Principal/Counselor – Mrs. Cynthia Borgstrom
- Director of Pupil Services – Elissa Retkowski

2026-2027 Horicon School District Staff Directory

Staff Member Name	Position	E-mail Address
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BOARD OF EDUCATION

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 Mr. David Westimayer
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Welcome to the School District of Horicon

Welcome to a brand new and exciting school year at the **School District of Horicon**. Our district is a community of students, parents, citizens, and staff, and just like a strong city community, a school community must work together to be the best it can be. Our school community cares about each person's academic, social, and emotional growth and well-being.

You, the students, are our primary focus. Every decision we make is with your best interests in mind, to guide your growth, meet your developmental needs, and support your interests. Your parents and this community have done everything they can to provide you with a beautiful facility, a strong curriculum, and qualified and caring instructors. Your success will be directly proportional to the effort that you put forth. We sincerely hope that you participate in all aspects of our schools and take advantage of the activities we offer to help prepare yourself for a rewarding life in your future.

A sound work ethic and caring for others are important keys to success, and they are some of the most valuable lessons we can share. Remember that your future successes will be aided and enhanced by a successful school experience. Test and stretch your academic knowledge and skills in all of your classes every day. We ask that you become aware of and responsible for your attendance; manage your time well; sustain high motivation; and show respect for your peers, authority figures, and environment. Dare to be the best you can be.

Parents/guardians are also essential to student success, and we rely on parents/guardians to be actively involved in their children's education and co-curricular activities. We encourage ongoing communication between teachers and parents/guardians. Parents are encouraged to visit the District's website, www.horicon.k12.wi.us. We also keep an active presence on social media, including Facebook (search and follow Horicon School District), X (formerly known as Twitter) (@GoMarshmen) and Instagram (@gomarshmen). Parents are also encouraged to attend the open house, scheduled conferences, and PTO meetings. Your presence and support is vital to your child's positive development.

We have designed this handbook to help students and parents/guardians learn about and understand the expectations of the School District of Horicon. As we begin the new year, we recommend that parents and students read and discuss the handbook together. We attempt to cover all aspects of our schools' expectations, but there may be unique questions that need individual answers. If you have questions about any of this information, please contact one of us.

The School District's **Mission Statement** is **Educate. Engage. Empower. Every Day.** These words will help keep us all focused on why we are here: our students and the future. We will work hard every day to make sure you each have a school experience that is enlightening, promotes your growth and development, is exciting and beneficial, and will be fondly remembered in a positive way all your lives so you will all be proud to be a Marshman!

HORICON STRONG

Sincerely,

The School District of Horicon Administrative Staff:

- Mrs. Katie Schwartz, Superintendent
- Mrs. Lisa Sawyer, Elementary Principal
- Mrs. Cynthia Borgstrom, Elementary Assistant Principal/Elementary Counselor
- Mr. Andrew Selgrad, Middle/High School Assistant Principal & Athletic/Activities Director
- Mr. Michael LeBouton, Middle/High School Principal & Director of Curriculum & Instruction
- Mrs. Elissa Retkowski, Director of Pupil Services

FOREWORD

This student/parent handbook has been developed to answer many of the commonly asked questions that students and parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Electronic signatures will be required through online registration acknowledging receipt and understanding of content. Please take time to become familiar with the following information and keep the handbook available for both students' and parents' use. The handbook can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your school principal who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This Student/Parent Handbook is based in significant part on policies adopted by the Board and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

SCHOOL DISTRICT OF HORICON MISSION STATEMENT

Our Mission

Educate. Engage. Empower. Every Day.

Our Vision

Where everyone discovers success – today, tomorrow, and forever.



HHS FIGHT SONG

Fight team for old Horicon High,
Keep up the spirit, don't let it die.
We will help you win this game,
For this is the real thing of our aim,
U---Rah---Rah!

We will always be true to you,
If you fight our whole ball game through.
Fight on team for Horicon's fame
For we know you will win this game!
U—Rah---Rah Horicon, U—Rah---Rah Horicon,
U—Rah---Rah Horicon.
Yay! Yay! Yay!

ALMA MATER

Oh, the Marshmen are the valiant, honor is their pride.
In the name of our dear school, we will do or die.
We're the best of all endeavors, standards will ere be high,
In the name of our dear school, we will do or die.

SPECIAL NOTICES

EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT

It is the policy (Board Policy 2260-Nondiscrimination and Access to Equal Educational Opportunity) of the School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the Director of Pupil Services, who you will find listed in the Staff Directory section of the handbook.

It is also the policy (Board Policy 5517-Student Anti-Harassment) of the School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the School District of Horicon or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer listed below:

Andrew Selgrad
MS/HS Assistant Principal & Ath./Activities Dir.
841 Gray Street
Horicon, WI 53032
920-485-2898
aselgrad@horicon.k12.wi.us

Cynthia Borgstrom
Elementary School Asst. Principal/Counselor
841 Gray Street
Horicon, WI 53032
920-485-2898
cborgstrom@horicon.k12.wi.us

The complaint procedure is described in Board Policies 2260-Nondiscrimination and Access to Equal Educational Opportunity and 5517-Student Anti-Harassment. The policies are available in the School District office and on the District's website.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known, and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Board Policy 5517.01 - Bullying, and not harassment under Board Policy 5517-Student Anti-Harassment, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

The School District of Horicon is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated, and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

SEXUAL HARASSMENT

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 – Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or

- C. conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls or materials of a sexual nature;
6. displaying pictures, calendars, cartoons or other materials with sexual content;

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary violation by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact one of the Compliance Officers previously listed or the Title IX Coordinator:

Elissa Retkowski
Title IX Coordinator & Director of Pupil Services
841 Gray Street
Horicon, WI 53032
920-485-2898
eretkowski@horicon.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.

A copy of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 - Student Anti-Harassment*, as well as *Board Policy 2266*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

Staff-Student Boundary Violations

The School District is committed to maintaining safe, professional, and appropriate physical and behavioral boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours.

- **Prohibited Behavior:** Professional boundary violations include any inappropriate physical contact, grooming behaviors, or interactions that breach the professional staff-student relationship.
- **Reporting:** Any student who experiences or witnesses an inappropriate boundary invasion, or unapproved communication by a school employee or volunteer, must report it immediately to a building administrator.
- **Mandatory Parental Notification:** If there is reasonable cause to suspect that a student has been the victim or target of staff sexual misconduct, physical abuse, or an inappropriate boundary violation by a school employee or volunteer, the District will provide immediate and prompt formal notification to the student's parent or legal guardian

BULLYING

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- 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.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. (Board Policy 5517.01)

Bullying, Peer Conflicts & Teasing...What's the Difference?

Horicon School District staff strive to develop a school environment where all students feel valued and safe. We will be teaching students about four categories of behavior: friendly teasing, hurtful teasing, peer conflicts, and bullying. Below are a few examples of these behaviors.

- **Friendly Teasing:** One student comments to another student that he should turn his/her jersey inside out because his favorite team lost last night.
- **Hurtful Teasing:** One girl comments to another girl that she looks chubby in the outfit she is wearing.
- **Peer Conflicts:** Two students have a disagreement on the playground about which one will be the pitcher in kickball.
- **Bullying:** One student repeatedly threatens another student that if he walks down a specific hallway he will get "beat up". Another example is one student repeatedly calling another student a name regarding his sexual orientation.

The following information helps to explain some of the terminology used to describe different behaviors. We strive to model and teach kindness and acceptance.

Friendly Teasing	Hurtful Teasing	Peer Conflicts	Bullying
Equal power	Unequal power	Equal power	Imbalance of power
Neutral	Sensitive topic	Occurs occasionally	Occurs repeatedly
Purpose is to be playful	Purpose is to upset	Situational	Intentional and serious
Joins relationships	Excludes	Negotiations and options	Seeks to gain power
Funny to both parties	Sarcastic	Relationship is valued	No remorse
		Effort to resolve	No effort to resolve

Additional steps could be considered if the situation is against a protected class. The protected classes are: Race, Color, Religion, National Origin, Age, Sex, Pregnancy, Citizenship, Familial Status, Disability Status, Veteran Status, and Genetic Information.

Three questions guide school officials to determine when a behavior constitutes bullying. (1) Were the alleged bullying behaviors repeated and deliberate? (2) Did the alleged bullying behaviors inflict harm or suffering? (3) Is there an imbalance of real or perceived power between the alleged victim and alleged perpetrator?

As a school community, staff teach children how to advocate for themselves and to advocate for others. They also incorporate lessons and programs to promote acceptance of all people. Over the course of a student's educational experience at the School District of Horicon he/she will participate in many activities relating to acceptance and tolerance, including Character Development, Restorative Circling/Practices, Digital Citizenship, Second Step, Mind-up, and Zones of Regulation.

SECTION 504/ADA COMPLAINT

Any person who believes that the School District of Horicon or any staff person has discriminated against them in violation of the Board Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Andrew Selgrad
MS/HS Assistant Principal & Ath./Activities Dir.
841 Gray Street
Horicon, WI 53032
920-485-2898
aselgrad@horicon.k12.wi.us

Cynthia Borgstrom
Elementary School Asst. Principal/Counselor
841 Gray Street
Horicon, WI 53032
920-485-2898
cborgstrom@horicon.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School District Office and on the School District's website.

WEAPONS

POLICY 5772 – WEAPONS Prohibited for Students

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off-duty law enforcement officers, or out-of-state law enforcement officers;*
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to school-sponsored trap shooting, archery instruction within physical education class, or Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);*
- C. theatrical props used in appropriate settings; and*
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.*

Hunting may be allowed in the school forest when school or rental groups are not using the property and with written permission from the District Administrator.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

STUDENT RIGHTS & RESPONSIBILITIES

The rules and procedures of the School District of Horicon are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

No student shall be required, as a part of the school program or the School District's curriculum without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relations, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (Board Policy 2416-Student Privacy and Parental Access to Information).

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from their school principal who you will find listed in the Staff Directory section of the handbook.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

RELIGIOUS ACCOMMODATIONS

The School District of Horicon will make all reasonable modifications deemed necessary for the accommodation of a student's sincerely held religious beliefs. These may include adjustments for examinations or other academic requirements. Individuals who have concerns should contact their building principal for assistance.

HOMEBOUND INSTRUCTION

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact their building principal regarding procedures for such instruction. (Board Policy 2412-Homebound Instruction)

SCHOOL PERFORMANCE REPORT

By January 1st of each year, the School Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report.

PARENT & FAMILY MEMBER PARTICIPATION IN TITLE I PROGRAMS

Information is shared regarding our school-wide Title I program at the beginning of the school year. Information is also available throughout the year during family literacy nights. Full language of this policy can be found in Board policy 2261.01.

NONDISCRIMINATION ON THE BASIS OF SEX/TITLE IX

The School District of Horicon School Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Elissa Retkowski
Director of Pupil Services
841 Gray Street
Horicon, WI 53032
920-485-2898
eretkowski@horicon.k12.wi.us

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

Full language of this policy can be found in Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review *Board Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

STUDENT HAZING

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned

activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (*Policy 5516 – Student Hazing*)

SECTION I - GENERAL INFORMATION

SCHOOL DAY

Elementary School begin and end times – 8:00 AM to 3:10 PM
Middle/High School begin and end times – 7:50 AM to 3:19 PM

ENROLLING IN SCHOOL

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that District's open enrollment program.

Students who are new to the School District of Horicon are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. current address within District boundaries;
- D. proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The District Registrar will obtain the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the School District certifying that the parent (or adult student), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (Board Policy 5111.01-Homeless Students).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03-Children and Youth in Foster Care).

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING & ASSIGNMENT

Elementary School

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal. Any specific teacher requests for the following school year must be submitted in writing to the building principal on or before May 1. Requests are granted on a case-by-case basis.

All current fourth and fifth grade students register for band/chorus in the spring of the previous year. New students register for band at the time that they enroll. Students are only allowed to drop and/or add band during the first week of each semester and then only with written parental permission.

Middle/High School

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Middle/High School Guidance Counselor, who you will find listed in the school directory section of the handbook. It is important to note that some courses may be denied because of limited space or the need to complete prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

TRANSFER OUT OF THE SCHOOL DISTRICT

If a student plans to transfer to another school, the parent should notify their building Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact their building principal, who you will find listed in the staff directory section of the handbook.

OPEN ENROLLMENT

The School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. If the non-resident student is determined to be habitually truant during either semester of the current school year, the student may be prohibited from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09 (2). The habitual truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district. (Board Policies 5113-Open Enrollment Program and 5113.01-Part-time Open Enrollment).

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parents and completion of any required forms.

INDIVIDUALS WITH DISABILITIES & BILINGUAL STUDENTS/ENGLISH LEARNERS

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01-Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies

not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Pupil Services, who you will find listed in the school directory section of the handbook. (Board Policy 2460-Programs for Students with Disabilities)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

The School District also recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the District's required curriculum. Board Policy 2260.02-Services for Bilingual Students/English Learners.

To inquire about programs and services for bilingual students and/or English Learners, a parent or guardian should contact the Director of Pupil Services or EL Support Specialist who you will find listed in the school directory section of the handbook.

