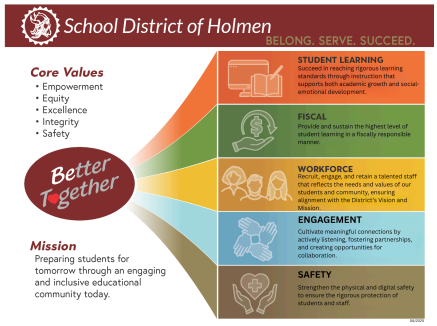
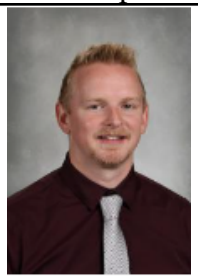
Elementary Student Handbook

(Grades 4K-5)

*This handbook is updated annually as procedures and policies change.

 Dr. Mueller District Administrator		
 Mrs. Thompson, Principal	 *EVERGREEN ELEMENTARY* 510 Long Coulee Rd • Holmen WI 54636-6603	*MISSION:* *Educate all children in a safe, caring, and challenging environment* VISION: Work in partnership with families and community to maximize every child's social-emotional and academic potential.
 Dr. Weber, Principal	 *PRAIRIE VIEW ELEMENTARY* 1201 Newport Ln • Holmen WI 54636-8635	*MISSION:* *Dream Big, Work Hard, Play Nice, Stay Kind* VISION: Preparing our students for the future.
 Mr. Meyers, Principal	 *SAND LAKE ELEMENTARY* 3600 Sand Lake Rd • Holmen WI 54636-8125	*MISSION:* *Every Student, Every Day.* VISION: We inspire, educate, and celebrate every student through engaging, collaborative learning that builds confidence, respect, and responsibility.
 Mrs. Swanson, Principal	 *VIKING ELEMENTARY* 500 East Wall St • Holmen WI 54636-9573	*MISSION:* *Learning and growing together to make the world a better place* VISION: A school of excellence where all children and adults learn and grow together to make the world a better place.

Four-Year-Old Kindergarten (4K)

All district children who turn 4-years-old by September 1, 2026, as well as those who are accepted for open enrollment into the district, are eligible and encouraged to enroll in 4K.

The 4K program has half-day (2 hr, 40 min) sessions, five days per week. The district does not provide wrap-around care.

4K Session Times

Evergreen & Viking Elementary
8:30 a.m. - 11:10 a.m.
12:50 p.m. - 3:30 p.m.

Prairie View & Sand Lake Elementary
8:40 a.m. - 11:20 a.m.
1:00 p.m. - 3:40 p.m.

Each elementary school location provides a 4K program.

Contact Information:
Lacey Sinn
Director of Learning and Assessment
608-526-1329
sinlac@holmen.k12.wi.us

Early Childhood Services

Children 3 years of age or older may potentially qualify to receive Early Childhood services in their least restrictive environment, such as childcare centers, in homes, and/or at school. Any parent/guardian, childcare provider, or staff member may make a referral. If a child qualifies for services, district staff share with the family what type of support we can provide depending upon the individual's needs. The team, including staff and parents/ guardians, determines the location of services based upon the child's least restrictive environment, as well as staff availability.

Early Childhood school sessions are housed within Viking Elementary at 500 E Wall St, Holmen. Please enter the parking lot off of Roberts Street, one block north of Wall St.

Early Childhood Session Times

AM: 8:30 a.m. - 11:10 a.m.
PM: 12:50 p.m. - 3:30 p.m.

Speech Group Time

Between AM and PM sessions

Child Find

To request a developmental screening for your child, please email **ecinfo@holmen.k12.wi.us**. One of our early childhood staff members will reach out to you with additional information and will schedule an appointment time.

There is no requirement for children to participate in a developmental screening prior to beginning 4K; however, we encourage all families with children 2.5 - 5-years-old to reach out with questions or concerns about your child's typical development. This may include, but is not limited to: speech/language, social-emotional or behavioral concerns, limited mobility, and/or potty training, etc. We are happy to do a Child Find screening, answer your questions, and help find resources as needed.

Contact Information:
Jill Mason
Executive Director of Student Services
608-526-1308
masjil@holmen.k12.wi.us

Policies referenced in this handbook can be found at the School District of Holmen Bylaws and Policies website.
Yog nej muaj lus nug, hu rau Kelly Vang pem tsev kawm ntawv 608.526.1313. Ua tsaug.
Si prefiere este documento en español, comuníquese con Cory Mueller a 608.526.6610, ext. 1361.

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I. ABOUT OUR SCHOOLS

ELEMENTARY CONTACT INFORMATION:



Evergreen Elementary
608-526-9080

Prairie View Elementary
608-526-1600

Sand Lake Elementary
608-781-0974

Viking Elementary
608-526-3316

HOLMEN PUBLIC PRESCHOOL CONTACT INFORMATION:
608.526.6610 ext. 1329
Email sinlac@holmen.k12.wi.us

TEACHING AND LEARNING:

We believe in taking each child from where they are and bringing them as far as they can grow. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

The School District of Holmen does not allow early entrance to 4K.

Some families choose to wait until their child is 5-years-old prior to sending them to 4K. Our district encourages families to have their children attend school with same-aged peers, and also to make the decision that is best for their individual child. We request that families contact the school office or the District Student Services Department if they have questions and/or if they are choosing to wait until their child is 5-years-old to begin 4K.