STUDENT COUNSELING SERVICES

Success in school depends on a student's overall well-being. School counseling services are available to every student in the School District of Horicon. This includes individual and/or group counseling in the areas of academic, personal/social, and career needs. If a student wishes to see the school counselor, he/she can request an appointment in person or via email. Parents and guardians are also encouraged to contact the school counselor with any concerns that they may have regarding their child. **Counseling services are available to every student in the District.** Students may also receive help with home, school, and social concerns through our Community Based Mental Health Partners below.

School Based Mental Health Services

The School District of Horicon offers mental health services within the school day through various providers. Working in conjunction with Dodge County rural school districts, these offer access to a state licensed, certified mental health and addictions therapist.

The services offered include:

- Initial assessment
- Treatment planning
- Onsite, one-on-one counseling, in-person or virtual
- Referral to community resources
- Access to psychiatric care

To make an appointment or for more information, please contact the Community Health Worker, who you can find in the staff directory listing.

Other Mental Health Resources:

- Dodge County Mental Health/AODA services: 920-386-4094 during business hours. After hours 888-552-6642 (Northwest Connections). These services provide a continuum of mental health services to residents of Dodge County. Immediate crisis services are free.

- National Suicide Prevention Lifeline: Call or Text 988. This resource offers 24-hour toll free confidential suicide prevention available to anyone in suicidal crisis or emotional distress.
- Hopeline: Text Hopeline at 741741. This resource offers emotional support and resources before situations rise to a crisis level and is available throughout Wisconsin 24 hours/day and it is free. Texts are received by live, trained responders.
- The Trevor Project Lifeline: 1-866-488-7386. This resource provides crisis intervention and suicide prevention services to LGBTQ individuals ages 13-24.
- District counselors (found in the staff directory listing of this handbook) have access to many additional resources on a variety of topics. Just ask!

School Psychologist

The school psychologist supports students on many different levels. Services may range from classroom-wide wellness activities to small group social skills support or individual counseling. Working together with school staff, the School Psychologist is also an integral part of managing multi-level systems of support, helping to identify students in need of more academic and social-emotional support and helping to maintain school-wide behavior expectations. Along those lines, the school psychologist evaluates students who may be in need of special education services and manages regular re-evaluations. If someone needs to talk the school psychologist's door is open as well. The school psychologist can be found in the school directory section of the handbook.

SUICIDE PREVENTION

The School District of Horicon values the mental health of every student and has counseling and prevention resources available for any student considering self-harm or experiencing suicidal ideation. Students may seek help from any staff member who will then connect the student with Pupil Services staff who are trained in responding to mental health crisis events. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention.) National Suicide Prevention Lifeline: Call or Text 988.

ACTIVITY FUND

The activity fund maintained at the Middle/High School is the depository for all money collected and expended by all authorized activities and clubs. Money raising activities may only be sponsored with the permission of the advisor or administrator. Expenditures of money can be made with written authorization of the advisor and administrator. Purchases can be made using the official *Activity Account Purchase Order*, available in the Middle/High School office. All money turned in must be counted and accompanied by a signed cash receipt slip.

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01-Video Surveillance and Electronic Monitoring)

ONLINE PAYMENT OPTION (E-FUNDS)

The School District of Horicon is pleased to offer a program called E-Funds for Schools. This program offers various options for parents/guardians who choose to make payments online. Not only is there the ability to have various school fees and lunch payments electronically withdrawn from a checking account or charged to a credit card, there is also the flexibility to make a payment at any time. The E-Funds for Schools service is offered by a third-party service provider, and they

charge for processing payment(s), similar to other online banking services. The District does not request or keep records of family checking or credit card account information.

E-Fund users are in full control of their account and can make payments at any time that is convenient. No payments will be allowed without your knowledge and authorization through this secure payment system. By providing a home and/or work e-mail address, an e-mail notification informing the user of the student's name, purpose of the payment, and the amount of the item will be sent each time that a payment is to be processed. The E-Funds for Schools site is secure and uses industry standard data encryption.

How does e-Funds for Schools work?

- Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file.
- E-Funds for Schools will help to eliminate last minute check writing hassles, improve efficiencies, and help cut costs for both you and the school district.
- On-line payments will help eliminate the worry that your children could lose or forget the money intended for school items or that it might be spent on non-school related items.
- Payments from a credit card or checking account may easily be set up.
- Parents/guardians may establish a reoccurring payment or may opt to make a one-time payment.
- The program offers various types of payment to families that include class fees and nutrition program payments. The system may be expanded to include other fees as well.
- Your payment history for the year is available with a click of the mouse.
- Enrolling in E-Funds for Schools is easy. Go to the school district website. Click on "eFunds" and create an account and have your child's student ID number (provided by your student's respective school office). If you have any questions, please contact your respective school office.

OUTDOOR APPAREL

Even if students are transported to school, they should wear proper outdoor apparel in keeping with the weather conditions. Coats, caps, snow pants and boots belonging to children in the primary grades should be clearly and permanently marked for identification purposes.

INCLEMENT WEATHER PROCEDURES

When the weather is determined to be inclement by the principal or his/her designee, students are not allowed to go outside during recess. The usual factors which influence a determination of "inclement" include rain and/or a wind chill factor which is below zero. The school uses a Wind Chill Chart from the National Weather Services. **Parents are not to request permission for their children to remain indoors during recess.**

SERVICE ANIMALS AND OTHER ANIMALS ON DISTRICT PROPERTY

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390-Animals on District Property. Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in Board Policy 8390 may be allowed limited access to the schools to perform their educational purpose as determined by the District Administrator. Authorization for a therapy dog to be on District grounds will be suspended under certain circumstances. Please refer to Board Policy 8390-Animals on District Property for additional guidance.

SECTION II HEALTH INFORMATION & GUIDELINES

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify a staff person immediately.

Emergency Medical Authorization

All students must have emergency medical authorization information completed through online registration prior to the start of the school year. A student may be excluded from participation in school activities that include, but are not limited to, music trips, athletic trips, field trips and academic contests until this requirement has been fulfilled. (Board Policy 5330 – Administration of Medication/Emergency Care)

Students with specific health care needs should submit those needs, in writing and with appropriate physician documentation, to the District Nurse or their respective school office.

INJURY & ILLNESS

All injuries must be reported to a teacher, District Nurse, or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The District Nurse or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340-Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, the student may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the District Nurse, who you will find listed in the school directory section of the handbook. (Board Policy 5320-Immunization)

STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports. (Board Policy 5340-Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what

seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

Unlike a broken arm, a concussion cannot be seen. Most concussions occur without loss of consciousness. Signs and symptoms of a concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in a student's wellbeing, if symptoms are getting worse, or if the student just "doesn't feel right." If a student thinks they may have a concussion, it is important to tell a parent or teacher.

Symptoms of a concussion include difficulty in concentrating or remembering, feeling sluggish, headaches or nausea, balance problems, dizziness, and irritability. Immediately contact the District Nurse, a teacher, or parent if these symptoms occur. If after further evaluation a concussion is suspected, the parent or guardian will be notified by school staff. (Policy 5340-Student Accidents/Illness/Concussion & Sudden Cardiac Arrest)

HEALTH GUIDELINES FOR ATTENDANCE

A student should remain at home if:

- there are episodes of vomiting or diarrhea in the last 24 hours and the student is not yet tolerating regular diet
- the student's temperature is not normal (temperature above 100.0)
- the student has an uncontrollable cough or runny nose so that he/she cannot care for it in a sanitary manner
- the student has been diagnosed with strep throat or other treatable contagious disease and has not yet had 24 hours of treatment
- The student has an untreated contagious disease (impetigo, scabies, rash, hives, etc.).
- The student has a recent injury that causes enough discomfort to significantly distract him/her from being able to focus on school activities in class.
- If the student has been hospitalized, a discharge summary must be provided upon return.

A practical question to ask is, "Does the student feel well enough to participate in and learn at school or would it benefit the student to rest at home today?"

We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health and there is no threat of communicable disease to others. A phone call to school to explain the absence is required on the day your child will remain at home. Parents are required to provide the school with current, accurate phone numbers through the online "Annual Student Update Form." If you have any questions about these guidelines, please call the District Nurse, who you will find in the staff directory section of the handbook.

These guidelines are provided to ensure that the child is fully recovered and to prevent the spread of disease to the rest of the school community.

CHRONIC MEDICAL CONDITIONS

If a student has a chronic medical condition that may excuse them from school throughout the school year, a Doctor's medical note excusing the student from attendance is required and will need to be renewed every 30 days.

The school has made the Emergency Medical Authorization Form available to every parent via online registration at the time of enrollment. A student's or parent's failure to submit the completed form may jeopardize the student's participation in school and co-curricular activities.

EMERGENCY NURSING SERVICES

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities. (Board Policy 5310.01-Emergency Nursing Services)

Nursing services are provided by the District Nurse during school hours on a full-time basis. Our District Nurse will routinely offer various health services such as vision and hearing screening, as well as immunization record management.

USE OF PRESCRIBED MEDICATIONS

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330-Administration of Medication/Emergency Care are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Consent Form must be filed with the District Nurse before the student will be allowed to begin taking any medication during school hours. The forms are available in the school offices.
- C. Any student requiring medication during the school day must have a medication consent form completed and on file in the student's respective health room. All medication must be in the manufacturer's original packaging or in the original properly labeled pharmacy packaging. Only medication supplied by the parent will be administered. A form must be completed for each medication whether it is prescribed or over-the-counter medication. The medication will be kept in the health room in a locked cabinet. The only medication that a student may carry per state statute is a prescribed inhaler or epi-pen. The medication form must be completed and signed by the prescribing medical provider and a parent/guardian.
- D. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by School personnel when a prescription is no longer to be administered or at the end of the school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release. The log can be found in the student's respective school health room.

ASTHMA INHALERS & EPINEPHRINE DELIVERY SYSTEMS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330-Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine delivery system to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed the Medication Consent Form have been submitted to the District Nurse.

Refer to “Use of Prescribed Medications” listed previously in Section C for more detail.

USE OF NONPRESCRIBED MEDICATIONS

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330-Administration of Medication/Emergency Care.

Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written parental consent.

The Medication Consent Form must be filed with the District Nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

Further, only those nonprescription drugs that are provided by the parent or guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.

Parents may authorize the school to administer a nonprescribed drug product using the Medication Consent Form which is available at the student's respective school office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to nonprescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a nonprescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

HEAD LICE

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and to pick the student up immediately. After treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by

the school health staff. The School District practices a policy of "no live lice" as a criteria for return to school. (Board Policy 8451-Pediculosis)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with Board Policy 8450-Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Wisconsin Department of Health Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453-Direct Contact Communicable Diseases)

Direct contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students, or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

CBD PRODUCTS

In accordance with Board Policy 5330-Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on School District property or at school activities:

No CBD products will be permitted for use at school.

SECTION III FOOD SERVICE

The School District of Horicon participates in the National School Lunch and Breakfast Program and makes meals available to students for a fee (Board Policy 8500). Students may also bring their own meals to school to be eaten in the school's cafeteria.

No student shall be allowed to leave school premises during the lunch period without specific written permission (email, note, or phone call) granted by the student's building Principal.

Applications for the school's Free and Reduced-Priced Meal program are available to all students on the school website (Board Policy 8531).

PROCEDURE FOR CHARGED MEALS/DELINQUENT BALANCES

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide children the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch.

The District shall do everything possible to provide meals for all children without causing embarrassment or harm to any students as a result of account deficiencies while still working to reinforce the students' and their families' financial responsibility and not raising a financial burden on the District.

A student's parent/guardian and Principal will all be notified of the delinquency in the student's account each time it is necessary for the student to charge a meal to give the parents time to send a check or cash to school with their child to give to the office.

Parents may also pay for school meals via e-Funds. Please refer to "Online Payment Option (E-Funds)" for directions and more information in this handbook.

Student account balances shall carry over from year to the next, except that upon departure from the District for any reason, any remaining account balance shall be refunded to the parent/guardian.

It is the goal of the Horicon Nutrition Service to serve healthy, nutritious meals to all students. Because we are a self-funded food service, it is imperative for us to prevent lunch money accounts from reaching negative balances. Therefore, the Horicon School District Meal Charge Policy is implemented as such:

- Students in 4K - 5th grade will be allowed to carry a negative balance and once the account is negative, regular contact will be made by the office to deposit additional funds in lunch accounts.
- Students in 6th - 12th grade will be allowed to carry a negative balance of up to \$20.00 and once the account is negative, regular contact will be made by the office to deposit additional funds in lunch accounts.
- Students in grades 6-12 who have an account with a negative balance will not be allowed to purchase any ala carte items.

Because we care about our students, we work diligently to prevent such situations. Every parent/guardian in the District has the availability to sign up for low balance alerts through the PowerSchool Parent Portal. Likewise, while purchasing lunch, all students are notified when their

account balances are below \$10.00. Despite these efforts, it will be beneficial for parents to check balances online as well.

FREE AND REDUCED MEAL APPLICATION INFORMATION

Furthermore, our program offers meals to our students with the option of them being free or reduced in price based on income. You can find income determination on the school website or on the free and reduced application itself. **If you believe you qualify, it is beneficial for you to complete a free and reduced form to prevent negative balances.** This form can be completed during any time of the year but must be completed every year as circumstances can change. No child is overtly identified by the amount they pay, and all information remains confidential. Please reach out to the child's Teacher, Principal, or District Administrator with any extenuating circumstances relative to negative balances. **No considerations will be given if you have not filled out the free and reduced form.** You can find forms online at <https://www.horicon.k12.wi.us> and click "Food Service." You can also obtain forms in the offices.

If you have any questions/concerns, please contact the Food Service Director, who you will find listed in the school directory section of the handbook.

MEAL PRICES				
GRADE	BREAKFAST	LUNCH	EXTRA MILK	EXTRA ENTRÉE
4K-5TH	FREE	FREE (NO ala carte option)	\$.50	n/a
6TH-8TH	FREE	FREE (ala carte option)	\$.50	\$2.75
9TH-12TH	FREE	\$3.50 (ala carte option)	\$.50	\$2.75
Adults (Staff)	\$4.00	\$5.05	\$.50	\$2.75
Adult (Guests)	\$4.00	\$5.05	\$.50	\$2.75

*4K through 8th Grade has qualified for Community Eligibility Provision (CEP). This allows those grades free breakfast and lunch. There is free universal breakfast available for students in grades 4K-12. ***Prices are subject to change***

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.fns.usda.gov/cr/discrimination-complaint-form> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: Program.Intake@usda.gov.

This institution is an equal opportunity provider.

SECTION IV STUDENT RECORDS & STUDENT INFORMATION

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (Board Policy 8330-Student Records). Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data is specified in Board Policy 8330-Student Records and includes a student's name, date of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and degrees and awards received. Directory data also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in District-wide publications or on the School District's website. The directory data used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third parties, please contact the respective building principal who you will find listed in the school directory section of the handbook or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Parents and students are reminded of: 1) their rights to inspect, review and obtain copies of students records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; 3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; 4) the categories of student record information which have been designated as directory data and their right to deny the release of such information; and 5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the District Administrator, who you will find listed in the school directory section of the handbook to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Student Records – Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory data as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, School District assigned e-mail address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory data. Public notice shall be given regarding right to refuse disclosure to any or all directory data including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330-Student Records)

If parents and eligible students do not submit such written notification to the School District, directory data may be utilized by the District Administrator in School District-wide publications or on the School District’s website. The directory data used will be properly verified and approved by the District Administrator. Annually a High School Administrator will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, & CHARGES

Fees will be charged for the following activities and programs:

HORICON SCHOOL FEES	2026-27	
Middle/High School Fee Schedule		Courses Involved
AP Exams	\$97.00	Estimated price per exam, set by College Board
Art (9 th -12 th)	\$20.00	All Art Courses
Athletic Pass	\$35.00	Adult Athletic Pass good for all home games, all sports (students are free)
Band Rentals (including percussion)	\$75.00	Per year per instrument
Band Rentals (including percussion)	\$40.00	Per semester per instrument
Band Rentals (including percussion)	\$20.00	Summer School per instrument
Band Books	\$13.95	Percussion
Band Books	\$12.15	French Horn
Band Books	\$11.70	All other instruments
Class Dues (9 th -12 th)	\$10.00	Annual Payment
Driver Ed.	\$250.00	Behind the Wheel (resident)
Driver Ed.	\$300.00	Behind the Wheel (non-resident)
Healthy Living (9 th -12 th)	\$20.00	All Healthy Living courses
Tech Ed (9 th -12 th)	\$20.00	All Tech Ed courses
Elementary Fee Schedule		
Band Rentals (including percussion)	\$75.00	Per year per instrument
Band Rentals (including percussion)	\$40.00	Per semester per instrument
Band Rentals (including percussion)	\$20.00	Summer School per instrument
Band Books	\$13.95	Percussion
Band Books	\$12.15	French Horn
Band Books	\$11.70	All other instruments

Fees may be waived in situations where there is financial hardship.(Board Policy 6152.01-Waiver of School Fees or Fines)

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (Board Policy 5460-Graduation Requirements).

STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830-Student Fund-Raising). The following general rules will apply to all fund-raisers.

- A. For fundraisers by student clubs and organizations that involve the sale of student's food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that

- involve the sale, to students, of food items or beverages to be consumed on School District property shall not compete directly with the sale of reimbursable meals .
- B. A student will not be allowed to participate in a fund-raising activity for a group in which the student is not a member without the approval of the student's teacher or counselor.
 - C. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
 - D. If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
 - E. Fundraising by students on behalf of school-related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.
 - F. Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.
 - G. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.

USE OF THE LIBRARY

The libraries are available to students throughout the school day. Passes may be obtained from a student's teacher or from the library media staff. Books on the shelves may be checked out for a designated period of time. To check out any other materials, contact the library media staff. A fee may be incurred if any materials are damaged or lost. Requests for reconsideration of school library materials shall be processed in accordance with Board Policy 2522-Libraries.

USE OF SCHOOL EQUIPMENT & FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

LOST & FOUND

The lost and found area of the elementary school is located in the elementary office. The lost and found area of the middle/high school is located in the middle/high school office. Students who have lost items should check the offices and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the conclusion of each quarter.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the child's building principal. Violation of this rule may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school offices for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

POLICY 5136 - PERSONAL COMMUNICATION DEVICES

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

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

"Personal communication devices" (PCDs), also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

- A. cellular/mobile telephone;*
- B. tablet computer;*
- C. laptop computer;*
- D. gaming device;*
- E. smartphone;*
- F. e-reader;*
- G. smartwatch;*
- H. wearable technology;*
- I. any other web-enabled devices of any type.*

Elementary students are discouraged from bringing cell phones to school. Students who bring cell phones to school will be required to store their cell phone in a secure location designated by the teacher. Students will not have access to their cell phone during the instructional day.

Middle/ High School students may use (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Use of PCDs at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

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, or a 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.

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 or a parent/guardian picks it up, in accordance with the Student Handbook and dependent on the situation. Students who violate the privacy of another may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; 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.

Policy Violations

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. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian 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. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

- A. **Emergency or Threat:** Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.*
- B. **Health Care Management:** Student use is authorized as necessary to manage or support a specific student's health care needs as defined in the individual student health plan.*
- C. **Individualized Education Plans:** Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.*
- D. **Educational Purposes:** Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.*

Duty to Report

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 Responsible for Their PCDs

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.

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) shall be notified by the District of whether any changes have been made to this policy and, if so, the updated policy shall be submitted to the DPI.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or picture, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students but can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

STAFF-STUDENT COMMUNICATION USING PERSONAL COMMUNICATION DEVICES

The School District is committed to maintaining professional and safe boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours. In accordance with state law, all electronic communications between students and district staff or approved volunteers must occur exclusively through transparent, district-monitored educational tools (such as official district email or platforms that archive communication logs and remain accessible to parents and administrators).

Private, unmonitored communication between staff members and individual students on personal social media platforms or unapproved messaging applications is strictly prohibited. All digital communications regarding school-related matters constitute official student or public records and are subject to state retention laws. Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to a building administrator.

Cell Phone and Electronic Device Guidelines Per School:

Horicon Elementary:

- If your child doesn't need to have a cell phone at school, please leave it at home.
- If your child needs to bring a cell phone to school, we ask that it is turned off when they enter school grounds.
- In grades 3-5, cell phones are collected by the teacher. In grades K-2, if your child brings a cell phone, please have them turn it in to the teacher at the beginning of the day.
- Elementary students will not have access to their phones during the day.
- If you have a message that your child needs prior to the end of the day, please call the office.

Consequences (Elementary)

1st offense: Cell phone is taken by an adult and returned to the student at the end of the day.

2nd offense: Cell phone is taken by an adult and kept in the office until the end of the day. The student will make a phone call home to explain what happened.

3rd offense: Cell phone is kept in the office until a parent/guardian can pick up the phone. The student will make a phone call home to explain what happened.

Horicon Middle School:

The School District of Horicon provides a device for each student's academic use, so cell phones are not needed in our classrooms. Furthermore, the use of cell phones during school often creates disruptions and interpersonal tensions when students use their cameras and social media in ways that affect other students. Therefore, Horicon Middle School students who bring their phones to school must leave them in lockers with two exceptions:

- Use during passing time and lunch is permitted as long as that use does not create disruptions to the school environment and does not result in students being late to class.

- If a teacher needs students to bring their phones to class, teachers may have students do so - but this should be an exception, not a rule.

Horicon High School:

Horicon High School provides a device for each student's academic use, eliminating the need for students to have cell phones in the classroom. Furthermore, the use of cell phones during school often creates disruptions and interpersonal tensions when students use their cameras and social media in ways that affect other students. Upon arrival in a classroom, students are expected to place their phone in the numbered holder. Students may pick up their phone when the bell rings to end class. Staff who see a cell phone outside of the designated holder are instructed to collect the phone and bring it to the office. The cell phone will be confiscated for a minimum time as outlined below. A student signature upon return of the device indicates students understanding of the policy and subsequent offense.

Consequences (Middle/High School)

1st offense: Cell Phone is confiscated and held in the office to be returned to the student at the end of the school day.

2nd offense: Cell Phone is confiscated and held in the office until a parent or guardian comes to school to pick it up.

3rd offense: Cell Phone is confiscated and placed in the school vault for one week and then returned to the parent or guardian. The student is then required to bring the phone to the office at the start of each day.

SECTION V EMERGENCY PREPAREDNESS & SAFETY

FIRE, TORNADO & LOCKDOWN DRILLS

The Horicon School District has a comprehensive School Safety Plan (Board Policy 8420-School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm is an announcement over the PA system, and if there is a fire, an alarm system will sound.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year. The alarm system for a school lock down is a PA announcement and a notification via the District alert system.

EMERGENCY CLOSINGS & DELAYS

The media stations listed below will carry all official bulletins regarding school emergencies such as early dismissals and cancellations due to bad weather or other emergencies. An automated phone call, text message, and/or email will also be sent by School Messenger, the automated school messenger system for the Horicon School District.

WBEV (1430 AM)
T.V. Channel 4

WXRO (95.3 FM)
T.V. Channel 6

WMDC (98.7 FM)
T.V. Channel 12

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220-School Day/School Closure)

PREPAREDNESS FOR TOXIC & ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (Board Policy 8431-Preparedness for Toxic Hazards and Policy 8431.01-Asbestos Management)

VISITORS/SAFETY & SECURITY

Visitors, particularly parents, are welcome in the District. In order to properly monitor the safety of students and staff, each visitor must report to the respective office upon entering the school and shall sign the visitor log and obtain a visitor tag. Visitors that intend to visit a classroom during the instruction day must be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected. All visitors are expected to sign out prior to departing the building. Any school staff member who witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall

immediately contact the building principal, or, if a building principal is not available, the District Administrator, if applicable, or appropriate law enforcement

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any loss of instructional time. Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with your student's respective building Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal. (Board Policy 7440-Facility Security and Policy 9150-School Visitors).

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day.

Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

The safety of our students requires the following precautions that are conducted in accordance with School Board Policy 7440-Facility Security and the School Safety Plan:

- All outside doors, including the main entrance, are locked during the school day.
- In order to gain entry into the school, visitors must enter through the Elementary/Middle/High School entrances or the District Office entrance. These entrances are secured and are monitored by staff.

SECTION VI – ACADEMICS

NONDISCRIMINATION

All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

COURSE OFFERINGS

Elementary School

The elementary curriculum follows the Wisconsin State Standards and includes English and language arts (including reading, phonics, writing, and word work), mathematics, science and engineering, social studies, art, physical education, general music, library, guidance, social-emotional learning, and keyboarding.

Middle and High School

Most Middle and High School course curricula follow the Wisconsin State Standards. Other national, state, post-secondary curricula and expectations are followed for courses with specific requirements, such as AP, Dual-Credit, and CAPP. For a complete list of high school course offerings, please visit the website at <https://www.horicon.k12.wi.us/> Click on "Schools", "High School", "Academic & Career Planning", "High School Course Planning".

REVIEW OF INSTRUCTIONAL MATERIALS

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Additionally, parents have the right to review any instructional materials related to the human growth and development curriculum in classes dealing with such subject matter (Board Policy 2414-Human Growth and Development). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

STUDENT INTELLECTUAL PROPERTY RIGHTS

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the School District Administrator and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (Board Policy 5870-Student Production of Goods and Services)

MUSIC LESSONS & BAND RENTAL POLICY

Instrumental lessons will be given to any student who is enrolled in band in grades five through twelfth. There are no charges made for these instructions, but students must purchase lesson books and minor supplies. Individual lessons and band rehearsals are conducted each week. It is not the policy of the Board of Education to attempt to furnish all pupils with instruments. Music companies often provide an opportunity to rent instruments while a student decides if he/she is sufficiently interested to warrant buying an instrument. The instrumental music program will provide instruments (for a rental fee) which would be too expensive or where there is

not sufficient interest for individuals to buy. Since there are not enough instruments for all beginning pupils, renters will be encouraged to purchase instruments of their own as soon as satisfactory progress is being made. Where financial limitations are such that a pupil might be denied the privilege of playing in the band unless he/she may have the use of a school instrument, a student might be allowed the use of such an instrument for an extended period of time. In all cases, a pupil may only retain the use of the instrument so long as he/she makes satisfactory progress.

The School District of Horicon rents school instruments to students for use during the school year and during summer school. Fees for rental of instruments are outlined in the Horicon School Fees Schedule which can be found in this handbook (please see the table of contents as needed). The district covers the cost of regular maintenance for school-owned instruments; however, students may be held responsible for damage resulting from abuse, neglect, or improper care.

No student shall be denied the right to participate in the instrumental program of the School District of Horicon for financial reasons. Parents can request a waiver of the rental fee for financial reasons by contacting their student's respective principal. Rental or provisions for paying for rental must be made within 30 days or the instrument is to be returned to the school. In all cases, the pupil and parent or guardian will be held responsible for any damage to the instrument except for that which is due to wear from normal usage and except for damage covered by an all-risk insurance policy carried by the school on all instruments.

Students who sign up for choir and/or band are expected to be at all concerts. Failure to be at the concerts will often result in a lower grade for the course. The band/choir concert performance is equal to taking a test in another course. The concert is your final assessment.

PHYSICAL EDUCATION

Physical education is scheduled and required for all grades. All students need shoes which are only to be used for physical education. Students can bring personal hygiene supplies. **No aerosol deodorants/colognes/perfumes should be brought to school.** If it is above 40 degrees Fahrenheit, classes may take place outside. Participation in physical education is required. A parent/guardian may request a student be excused from participation in Physical Education due to injury or ailment for one class period. The teacher may assign the student an alternative activity during that class period. Any student, who needs to be restricted from physical education for more than one class period, must provide the physical education teacher a note signed by the student's doctor. Additionally, the note must provide clear indication of when the student can return to participation in physical education activities.

ACADEMIC & CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. (Board Policy 2411-School Counseling and Academic and Career Planning).

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. All students must have emergency medical authorization information completed through online registration prior to the start of the school year

in order to participate. (Board Policy 2340-District Sponsored Trips) Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

GRADING & REPORTING

Elementary

Horicon Elementary utilizes standards-based grading. Student progress will be measured based on specific academic standards as well as personal development skills. Progress in each area will be clearly communicated to students and families. To help ensure accuracy in reporting student progress toward each standard, extra credit will not be offered as a way to increase a student's academic grade. Homework will be used as a tool to help students practice a skill but will not be used when determining an academic score.

The descriptors used to describe student progress are:

3: Consistently Meets Proficiency

- Fully demonstrates content proficiency and skill application
- Evidence of learning contains few or minor errors

2: Approaching Proficiency

- Demonstrates a partial understanding of the standard with gaps and errors
- Evidence of learning is inconsistent

1: Needs More Support to Meet Proficiency

- Demonstrates little or no evidence of proficiency on identified standard
- Large gaps in understanding or application
- Requires significant adult assistance

Promotion from third grade to fourth grade uses the process specified in Board Policy 5411 – Third Grade Promotion and Retention: At-Risk Students, in accordance with Wisconsin statutes.

Middle/High School

Teachers have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has mastered the required standards. In general, students are assigned course grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a course grade and will so inform the students at the beginning of the course work. Course grades will be determined in line with Policy 2623 – Student Assessment and Grading. If a student is not sure how their course grade will be determined, the student should ask the teacher.

Grade Point Average (GPA)

To calculate a grade point average (GPA), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Report cards and mid-quarter progress reports are available on-line through PowerSchool. The mid-quarter progress report is often used to signal a failing grade, but the absence of this report does not mean that a passing grade is guaranteed. Unless a request is made by parents, report cards will be shared electronically.

Contact between parents and teachers is encouraged through email and phone if the student's grade falls below a C. Upon reaching the age of majority, a student may request that reports be sent only to him/her. Notification of this fact must be in writing to the school office.

DRIVER EDUCATION CERTIFICATE

In order to receive a driver education certificate from Horicon HS, a student must have successfully completed both the classroom and the laboratory (Behind the Wheel-BTW) phases of driving instruction, paid the BTW fee for that year, and have paid all other fees and fines.

NATIONAL HONOR SOCIETY

High school students are elected to the Horicon Chapter of the NHS based on a cumulative 3.25 grade point average and demonstration of these qualities to an outstanding degree: service, leadership, character and scholarship. Final election to the Society is made by a Chapter Council composed of faculty members.

PROMOTION, PLACEMENT, & RETENTION

POLICY 5410 - PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

Definitions

Promotion: *Occurs when a student is doing the quality of work that indicates the student has met the criteria established in this policy and AG 5410 and shall be moved forward to the next grade.*

Placement: *Occurs when a student is not doing the quality of work that indicates the student shall be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the building administrator, Student Support Team with the concurrence of the building administrator.*

Retention: *Occurs when a student is not doing the quality of work that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the building administrator, Student Support Team with the concurrence of the building administrator.*

A student will be promoted to the succeeding grade level when the student has:

- A. completed the course requirements at the presently assigned grade;*
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;*

- C. *demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;*
- D. *demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.*

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. *ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;*
- B. *require the recommendation of the relevant staff members for promotion, placement, or retention;*
- C. *require that parents are informed in advance of the possibility of retention of a student at a grade level;*
- D. *assure that efforts are made to remediate the student's difficulties before the student is retained;*
- E. *assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.*

Promotion of Elementary School Students (Grades K-1)

The District's decision to promote or retain kindergarten and first-grade students is made after careful consideration of academic achievement in core academic areas (reading, written language, mathematics, science, and social studies). Also considered are study skills, social development, physical development, problem-solving abilities, and attendance. The principal, school counselor, and classroom teacher are key members of the committee responsible for assessing student progress and making promotion and retention decisions. Others are considered as necessary. Parent involvement is encouraged throughout the process.

Promotion of Elementary School Students (Grades 2-5)

Grade advancement decisions in grades 2 - 5 will be based on the four criteria listed below (A - D). For those students in grade 2 or in grades 3 - 5, whose parent(s)/guardian(s) have opted them out of the state assessment, the grade promotion decision will be based on the other remaining criteria listed below.

A. Student's Academic Performance

Student obtains a grade of 2 or better on 60% of standards listed on the grade level final report card; AND/OR

B. Student Score on the State Assessment (applies to students in grades 3-5 only)

1. *Student receives a score of basic or above on three or more of the five sub-tests (reading/ language arts, mathematics, science, social studies) that comprise the previous and/or current year state assessment; AND/OR*
2. *Student scores at grade level or one level below on the grade level District Assessment*

C. Grade-Level Advancement Committee Recommendations

If a student fails to meet the criteria as stated above, securing a consensus recommendation from the Grade Level Advancement Committee will be required for promotion to the next grade. The Grade Level Advancement Committee will consist of the classroom teacher(s), counselor, and principal. Teacher recommendations shall attest to the student's knowledge and skill level and shall be in writing. Teacher recommendations shall be based solely on student academic performance; AND/OR

D. Other Academic Criteria that may be Considered

- 1. Successful participation in after-school sessions or a specialized education plan;*
- 2. Successful completion of an approved summer school program;*
- 3. Individualized education plan (IEP) for a student with a disability.*

The District Administrator shall be responsible for the general supervision and management of the promotion of students under this policy. This policy is designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation on the report card will be sent to the parent/guardian regarding their child's grade level promotion/retention decision at the end of the school year.

Promotion of Middle School Students (Grades 6-8)

Grade advancement decisions in grades 6 - 8 will be based on the four (4) criteria listed below (A-D). For those students in grades 6 - 8 whose parent(s)/guardian(s) have opted them out of the State assessment, grade advancement will be based on the other remaining criteria listed below.

A. Student's Academic Performance

Student obtains an average of "D-" or above in each of the four (4) core areas (language arts, mathematics, science, social studies) for both semesters/ AND/OR

B. Student Score on State Assessment

Student received a score of proficient or above on three (3) or more of the five (5) subtests (reading, language arts, mathematics, science, social studies) that comprise the previous and/or current year state assessment.

C. Grade-Level Advancement Committee Recommendations

If a student fails to meet the criteria as stated above, securing a consensus recommendation from the Grade Level Advancement Committee will consist of the core teachers, counselor, and principal. Teacher recommendations shall attest to the student's knowledge and skill level and shall be in writing. Teacher recommendations shall be based solely on student academic performance.

D. Other Academic Criteria

- 1. Successful participation in after-school study sessions or a specialized education plan*
- 2. Successful completion of an approved summer school program;*
- 3. Individualized education plan (IEP) for a student with a disability.*

The District Administrator shall be responsible for the general supervision and management of the promotion of students under this policy. The building principal shall determine whether a student has satisfied the criteria in this policy. This policy is designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation on the report card will be sent to the parent/guardian regarding the final decision at the end of the school year.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and on the School District website.

GRADUATION REQUIREMENTS

High School Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the District's requirements for basic course work and earn the total number of required credits. Students need to understand college or technical schools may require additional courses for admission. The Board of Education also acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. Application for early graduation should be submitted to the High School Principal. The Principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements. The student may participate in the graduation ceremony with his/her class if they so choose.

The following minimum requirements must be met for graduation from Horicon High School:

Class of 2027		Class of 2028		Class of 2029 and beyond	
English	4 credits	English	4 credits	English	4 credits
Mathematics	3 credits	Mathematics	3 credits	Mathematics	3 credits
Science	3 credits	Science	3 credits	Science	3 credits
Social Sciences	3.5 credits + civics exam	Social Sciences	3.5 credits + civics exam	Social Sciences	3.5 credits + civics exam
Physical Education	1.5 credits	Physical Education	1.5 credits	Physical Education	1.5 credits
Health	.5 credit	Health	.5 credit	Health	.5 credit
Freshman Success	.5 credit	Freshman Success	.5 credit	Personal Finance	.5 credit
		Personal Finance	.5 credit		
Electives	8 credits	Electives	7.5 credits	Electives	8 credits
Total	24 credits	Total	24 credits	Total	24 credits

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of schools. For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Accepted credits from nonpublic schools will be entered on the student's transcript with a notation of the school at which the credits were earned.

The School District may grant a high school diploma to a student who has not satisfied the requirements under policy if the student was enrolled in an alternative education program and the School District determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

A student may be denied participation in graduation activities for disciplinary reasons and/or for nonpayment of fees. (Board Policy 5460-Graduation Requirements)

CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL

The Board shall establish programs to serve children in the School District who are identified as "children at-risk" in compliance with State statutes.

The School District shall annually identify all children at-risk enrolled in the School District and develop a plan describing how the Board will meet the needs of such students. All programs and services developed for "children at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the School District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed. (Board Policy 5461-Children At-Risk of Not Graduating from High School)

EARLY COLLEGE CREDIT PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing the student meets the requirements established by law and by the School District and subject to the approval of the Board on an annual basis. A student or their parent must also complete and submit the Intent to Participate Form available from the High School Guidance Counselor, who you will find listed in the school directory section of the handbook. The Intent to Participate Form is also available on the Department of Public Instruction website. The form must be submitted by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester, and by October 1st if they intend to enroll in the spring semester. Any interested student should contact High School Guidance Counselor to obtain the necessary information. (Board Policy 2271-Early College Credit Program)

START COLLEGE NOW PROGRAM

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing the student meets the requirements established by law and by the School District and subject to approval of the Board on an annual basis. A student or their parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if they intend to enroll in the spring semester. Any interested student should contact the High School Guidance Counselor, who you will find listed in the school directory section of the handbook, to obtain the necessary information. (Board Policy 2271.01-Start College Now Program)

PART-TIME OPEN ENROLLMENT

The Board will provide students enrolled in the School District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact the High School Guidance Counselor, who you will find listed in the school directory section of the handbook, to obtain the necessary information. (Board Policy 5113.01-Part-Time Open Enrollment)

HOMEWORK

POLICY 2330 - HOMEWORK

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The District establishes the following standards for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.*
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.*
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.*
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.*
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.*
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.*
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.*

STUDENT TECHNOLOGY ACCEPTABLE USE & SAFETY

Students are encouraged to use the school's technology resources for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Unauthorized or inappropriate use, including any violation of the School District's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the School's rules, and civil or criminal liability. Smooth operation of the School's network

relies upon users adhering to the School District's policies and administrative guidelines. **Prior to accessing the Internet at School, students are required to confirm their agreement to abide by the terms and conditions of the Student Technology Acceptable Use and Safety Agreement each year. Parents/guardians must electronically sign the Acceptable Use policy with online registration each year.**

Violation of the Student Technology Acceptable Use and Safety Agreement may result in disciplinary consequences up to and including expulsion from the School District, civil liability and/or referral to law enforcement.

The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Use of School District technology resources to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others."

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member 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 and/or sexually explicit photographs/recordings of students or school staff;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct Board Policy 7540.03-Student Technology Acceptable Use and Safety.

Students shall not access social media for personal use from the School District's network but shall be permitted to access social media for educational use provided the Principal approves, in advance, such access and use.

POLICY 7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff, and the general public. Social media is defined in Bylaw 0100 - Definitions.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

The District Administrator is charged with designating the District-approved social media platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use when communicating via social media with each other and/or with students.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s) and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post

information or announcements to a District social media platform, the staff member may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff may, with prior approval/ authorization from the Principal, use social media platforms/ sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/ site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/ sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/ procedures, and the platform/ site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). Identification of a student in any social media post publication and/or social media post from the District must be approved by the parent in advance. Any postings by District employees that identify students must be consistent with Policy 1213/ 3213/4213 - Student Supervision and Welfare.

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/ sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

If a staff member uses District-approved social media platforms/ sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal

concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

They are reminded that the District may monitor their use of District technology resource.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

ACADEMIC HONESTY

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, providing unauthorized assistance to another student, and cheating in all its forms. All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students. Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences (Board Policy 5505 – Academic Honesty).

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI).

ARTIFICIAL INTELLIGENCE

Students may use AI tools for academic purposes when specifically, and clearly permitted by their teacher(s). If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Instruction

Students shall receive age-appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Academic Standard and Authorized Use

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance. Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

Academic Misconduct and Consequences

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct and Policy 5505 – Academic Honesty.

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Behavioral Prohibitions: Students are prohibited from using AI to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with the Policy 5500 - Student Code of Classroom Conduct and other applicable Board policies.

Use of AI to Generate any Synthetic Intimate Representation

Any student suspected of using AI or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and School District policy. (Board Policy 2623-Student Assessment)

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the High School Counseling office.

AMERICAN COLLEGE TESTING (ACT)

The State of Wisconsin requires all juniors complete the ACT during the spring. Students are not charged a fee for this assessment. Results are used to determine the school's academic ranking on the state report card. Additional college entrance testing information can be obtained from the school's guidance office.

PROGRAM OR CURRICULUM MODIFICATIONS

POLICY 2451 – PROGRAM OR CURRICULUM MODIFICATIONS

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications, including, but not limited to:

- A. modifications within the student's current academic program;*
- B. a school work training or work-study program;*
- C. enrollment in an alternative public school or program located in the School District in which the student resides;*
- D. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;*
- E. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;*
- F. enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.*

The written request shall be provided to the who will provide it to the Board or an administrator who is designated to handle such requests. The Board or appropriate staff member shall render a decision, in writing, within ninety (90) days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within thirty (30) days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

Annually, the District shall notify students and parents of the provisions of this policy. Inclusion of such notification in the student handbook shall satisfy this requirement.

VIRTUAL INSTRUCTION

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (Board Policy 5500.01-Conduct in Virtual Classroom)

SINCERELY HELD RELIGIOUS BELIEFS

Our curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. It is expected that students will receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

If after careful personal review of the program's lessons and/or materials, a student, or parent of a minor student, indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such adult student or parent requested absence. (*Board Policy 2270 – Religion in the Curriculum and Board Policy 2240 – Controversial Issues in the Classroom*)

SECTION VII - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS & ACTIVITIES

Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The school has many student groups that are approved by the Board.

Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Elementary

At the elementary level, athletic participation is organized through the community recreation department. The District's Recreation Director is listed in the school directory section of the handbook.

Middle/High School

ADMINISTRATIVE ACTIVITIES

1. Student Council
2. National Honor Society (NHS)
3. Forensics
4. Art Show
5. All School Musical
6. All School Play
7. Pep Band
8. Prom
9. Color Guard/Drum Major
10. Solo-Ensemble
11. FFA
12. Homecoming
13. Winterfest
14. eSports
15. Future Business Leaders of America (FBLA)
16. Math Team
17. Science Olympiad
18. Academic Bowl
19. Bowling Club
20. Ice Fishing Club
21. Trap Shooting Club

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430-District-Sponsored Clubs and Activities).

All District-sponsored club communications, including flyers or posters to be displayed on school property, shall be limited to the club's name, meeting date, time, and location, and subject to administrative approval.

(To view the entire Horicon School District Co-Curricular Code of Conduct, please visit www.horicon.k12.wi.us.)

MIDDLE/HIGH SCHOOL DANCES & SCHOOL ACTIVITIES

All dances and activities must have the approval of the class or club advisor and the school administrator. Activity authorization blanks are available in the office. Activities on nights followed by a school day must end prior to 11:00 p.m. Activities not followed by a school day will close at a time set by the Administrator. Dances and activities are limited to current Horicon High School students. An out-of-school guest will be permitted to attend if he/she is approved by school administration one week before the dance. Guest approval forms are available in the High School Office.

NONSCHOOL-SPONSORED CLUBS & ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The club/activity must verify the event is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Questions should be directed to the building principal.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the School or the School mascot or logo. (Board Policy 5730-Equal Access for Nondistrict-Sponsored Clubs and Activities)

SCHOOL-SPONSORED PUBLICATIONS & PRODUCTIONS

Policy 5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, school-sponsored student media shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term publication shall include distribution, transmission, and dissemination of a student publication regardless of its medium. Student publications shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, apps and services (as defined in Bylaw 0100, webpages/sites, web logs ('Blogs), video or audio clips, (postings of social media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail, text, wireless broadcast, or other similar distribution/dissemination).

The term performance shall include presentation and broadcast of a student production. Student productions shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not limited to, radio and television programs, videoblogs (vlogs), and podcasts.

Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02.

For purposes of this policy, school community is defined to include students, Board employees (i.e., administrators, and professional and support staff), parent/family members and other individuals who are invited by the District Administrator, authorized or otherwise permitted by the District Administrator to

view a performance or receive directly from the District a publication and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene, or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

Nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public). See Board Policy 9160 – Public Attendance at School Events.

All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): **Elementary and High School Yearbooks**. See Board Policy 9160.

Staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.

Advertising is permitted in all school-sponsored student media.

Any advertisements must be consistent with Policy 9700.01 and AG 9700B.

Advertisements submitted for publication or inclusion in a production shall be reviewed by one or more of the following: the class/activity advisor; the building principal; the District Administrator; and/or school officials for a determination that they are appropriate for juveniles. The District Administrator retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;*
- B. fail to identify the student or organization responsible for the publication/performance;*
- C. solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.*

ATHLETICS

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the District Athletic Director, who you will find listed in the school directory section of the handbook.

Students will be prohibited from attending or participating in co-curricular activities on a day they have been absent without a prearranged excused absence. If a student is not in attendance on the morning of a scheduled practice or contest, but reports to school by 11:00am, he/she is eligible to participate that day.

INTERSCHOLASTIC ATHLETICS

- Football (Middle School, Junior Varsity & Varsity levels) Fall Co-op.
- Basketball (boys' and girls' teams; Middle School, JV2, Junior Varsity & Varsity levels) Winter
- Baseball (teams at Junior Varsity & Varsity levels) Spring
- Wrestling (boys' and girls' teams at Middle School, Junior Varsity & Varsity levels) Winter
- Hockey (boys' and girls' teams at Junior Varsity & Varsity levels) Winter Co-op.
- Track (boys' and girls' teams at Middle & High School) Spring
- Golf (boys' teams at Junior Varsity & Varsity levels, per WIAA girls may play on the boys' golf team) Spring
- Volleyball (girls' teams at Middle School, JV2, Junior Varsity & Varsity levels) Fall
- Softball (girls' teams at Junior Varsity & Varsity levels) Spring
- Cross Country (boys' and girls' teams at Middle School, Junior Varsity & Varsity levels) Fall
- Swimming & Diving (boys' and girls' teams at the Junior Varsity & Varsity levels)
Girls' Swimming & Diving – Fall, Boys' Swimming & Diving – Winter. Both co-op.

Excerpt from Horicon School District Co-Curricular Code of Conduct:

STATEMENT OF PHILOSOPHY Participation in Horicon School District co-curricular activities is an integral part of the Horicon School District curriculum; it is also a privilege that should elicit great pride in both the student and his/her family. Horicon School District's Strategic Goal #3 reads: "The School District of Horicon will offer a strong co-curricular program to help enhance the success of students, build leadership skills, and increase school involvement of all students." By providing a strong co-curricular program, Horicon School District extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Like anything of value, this privilege comes with a price tag. That price tag is a commitment by participants to follow established rules. Co-curricular participants who comply

with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of teammates/co-participants, advisors/coaches, and the school. If accepted, this privilege carries certain responsibilities – those responsibilities are presented in this cocurricular code.

ELIGIBILITY These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with Horicon School District rules. The following items are required for ALL co-curricular activities:

- 1. Full-time enrollment in the Horicon School District or as a resident home-schooled student.*
- 2. Student AND Parent/ Guardian attendance at a Co-Curricular Code meeting (1 per school year)*
- 3. Student and Parent/ Guardian signatures on the Co-Curricular Code of Conduct Contract.*
- 4. An emergency medical form must be completed each year.*
- 5. User fees, as determined by the Horicon School District Board of Education.*

In addition to the items listed above, the following items are required for ATHLETIC participation:

- 6. A current physical exam form completed by a licensed physician, or alternate year card, to participate in physical co-curricular activities. The physical exam form must be completed every other year, with April 1st as the earliest day of the examination for the following school year. The alternate year card with Parent/ Guardian signature is used in the second year.*
- 7. Student and Parent/ Guardian signatures on a WIAA Guidelines H.S. Athletic Eligibility Information Bulletin Waiver.*

(To view the entire Horicon School District Co-Curricular Code of Conduct, please visit www.horicon.k12.wi.us).

STUDENT EMPLOYMENT

The school recognizes that employment can provide valuable life skills and financial support. However, a student's primary responsibility is their education. If a student believes that they must maintain a job in addition to going to school, the student is encouraged to first make contact with their school counselor for support and to discuss any applicable state labor laws or work permit requirements.

WORK PERMITS

A work permit is required before anyone under the age of 16 is allowed to work in any job apart from agriculture or domestic service work. The minimum age for employment is 14. To obtain a work permit or for more information, please visit:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

YOUTH APPRENTICESHIP

A Youth Apprenticeship is a one or two year commitment between the student, school district, employer, and the Wisconsin Department of Workforce Development to begin a training experience in a career area selected by the student. Students wanting to participate in the Youth Apprenticeship Program should follow these guidelines:

- Approval by the youth apprenticeship coordinator and high school administration is required before enrolling.
- One or two credits per year (1 or 2-year commitment).
- Elective for only grades 11 and 12.
- Prerequisites: Prior/current enrollment in vocational classes in area of apprenticeship and on target for graduation in four years.

- A student must complete 450 hours (10-15 hours/week) for a one-year contract or 900 hours in a two-year commitment.

Work hours can be completed either as part of the student school day or outside of normal school hours. Seniors may request up to two class periods of Youth Apprenticeship release per day. Juniors may request up to 1 class period of Youth Apprenticeship release per day. Release time is dependent upon each student's schedule. Employment should be related to the student's career goal. Students will need to complete the online application and Education/Training Agreement, keep records of hours worked, and meet monthly with the youth apprenticeship coordinator. Related classroom instruction to the youth apprenticeship needs to be taken each semester. Employers also need to agree to be part of this program. Employment may begin in the summer. Upon successful completion, the Wisconsin Department of Workforce Development issues students a Certificate of Occupational Proficiency. Graduates may be eligible to receive advanced standing or transcript credit at a local technical college and also credit toward the admission requirements for schools in the University of Wisconsin system (in selected programs). A complete listing of program areas for Youth Apprenticeship can be found on the district website, or you may contact the High School Counselor who you can find in the staff directory section of the handbook.

Seniors in a Youth Apprenticeship program are required to be enrolled and successfully complete a minimum of five academic classes each semester. Juniors are required to be enrolled and successfully complete a minimum of six academic classes each semester. Failure of any course will result in the Youth Apprenticeship contract being revoked.

SECTION VIII - STUDENT CONDUCT

ATTENDANCE

The District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200-Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in *Board Policy 5200 - Attendance*. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

SAFE ARRIVAL POLICY

The state of Wisconsin requires compulsory school attendance. A call from home **or a written excuse** must be provided for every absence. If a child must be absent, parents are asked to contact the school no later than 9:00 a.m. on the day of the absence. If a parent does not contact the school in regard to an absence, an automated call will be made in order to assure that each child is accounted for on any given day.

Parents may call their child's school office at any time and leave a message regarding their child's absence. **A written excuse or phone call should state the reason for the absence, date(s) of the absence, and include the name of the parent or guardian. An absence will remain unexcused until the office receives a phone call or a written note.** A physician's statement may be required in the case of communicable diseases, extenuating circumstances, or after three consecutive days absent due to illness.

If a phone call is not received or if a written note is not presented, within two business days of the child's absence, the absence will be considered unexcused. If a student has seen a doctor, dentist, or counselor, it is recommended that the parent bring a slip from the professional indicating that the student was seen by the professional.

Excerpt from Policy 5200-ATTENDANCE

○ Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each single absence.

Excerpt from Policy 5230 -Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized by a parent with authority to do so.

No student will be allowed to leave school prior to dismissal time without the parent contacting the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian. (Board Policies 5200-Attendance and 5230-Release of Students to Authorized Persons)

Excerpt from Policy 5200-ATTENDANCE

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

- 1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day*
- 2. to attend a funeral*
- 3. legal proceedings that require the student's presence*
- 4. college visits*
- 5. job fairs*
- 6. vacations*

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of their parent to serve as an election official on election day; 2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and 3) the student has at least a 3.0-grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

D. Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

TRUANCY

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute. (118.15, Wis. Stats.)

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Habitual Truancy

A student is considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

CHRONIC ABSENTEEISM

Chronic absenteeism creates barriers for the educational process and is considered a serious matter. As defined by the Wisconsin Department of Public Instruction, a student is considered chronically absent if they miss more than 10% of scheduled attendance days for any reason. All absences, excused, unexcused, prearranged, or medically excused are included in the calculation of chronic absenteeism. Chronic absenteeism is an indicator of student engagement and is factored in the district's school report card score, part of the state and federal accountability system.

The Principal will determine on a case by case basis the appropriate response to help families of students who are chronically absent. The following responses may be considered:

- Meeting with the student
- Requiring the student to make up lost time
- Requiring the student to make up course work and/or assessments as permitted under this Guideline;
- Meeting with the student's parent or guardian
- Referring the student to the appropriate agency for assistance
- Municipal or county truancy referral per the district's truancy plan

Administrative action to address unexcused absences shall be in accord with due process as defined in the Student Code of Conduct and other applicable Board Policies.

LATE ARRIVALS TO SCHOOL

Students who arrive late to school must go directly to their respective school office for a pass to enter class. Unexcused absences may be removed if parents/guardians provide a written, signed, and dated note which provides an approved legal excuse. Repeated unexcused late arrivals will prompt contact with parents/guardians and may result in a truancy notice and/or citation.

LATE ARRIVAL/EARLY DISMISSAL FROM SCHOOL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by phone, email, or a written, signed, and dated statement stating the reason for the absence.

No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. (Board Policy 5200 Attendance and Policy 5230 Release of Students to Authorized Persons)

LEAVING SCHOOL DURING THE DAY

Although we encourage families to make appointments after school hours, we know that occasionally students must leave. When students need to leave school, it is required that the parent/guardian contact their child's respective school office prior to the start of the school day. Students may be released into the custody of their parent/guardian or other authorized person. When students return, they need to come to the office to turn in medical excuses from the health care provider. If we have any questions about whether or not a student should be leaving, we will contact the parent/guardian.

MAKE-UP COURSEWORK & EXAMS

Excerpt from Policy 5200-ATTENDANCE

- ***Make-up Coursework and Exams***
 - ***Excused Absences***

A student whose absence from school was excused, except for an expelled student, shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absences when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

- ***Unexcused Absences***

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

Students with unexcused absences shall be permitted to make-up coursework and any quarterly, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two (2) paragraphs, credit may but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and coursework shall be completed, including outside regular school hours.

The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

TARDINESS

- Students who are not in class when the bell rings are considered tardy.
- All students who are tardy to school at the start of the day must report to their respective building office to check in.
- When a teacher detains a student after class, the teacher shall issue a late pass for the student's next class.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. (Board Policy 5855-Student Attendance at School Events)

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

All School District of Horicon Students grades 7-12 are admitted free for all home athletic events. All 6th grade and lower grade students are admitted free but only when accompanied by a parent or adult chaperone.

The school will not be able to supervise unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in District sponsored events.

STUDENT BEHAVIOR/DISCIPLINE

Philosophy

The School District of Horicon is a PBIS (Positive Behavioral Interventions and Support) School. This system emphasizes the importance of recognizing those students who meet our expectations but also provides a plan for those who occasionally do not. We also use the restorative practice

model for discipline issues. Restorative Practices holds students accountable for their actions while restoring the relationship that was damaged.

The School District of Horicon staff recognizes the need for a consistent, fair and workable system of discipline to provide a safe learning environment for all of our students. This is recognized and rewarded frequently during the school year. The purpose of the behavioral system is to allow each student to develop to their full potential academically, socially, and physically. To that end, disciplinary procedures will be implemented to encourage the students to learn, to develop responsibility, and to control their own actions.

Those students choosing to misbehave will encounter consistent, uniform, and fair treatment to aid in changing the undesirable behaviors. Students must realize that logical and natural consequences occur from the choices they make. This behavioral system, PBIS and restorative justice, applied consistently by all teachers and staff, will result in a wholesome atmosphere for teaching, learning, and growing.

GENERAL SCHOOL RULES/DISCIPLINE PROCEDURES

Elementary/Middle/High School students are expected to follow the following classroom/building rules:

1. Students will show respect for themselves, others and all school property.
2. Students are to follow teacher directions the first time they are given.
3. Students are to be on time to class with appropriate materials.
4. Students are to respect the rights of students and adults, in and out of the classroom.
5. Appropriate verbal and physical actions will be used under all circumstances.
6. Assignments are to be completed to the best of a student's ability and turned in on time.

Grades PreK-5 Discipline Procedures

The classroom teacher retains the primary responsibility for determining the degree of follow-up needed with each student and incident. Teachers and staff will make their expectations clear to the students and review them periodically per PBIS procedures. When a student fails to follow building/classroom rules the consequences will depend on the grade level and severity.

Grades 6-12 Discipline Policies & Procedures

Horicon Schools utilize the PBIS framework when handling discipline issues. PBIS stands for Positive Behavioral Intervention and Supports. The purpose of our PBIS program is to promote compliance with school rules and foster academic achievement for all students by providing consistent routines and practices and rewarding students in a positive school environment. A PBIS framework empowers teachers to respond to minor behaviors in their classroom. A three-step approach will be utilized by classroom teachers:

- 1: pre-correct, redirect, or reteach behavior
- 2: re-teach behavior with choice
- 3: re-teach behavior with corrective cost

Step two allows a student a choice as to the corrective action. For example, a student tardy to class will be instructed on the need for being in class on time, and then given the choice of spending time before or after school in the classroom or writing the teacher a behavior contract explaining the critical need for a timely arrival.

At step three, the corrective cost will correspond to the behavior being corrected, such as cleaning desks that have been written on, or volunteering time after school to compensate for instructional time lost as a result of poor behavior choices. The third re-teach will include contact with student's parents.

If three corrective steps by the classroom teacher fail to change the student's behavior, the teacher will refer the student to the high/middle school administration. Major behavior issues, such as fighting, theft, harassment, insubordination, or repeated refusal to follow school rules will also be referred to administration. Administrative costs for poor behavior choices can include detention, suspension, behavior contract, parent conference, or any other action deemed applicable.

PROHIBITED BEHAVIORS

For the safe and orderly operation of the School District of Horicon, students will refrain from:

- Physical and verbal abuse, including harassment and/or intimidation, and any act intended to damage or acquire by theft property belonging to others. (Anyone believing he/she may have been subject to harassment is asked to review Board policy regarding complaint procedures.)
- Disobedience, disrespect, threats or attacks directed at members of the school staff; and damage or theft of property belonging to school staff members,
- Actions that deface, destroy, lessen the value of, and/or remove district property from their proper place,
- Any act that poses a threat to the health and safety of students and/or staff, or a perceived threat to a student or staff,
- Carrying a backpack or other personal bags to classrooms,
- Possession of any type of weapon on school ground or at any school sponsored activity
- Use, possession, manufacture, purchase, sale, delivery, exchange, or giving away of tobacco products, including electronic cigarettes and vapor products, alcohol, controlled substances, look alike drugs or alcohol, or drug paraphernalia (including prescription medication by someone other than for whom it is prescribed, or used in a manner and/or amount other than prescribed) on school grounds or at an event sponsored and/or supervised by school staff.
- Loitering on school grounds after scheduled activities have concluded.

POLICY 5517 – STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender 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 (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students,

including at a group of students, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take prompt steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment complaints comprises part of one's duties.

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual or group of students who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s) means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays) unless expressly stated otherwise herein.

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means individuals, students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words 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. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Complainant is the individual or group of students who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;*
- B. drawing, displaying, or posting images or symbols of prejudice.*

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266/AG - Nondiscrimination on the Basis of Sex in Education Programs or Activities 2266, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;*
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;*
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.*

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;*
- B. unwelcome pressure for sexual activity;*
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;*

- D. *unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;*
- E. *sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;*
- F. *unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;*
- G. *unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;*
- H. *unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;*
- I. *unwelcome behavior or words directed at an individual because of gender;*

Examples are:

- 1. *repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;*
- 2. *rating a person's sexuality or attractiveness;*
- 3. *staring or leering at various parts of another person's body;*
- 4. *spreading rumors about a person's sexuality;*
- 5. *letters, notes, telephones calls, or materials of a sexual nature;*
- 6. *displaying pictures, calendars, cartoons, or other materials with sexual content.*
- J. *inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;*

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate, and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

- 1. *hugging, kissing, or other physical contacts with a student;*
- 2. *telling sexual jokes to students;*
- 3. *engaging in talk containing sexual innuendo or banter with students;*
- 4. *talking about sexual topics that are not related to the curriculum;*
- 5. *showing pornography to a student;*
- 6. *taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");*
- 7. *initiating or extending contact with students beyond the school day for personal purposes;*

8. *using e-mail, text messaging, or websites to discuss personal topics or interests with students;*
9. *giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;*
10. *invading a student's privacy (e.g. walking in on the student in the bathroom, locker room, asking about bra sizes or previous sexual experiences);*
11. *going to a student's home for non-educational purposes;*
12. *inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);*
13. *giving gifts or money to a student for no legitimate educational purpose;*
14. *accepting gifts or money from a student for no legitimate educational purpose;*
15. *being overly "touchy" with students;*
16. *favoring certain students by inviting them to come to the classroom at non-class times;*
17. *getting a student out of class to visit with the staff member;*
18. *providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance, abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;*
19. *talking to a student about problems that would normally be discussed with adults (i.e. marital issues);*
20. *being alone with a student behind closed doors without a legitimate educational purpose;*
21. *telling student "secrets" and having "secrets" with a student;*
22. *other similar activities or behavior.*

Inappropriate boundary invasions are prohibited and must be reported promptly to one (1) of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. *remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;*
- L. *a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;*
- M. *verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.*

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional, or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

Andrew Selgrad
Assistant Middle/High School Principal & Athletic/Activities Director
School District of Horicon
841 Gray Street
Horicon, WI 53032
920-485-2898, Option 4
aselgrad@horicon.k12.wi.us

Cynthia Borgstrom
Horicon Elementary Assistant Principal/Guidance Counselor
School District of Horicon
841 Gray Street
Horicon, WI 53032
920-485-2898, Option 2
cborgstrom@horicon.k12.wi.us

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.*
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.*
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) and the building principal or District Administrator within two (2) days.*
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.*
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.*
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.*

A CO will be available during regular school/work hours to discuss concerns related to harassment and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the District Administrator. In the case of a complaint against the District Administrator, the CO will prepare recommendations for the Board President. In the case of a complaint against the Board President or Board

Member, the CO will prepare recommendations for the District Administrator. They are designated to serve as the decision-maker for such complaints and may consult with the Board Attorney as needed. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the District Administrator, or Board President if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with this policy.

Filing a Complaint and Initial Processing of a Complaint

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any student, or the student's parent/guardian, who believes that the student has been subjected to harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or other applicable government agency. The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

If at any time during the investigation process, the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment, in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile educational environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior, and/or harassment to one (1) of the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01- Bullying investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266 -Nondiscrimination on the Basis of Sex in Education Program or Activities. The Compliance Officer shall keep the Principal informed of the status of the investigation under this policy and provide the Principal with a copy of the resulting report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities grievance process.

Complaint and Investigation Procedure

A Complainant may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of class schedule for the Complainant or the Respondent, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken, except for complaints against the District Administrator, in which case the Board President should be consulted. The Complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The Complainant shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the Complainant.

Generally, within two (2) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

The investigation generally will include:

- A. interview(s) with the Complainant;*
- B. interview(s) with the Respondent;*
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations as determined by the CO;*
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations as determined by the CO.*

At the conclusion of the investigation, the CO shall prepare and deliver a report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in harassment/retaliation of the Complainant. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

Generally, within five (5) days of receiving the report of the CO or designee, the District Administrator, or in the case of a complaint against the District Administrator or a Board member, the person designated to serve as the decision-maker for the complaint either must issue a written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent. The District Administrator may redact information from the decision consistent with applicable law. The Board authorizes the District Administrator to consult with

legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the Complainant feels that the decision does not adequately address the complaint they may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction ("DPI"), Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

To the extent required by law or permitted by the District, the parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. For example, administrative leave may be

appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigations or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District's investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. (see Form 5517 F3 - "Garrity" Warning)

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content-appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;*
- B. narratives of all verbal reports allegations, complaints, and statements collected;*
- C. a narrative of all actions taken by District personnel;*
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;*
- E. narratives of, notes from or audio, video, or digital recordings of witness statements;*
- F. all documentary evidence;*
- G. e-mails, texts, or social media posts pertaining to the investigation;*
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;*
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;*
- J. dated written determinations to the parties;*
- K. dated written descriptions of verbal notifications to the parties;*
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no-contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;*
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;*
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);*

- O. *copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and*
- P. *documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.*

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years, but longer if required by the District's records retention schedule.

STUDENT DRESS & APPEARANCE

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference and that students do possess certain individual rights, including the right to engage in expressive speech. The school 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.

The school has established appropriate dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. Present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others; including depictions that are reasonably likely to or are intended to incite violence against or hatred towards others;
- B. Interfere with school work, create disorder, or cause or is likely to cause a material and substantial disruption to the educational program
- C. Promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- D. Violate the District's anti-harassment policies by depicting images or messages that represent or promote discrimination or harassment on the basis of one or more protected classifications;
- E. Depict or promote obscenity, pornography, or otherwise depict or describe sexual activity;
- F. Cause excessive wear or damage to school property;
- G. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and appearance in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall

determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party but prohibiting depictions of support for the other).

Students who violate the foregoing rules may not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian. (Board Policy 5511-Dress and Appearance)

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. School District of Horicon recommends:

- Put names in/on all items of clothing brought to school.
- If an item of value must be brought to school, it should be turned into the office or the child's teacher for safekeeping.
- If a student rides his/her bike to school, he/she should lock his/her bike. The school does not accept responsibility for stolen bikes.
- Toys and trading materials are not permitted if they are a distraction to the learning process.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If a locker is damaged in any way during the school year, report this damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct and may be referred to law enforcement. (Board Policy 5513-Care of District Property)

PLAYGROUND PROCEDURES

The playground is a place for fun. Students must show good sportsmanship and be considerate of others. All accidents or concerns should be reported to the playground supervisor.

The following guidelines should be followed on the playground. **These guidelines are expected to be followed at all times, including before and after school hours:**

1. Students should keep their hands and feet to themselves.
2. Tackle games of any sort are prohibited.
3. Students are to stay within the playground boundaries at all times.
4. Only balls may be thrown. Due to safety concerns, throwing snowballs is **NOT** allowed on school grounds.
5. Students will respect all equipment and use only for intended purposes.
6. Students are to walk in an orderly fashion to and from the playground.
7. Students are to practice good sportsmanship.
 - Everyone is to be included.
 - Only school-appropriate language is to be used.
 - Disputes are to be resolved in a peaceful fashion.
8. Students are to demonstrate respect toward other students and toward staff.
9. Food, beverages, candy, and gum are not allowed on the playground.
10. All students will be expected to be outside for recess unless we have a doctor's note explaining the student's inability to take part in recess.
11. If there is a conflict on the playground, students will first ask for assistance from playground supervisors for mediation.

PROHIBITED USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, our school strives to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all derivatives of hemp, including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.);
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes"
- Essential oils and oil like products that may be mistaken for a drug;
- anabolic steroids;
- misuse of over-the-counter drugs or medications;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines. (Board Policy 5530-Student Use or Possession of Intoxicants, Drugs, or Paraphernalia).

Policy 5512-USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or “adult” student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

The term “any time” means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term “electronic smoking device” means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term “imitation tobacco product” means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is

intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term “off-campus, school-sponsored event” means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term “school property” means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff, and visitors.

The term “smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD products, Delta 8 THC, Delta 9 THC, or any other variation thereof. “Smoking” also includes carrying or using an activated electronic smoking device.

The term “tobacco product” means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The term “tobacco products retailer” means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term “tobacco industry” means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term “tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

STUDENT CODE OF CLASSROOM CONDUCT

To ensure adherence to these expectations and principles, the Board has adopted this Code of Classroom Conduct, which applies to all students. (Board Policy 5500-Student Code of Classroom Conduct)

○ Code Philosophy & Scope

The District is committed to maintaining a productive academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and other students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers. Parents should be made aware of their

children's activities, performance, and behavior in school, and are asked to cooperate with school staff to prevent or address issues as they may arise.

This Code assumes that there are two, essentially separate kinds of removal from class: short-term or temporary removal and long-term removal. Short-term removal is likely to be disciplinary in nature and addresses circumstances where, for whatever reason, the student's presence is disruptive in a given class on a given day. This removal serves the purposes of eliminating or minimizing the disruption, enforcing the District's strong commitment to an appropriate educational environment and of allowing the student time to think about the consequences of his/her actions. Long-term removal is a forced transfer of the student out of a particular class for an extended length of time. Long-term removal from a class or classes will generally be for disciplinary purposes but may also occur for other reasons.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and face alternative educational placement as outlined in this Code. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

A teacher may remove a student from any given class if the pupil violated the terms of this Code of Conduct. Authority for short-term removal rests essentially with the teacher but is based on the Major & Minor PBIS list. Authority for the more serious issue of long-term removal rests with the District administrative staff. Removal from class does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsions.

For the purposes of this Code, "student" means any student enrolled in the District, exchange student or student visitor to the District's schools. A "teacher" is defined as any certified instructor, counselor, nurse, substitute teacher, or administrator in the employ of the District. A "class" is defined as any class, meeting or activity which students attend, or in which they participate while in school or under the control or direction of the District. This includes regular classes, special classes, resource room sessions, labs, library time, counseling groups, study halls, assemblies, lunch or recess. "Class" also includes regularly sponsored co-curricular activities, either during or outside of school hours. Such activities include, by example and without limitation, field trips, afterschool clubs, dances, and sporting activities. This Code of Classroom Conduct applies to all students in grades PreK-12.

○ **Student Removal from Class**

Removal from class is a serious concern and should not be imposed in an arbitrary, casual or inconsistent fashion. Except in situations where student behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. In the case of extreme behavior, additional disciplinary actions may occur, and police involvement may be initiated by either the school district or individuals involved.

A teacher may remove a student from class for dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teachers to teach effectively. This type of behavior includes but is not limited to the following:

- A. Fighting/assault
- B. Theft/Stealing
- C. Harassment/Bullying
 - Unsafe Physical Behavior
 - Hurtful or unwanted words

- D. Vandalism
- E. Abusive/Inappropriate Language
- F. Technology Violation
- G. Defiance/Disrespect
- H. Possession of banned items/substances
- I. 3 Minor behaviors

Removal is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed, when their terms are communicated as clearly as possible to both students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment. It is essential that a teacher has the ability to exercise his or her best judgment in deciding whether it is appropriate to temporarily remove a student from class. Teachers will have direct input as to whether the incident should include a detention or not. When a teacher determines that removal from class is appropriate, the teacher must take one of the following courses of action:

- A. Instruct the student to go to their respective office for the duration of the class period. The teacher must inform the principal or designee immediately that the student is being sent to the office as well as the reason(s) that the student is being removed from class and provide the principal with the assignment that the child would have done in class or an alternative activity based on the instructional objective for the class on that particular day.
-OR-
- B. Obtain coverage for the rest of the class and escort the student to the office. An assignment must be provided.
-OR-
- C. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or other staff member should accompany the student to the main office. An assignment must be provided.

When the student arrives at the office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately, the administrator or designee should speak to the student as soon as possible. For the purposes of short-term removal, it is not necessary to obtain witnesses or to verify the student's or teacher's accounts of the situation.

SHORT TERM REMOVAL

In most cases, a student shall remain in the short-term removal area for the duration of the class or activity from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the building principal or designee shall speak to the student to determine whether the child is or appears to be ready to return to class without a recurrence of the behavior for which the student was removed. The child must demonstrate that he/she is not angry or upset and provide a verbal commitment to improve behavior. In the event that the child does not appear to be able to behave appropriately, the building administrator or designee shall retain the child in short term removal or shall make arrangements to have the child sent home.

ADMINISTRATIVE SUSPENSIONS

Suspensions will be in-school or out-of-school depending on the kind of infraction, number of offenses, and the severity. Out-of school suspensions may be issued for one to five days for any violation of school rules or regulations at the discretion of the building principal as per Wisconsin

statute [Sec.120.13(1)(b),Wis.Stat.]. Several examples of behavior leading to suspensions are listed below. These are not the only behaviors that could lead to suspension, just several, more common examples.

1. **Non-compliance with the school rules or administrative directive** related to disruptive behavior, refusal to follow the dress code policy, alcohol, tobacco, fire drills and alarms, attendance policy and searches defined elsewhere in this handbook;
2. **Assault and battery** -A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor (Sec. 940.19,Wis.Stat.);
3. **Vandalism** -Any student who intentionally causes damage to the school building and/or school property without the consent of the school district is guilty of a misdemeanor (Sec. 943.01,Wis.Stat.);
4. **Slander or libel** -The statutes (Sec.942.01,Wis.Stat.) prohibit intentionally defaming another whether a student or a staff member. This involves anything which exposes the other to hatred, contempt, ridicule or disgrace in his/her line of work;
5. **Disorderly conduct** -Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (Sec. 941.01,Wis.Stat.). The police may be called to the school and will be requested to issue a citation; and
6. **Obscenity** -A student who imports, prints, advertises, sells, has in his/her possession for sale, or publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film or who has in his/her possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings in school is guilty of a felony by state statutes (Sec. 411.21,Wis.Stat. and Sec. 944.23,Wis.Stat.)

The procedures for the implementations of suspensions are defined in [Sec.120.13(1)(b),Wis.Stat.]. The school district administrator or any principal or teacher designated by him may suspend a pupil for not more than five days, or more than a total of seven consecutive school days for non-compliance with school board rules, or for conduct by the pupil while at school or while under the supervision of a school authority, which endangers the property, health or safety of others. Prior to any suspension, the pupil shall be advised of the reasons for the proposed suspension. The pupil may be suspended if it is determined that he/she is guilty of non-compliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason therefore (Notice of Suspension form). A conference will be held with the building principal, student, and parent/guardian prior to re-entering classes to address expectations for future success.

In-school suspensions will provide a structured, supervised environment away from other students. Students will be expected to use the time to complete assignments, homework, and other tasks assigned by teachers. Washroom privileges will be given only at times other than between class times for other students. The student will not be allowed to sleep or walk around and is restricted from all assemblies. If the child wishes to eat hot lunch, that can be arranged. In the event that local, state or federal laws are broken, the parent(s) and/or the Horicon Police Department will be called.

Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. The decision made by the District Administrator or designee is final.

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

Co-Curricular or Extra-Curricular Participation

A student's participation in co-curricular or extra-curricular activities during a suspension shall be determined on a case-by-case basis.

Parent/Guardian Notification Procedure

The Principal shall provide the parent or guardian of a student that has been removed and suspended from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

The parents or guardians shall also be notified of the disciplinary action in accordance with legal and policy requirements.

EXPULSIONS

The Board may expel a pupil from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveys or causes to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others or engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board member of the School District in which the student is enrolled; or was at

least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property. The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

Prior to such expulsion, the Board shall hold a hearing thereon. Not less than five days written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to their parent or guardian, specifying the particulars of the alleged refusal, neglectful conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. The pupil and, if the pupil is a minor, their parents or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing. The hearing will be closed. Upon the ordering by the school board of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the parent or guardian. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats. (Board Policy 5610)

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the ~~School~~ Board concerning the content of student records.

STUDENTS WITH DISABILITIES (REMOVAL FROM CLASS)

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It may include:

- change of seating or location;

- lunch-time and/or after-school detention;
- in-school restriction;

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and their parents one day's notice. The student or their parents are responsible for transportation.

In-School Discipline

Failure to timely serve In-School Restriction may lead to a suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to In-School Restriction

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.

SEARCH & SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. **Searches may involve the use of metal detection devices and drug sniffing dogs.** (Board Policy 7440 and 5771)

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs, and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the School District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever a staff member or chaperone has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. (Board Policy 5771-Search and Seizure)

STUDENT RIGHT OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent, or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to their respective building principal twenty-four (24) hours prior to display.

STUDENT DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against the student. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. (*Board Policy 5610 – Suspension and Expulsion*)

A. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and their parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats. (*Board Policy 5610 – Suspension and Expulsion*)

SECTION IX - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Johnson Bus at 920-485-2223.

Safe transportation of school children is a joint responsibility. Students, parents, bus drivers, school authorities and bus owners must all cooperate in order to assure safe, comfortable transportation. To ensure the safety of all students, each bus student is required to ride the bus that the student has been assigned. Students are not allowed to ride another bus or to get off at a different stop without a signed note from their parent or guardian.

It is required for all students riding the bus to complete the Horicon School District – School Bus Registration Form, which can be found at www.horicon.k12.wi.us or by contacting the elementary/middle/high school offices.

If you know that your child will not be riding the bus after school, please send a note with them in the morning advising their teacher and call Johnson Bus at 920-485-2223.

BUS EXPECTATIONS

The following rules and procedures apply to ALL students, including those on field trips and co-curricular activities.

Waiting for the bus:

- Be at the bus stop at least **5** minutes before bus time.
- Wait for the bus off the roadway.
- Be safe while waiting: NO horseplay, be careful of younger students.
- Wait until the bus is STOPPED before approaching and boarding.
- If crossing the road to the bus, wait for the driver's signal to cross safely.
- Enter the bus in single file using the handrail when boarding, with no pushing.
- Take your seat immediately. If assigned a seat, sit there.
- Keep hands, feet, and belongings to yourself and use appropriate language.

Riding the bus:

- REMAIN in your seat. Keep all body parts and belongings in the bus at all times.
- Keep the main aisle clear; backpacks, belongings and bodies are to remain in your seat.
- Remain silent at all railroad crossings.
- Keep the bus safe and clean.
- Avoid damaging bus equipment. Damage to bus equipment (seats, walls, windows, etc.) will be charged to the offending student and their parent(s).
- NO eating and/or drinking on the bus, due to possibility of choking.
- School rules apply to the bus. NO tobacco products, alcohol, drugs, or weapons are permitted on a bus.
- NO external playing of music or videos from phones, iPods or other electronic devices. Headphones must be used, and volume must be kept low enough not to be heard by another person. NO taking of flash pictures as it interferes with the bus driver's vision.
- Keep hands, feet, and belongings to yourself and use appropriate language

Leaving the bus:

- REMAIN in your seat until bus has stopped.

- Stay on the bus until directed by the bus driver to leave.
- Keep hands and feet to yourself; exit the bus in single file using the handrail.
- If crossing the road away from the bus, move 10-15 feet to the front right side of bus, wait for the bus driver's signal to cross safely.
- Walk quickly across the street in front of bus. Listen/watch for traffic and the bus driver's signal. DO NOT stop to retrieve items that have dropped.
- Make sure the bus driver can see you at all times.
- Keep hands, feet, and belongings to yourself and use appropriate language.

Bus Discipline

Bus riders are under the authority of the bus driver while being transported. Any action that jeopardizes the health, safety, and/or comfort of the other riders or the bus driver will not be tolerated. Bus drivers have the right to assign seating for riders. Video cameras and audio surveillance equipment may be used in school buses to help monitor student activity and behavior. Failure to obey rules or follow the directions of the bus driver may result in disciplinary action from the bus driver and/or school administration, including the possible loss of riding privileges.

Bus transportation is a privilege, not a right.

Students who do not cooperate, or who conduct themselves in a manner that jeopardizes the safety and/or health of the other students or the bus driver shall be disciplined by school administration and/or the bus driver according to the following guidelines:

1. Verbal warning by the bus driver.
2. The bus driver completes a Student Incident Report. After review by management, it is submitted to the school administration. School administration shall meet with the student and send a report home to the parent(s). The bus driver is notified of any disciplinary actions taken.
3. A subsequent Student Incident Report will result in a meeting between the student and the principal or assigned designee. The parent(s) will be notified, and a conference may be requested. The bus driver is notified of any disciplinary actions taken.
4. Additional Student Incident Reports may result in the loss of bus riding privileges from 1 to 10 days.
5. Continued misconduct may result in total suspension of bus riding privileges.
 - a. During a bus suspension, the parent(s) are required to provide transportation to and from school for the suspended student.
6. SEVERE CLAUSE:
 - a. In cases involving special incidents, the Horicon School District, in cooperation with the bus company, reserves the right to start discipline proceedings at the suspension level. The parent(s) will be notified prior to the start of the suspension. The School Board may suspend riding privileges permanently for serious actions that endanger the health and safety of the students and/or the bus driver.
 - b. No student will be discharged from a bus while enroute. In the event that a student's conduct is deemed dangerous to themselves or other riders, the local law enforcement will be called to remove the student from the bus. Bus management will alert school administration and parents of the situation.

Parent Responsibility

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions, if necessary, to help their child adopt appropriate behavior for safe riding on a school bus.

4-yr old Kindergarten, Early Childhood & Special Needs Transportation

For the safety of the students, Horicon School District requires that a parent or other responsible person be visible at the bus stop for student pick up and drop off. To ensure student safety, notify the school office if someone different will be at the bus stop. If a responsible person is not at the bus stop, the bus driver will radio the terminal manager and then continue with the remainder of the route, returning to the student's stop at the end of the route. If no parent has arrived, the bus driver will again radio the terminal manager, who will contact the school that the bus will be returning the student to the school. The parent is responsible for picking the student up at school that day.

Commonly Asked Bus Questions

My child wants to have some other students over to our house. May they ride the bus home with them?

The student(s) involved need to have their parents/guardians contact the Bus Manager at 920-485-2223 to make arrangements. The Bus Manager will contact the school office to inform them, and the office will communicate with the teacher(s). Please note that only bus riders may ride home with other bus riders. Non-bus riding students will not be allowed to ride.

What do I do if I have questions about the bus (i.e.: my child forgot/lost something, my child won't be riding that day, I need to know if the bus is running late, etc.)?

You may call the school at 920-485-2898. You may also call the Johnson School Bus Manager at 920-485-2223.

Co-Curricular Transportation

It is the practice of the Horicon School District that all students participating in school-sponsored events shall ride to and from such events on transportation provided by the school. Parents wishing to transport their own child home may sign their child out at the conclusion of the event; contact the coach to arrange this. Parents wishing their child to be checked out by another child's parent must provide the coaches with a note expressing this wish. The parent providing the transportation will then contact the coaches to sign out both their own student and the other student.

Use of Video Cameras on School Transportation

The Board has authorized the installation of video and audio surveillance equipment on school buses and vans for the purpose of enhancing student safety and wellbeing.

If a student is reported to have misbehaved on a bus or van their actions were recorded on a videotape, the tape will be submitted to their respective building principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law. (Board Policy 8600-Transportation)

Self-Transportation to School

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

All student drivers who are parking on school property must obtain a parking permit from the High School Office.

A student's parking permit may be suspended or revoked. Failure to comply with these administrative guidelines may result in loss of privileges and/or disciplinary actions for the student.

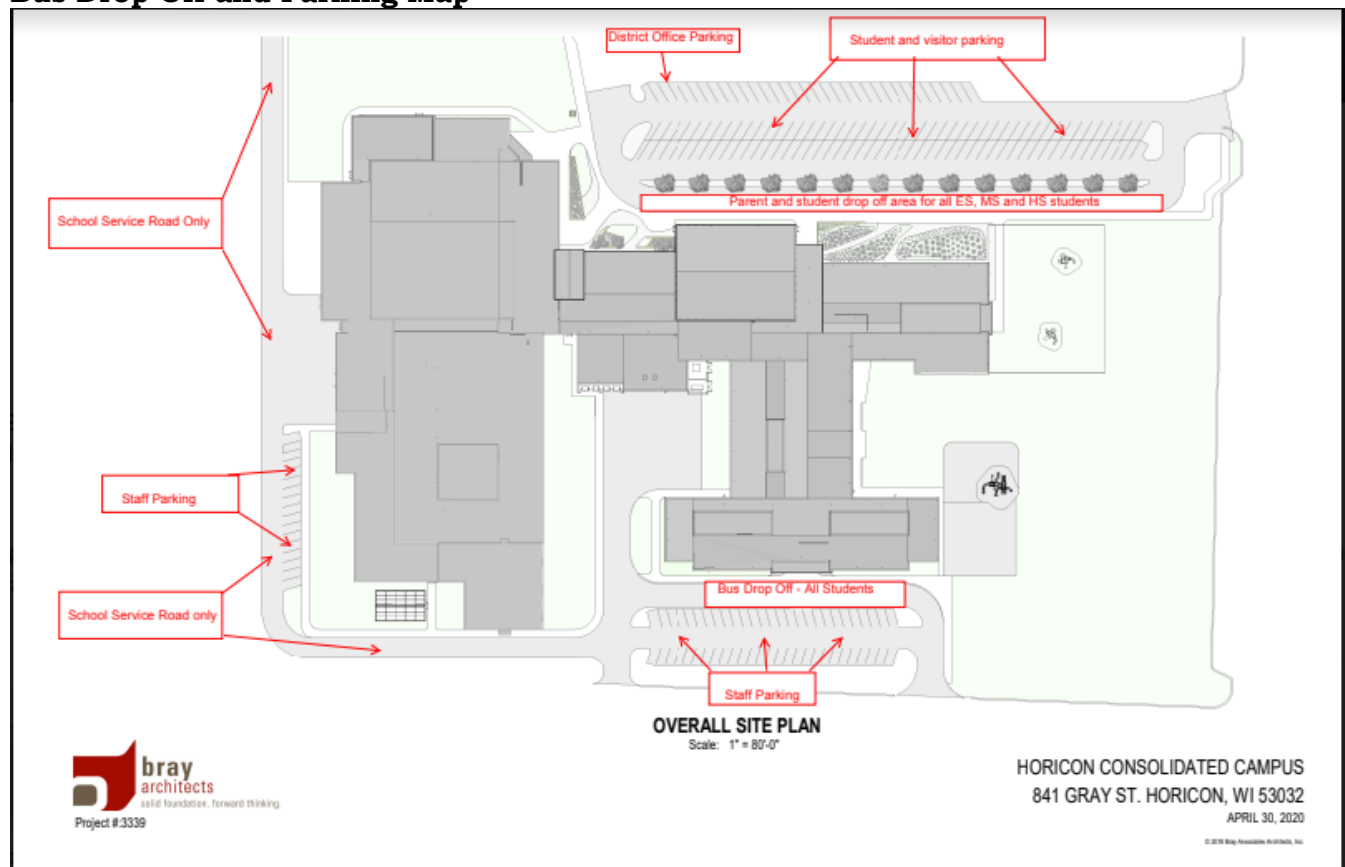
Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property.

Drivers are to maintain control at a safe speed limit.

When the school provides transportation, students must utilize school provided transportation. If transportation is not provided or alternative transportation is needed, students, with permission, may be allowed to drive their personal vehicle.

***No other students are allowed to be driven to a school-sponsored activity by the approved student driver without an email, text or written note from parents of passenger students granting permission and approval by the Principal. ***

Bus Drop Off and Parking Map



SCHOOL DISTRICT of HORICON 2026-2027 SCHOOL CALENDAR

Draft D - BOE Approved 01/19/2026

AUGUST 2026						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Daily Schedule for Students

Monday – Friday

4KDG through 5th grade
8:00AM – 3:10PM

Middle & High Schools
7:50AM – 3:19 PM

August

- 20 New Teacher Orientation 7:30 AM-3:30 PM
- 24 Staff District Retreat 8:00 AM-3:00 PM
- 24-28 Professional Development
- 26 District Open House 4:30-6:30 PM
- 27 Professional Development 11:30 AM-3:30 PM

September

- 1 First Day of School
- 7 No School for Students/Staff – Labor Day

October

- 13 Parent/Teacher Conferences 4:00-7:30 PM
- 15 Early Release for Students/Lunch Will Be Served
Elementary: 12:20 PM / MS/HS 12:30 PM
- 15 Parent/Teacher Conferences 1:00-7:30 PM
- 16 No School/Teacher PD until 11:30 AM
- 30 End of 1st Quarter
- 30 Early Release for Students/Lunch Will Be Served
Elementary: 12:20 PM / MS/HS 12:30 PM

November

- 25-27 No School for Students/Staff-Thanksgiving Break

December

- 23-31 No School Winter Break

January

- 1 No School Winter Break
- 4 School Resumes
- 15 End of 2nd Quarter
- 15 Early Release for Students/ Lunch will be served
Elementary: 12:20 PM / MS/HS 12:30 PM
- 18 No School/ M.L. King Jr Day
Teacher Professional Development

February

- 11 Early Release for Students/Lunch will be served
Elementary: 12:20 PM / MS/HS 12:30 PM
- Parent/Teacher Conferences 1:00-7:30 PM
- 12 No School/Teacher Professional Development
- 15 No School/ President's Day
Teacher Professional Development
- 16 Parent/Teacher Conferences 4:00-7:30 PM

March

- 19 End of 3rd Quarter
- Early Release for Students/ Lunch will be served
Elementary: 12:20 PM / MS/HS 12:30 PM
- 26 No School Spring Break
- 29-31 No School Spring Break

April

- 1-2 No School Spring Break
- 30 1/2 Day for Students & Staff/Lunch will be served
Elementary: 12:20 PM / MS/HS 12:30 PM

May

- 22 High School Graduation 1:00 PM
- 26 Last Day of School for Students
- Early Release for Students/ Lunch will be served
Elementary: 12:20 PM / MS/HS 12:30 PM
- Teacher Report & Planning 12:30-3:30 PM*
- 27 Professional Development
- 28 Professional Development until 11:30
- 31 No Staff - Memorial Day

June

- 7 Summer School Begins

JANUARY 2027						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2027						
S	M	T	W	R	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027						
S	M	T	W	R	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2027						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**School District of Horicon
Medication Consent Form**

****All Over the counter medication must be in its original container with label intact**
Prescription medication must be in a properly labeled pharmacy bottle.**

Students Name _____ Date _____

Parent Daytime Phone _____

Section I: For NON-PRESCRIPTION Medication

1. Name of Medication _____ Amount/Dose _____
Times to be given _____ Duration: _____
Reason for Medication _____
2. Name of Medication _____ Amount/Dose _____
Times to be given _____ Duration: _____
Reason or Medication _____

Section II: For Prescription Medications:

*This portion must be completed by a physician, physician's assistant or nurse practitioner prior to the student taking medication at school. Medications will be stored and dispensed in the school's Main Office. The exception to this is epi-pens and inhalers, which may be carried by the student with physician and nurse written approval.

Medication	Route		Conditions Under Which to Medicate	Contact Physician When:
1)				
2)				
3)				

*Students with asthma inhalers or epi-pens for allergic reactions:

- ☐ This student may carry and self-administer medication.
☐ This student needs supervision and/or assist with administration.

I agree to retain the power to direct, supervise, decide, inspect and oversee the administration of such medication(s). Direct contact shall be made with me at any time should you have any questions.

Hospital/Clinic/Office: _____ Address: _____

Physician's Signature: _____ Phone #: _____ Date _____

Section III: Parental Permission

I hereby give permission to the people named below to give the medication(s) to my child/ward according to the directions stated above and further authorize them to contact the child's/ward's physician. I agree that the school district, its employees and agents who act within the consent granted by this document, shall not be liable for any claims that I may have arising from the administration of this medication to my child/ward at school.

Signature of Parent/Guardian _____ Date _____

Address: _____ Phone #: _____

Administrative Authorization:

The following staff is authorized to dispense medication: designated office staff or school nurse:

Principal's Signature: _____ Date 7/01/26

Student Name _____ DOB _____

26-27	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
SEPT		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
Time Given																									
OCT				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
Time Given																									ER
NOV	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
Time Given																									
DEC		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
Time Given																									
JAN					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
Time Given																ER									
FEB	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26					
Time Given										ER															
MARCH	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
Time Given															ER										
APRIL				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
Time Given																								ER	
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
Time Given																		ER							

Teacher _____ Grade _____ Room # _____

CODES S - Start Day
 DC - Discontinued
 NG - Not Given
 AB - Absent
 ER - Early Release
 NS - No School
 (holiday, snow, etc)

MEDICATION _____

Dosage: _____ Time: _____

Initial _____ Signature _____