The School District of Holmen believes strongly in collaboration. Our staff members collaborate on our curriculum and work together to best meet the needs of all children. Your child may work with various teachers throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to excellence!

II. SCHOOL ATTENDANCE

ATTENDANCE PROCEDURES
If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.

Regular school attendance is a critical factor in student achievement.

- Avoid scheduling vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. In such circumstances, state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that using 10 days of absences are not in the best interest of students.
- Avoid scheduling non-emergency dental and medical appointments when classes are in session. If missing school for medical reasons, provide a provider note upon return to school.

EXCUSED ABSENCES

Parents are allowed to excuse their student up to 10 days for absences such as: illness (without a medical note), severe illness or death in the family, court appearances, necessary health appointments, school-sponsored activities, in-school/out of school suspensions, religious instruction/holiday and other reasons which have been approved by administration. Prearranged absences or special leaves (deer hunting, vacation, etc.) approved by the administration can also be excused through the 10 allowable parent days.

NOTIFICATION OF ABSENCES

The Parent/Guardian of a student is responsible for reporting an absence and the reason for the absence to the school office by 8:30 AM. If we are not notified of a student's absence, we will contact the family of each absentee. The following information is required: the date, the student's name, grade, and the reason for the absence or late arrival. The Office needs absence verification by the end of the school day when the student is absent. This will assist with the accountability of the district attendance policy.

UNEXCUSED ABSENCES

If a student is absent and no pre-arrangements have been made, a parent has not called in to excuse the absence, or the parent has already used their 10 allowable days, the absence will be unexcused. A student who has five or more unexcused absences during a semester will be considered truant.

TRUANCY

Legal Definitions:

- "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of state statute. 118.15.
- "Habitual truant" means a student who is absent from school without an acceptable excuse under sub. (4) and state statute. 118.15 for part or all of 5 or more days on which school is held during a school semester.

When a student becomes "Habitually Truant" as per WI Statute (part or all of 5 days) a letter will be mailed home to parents and/or guardians to set up a meeting with an Administrator. At this point, a referral for a truancy citation from the Holmen Police Department can also be made. Please see Policy 5200 for further detail.

4K Program - School District of Holmen - Attendance	While 4K is non-compulsory, we expect that when students are enrolled in this program, they attend school on a regular basis.

III. STUDENT CHARACTER

STUDENT CODE OF CONDUCT

Students participating in educational programs in classrooms, related school settings, programs, activities, or transportation are expected to demonstrate safe, respectful, and responsible behavior. Any student who does not adhere to the Code of Conduct may be subject to disciplinary action in accordance with established Board policies and school rules. Please see SDH Code of Conduct for further details.

While potential consequences are outlined for various behaviors, all disciplinary decisions are made at the discretion of the building principal or their designee. Each incident is reviewed on a case-by-case basis, considering the circumstances, severity, and student needs, with the goal of promoting accountability and student growth. All actions will be consistent with School District of Holmen policies. Please see Policy 5500 for further details.

ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, 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. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students. Please see Policy 5505 for further details.

BULLYING

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. The School District of Holmen strives to provide a safe, secure, and respectful learning environment for all students in school buildings, school grounds, on school buses, and at school-sponsored events. Bullying has harmful social, physical, psychological and academic impacts on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

It is the responsibility of school employees, students and parents to promote a bully-free school environment. It is the responsibility of the District to provide support and instruction to reduce and eliminate bullying in all forms.

The District highly encourages its students to report bullying via the STOPit Reporting Portal available on the homepage of the District website. For more information on disclosure and public reporting, please see Policy 5517.01 for further details or call the Student Services Department.

STOPit

STOPit is an app based reporting system that was created so that people would have a safe way to report bullying, drugs in school, self-harm, and other various school safety concerns. When a person really needs help, we hope you will step up and send in a report. Sending in a false report makes it harder for your school to help the people who really need it.

- STOPit allows for 2 way anonymous communication between the reporter and a member of administration.

- After you submit the form, STOPit sends a push notification to a school administrator with all of the details from your report.
- STOPit reports may be made by anyone- students, staff, parents, or community members. Remember- if you see something, SAY SOMETHING!

CELL PHONES OR PERSONAL ELECTRONIC DEVICES (INCLUDING, BUT NOT LIMITED TO SMART WATCHES)
If a student brings a personal electronic device to school, it should be turned off during the school day, and the student may be asked to keep the device in their backpack. Should the electronic device remain with the student and interfere with the student's or others' ability to engage in classroom learning, staff will direct the student to remove the item from the learning environment. Please see Policy 5136 for further details.

Students may use district-issued devices for purposes defined by the classroom teacher and are subject to Policy 7540.03.

CONTROLLED SUBSTANCES ON SCHOOL PROPERTY
In order to provide for a school environment free of alcohol and drugs, including look-alikes, the following guidelines are established (which are also listed in board policy 5530):

Sanctions:

1. Students intentionally aiding or abetting other students in violating this policy shall be considered in violation of this policy and be subject to disciplinary action.
2. No student shall use, have any evidence in one's body, possess, or be under the influence of intoxicants or mood-altering drugs not prescribed and taken in accordance with a physician's order. No student shall possess related drug paraphernalia. This guideline applies on all school property and school-related events. Students violating this guideline shall be subject to disciplinary action.
3. No student shall exchange, distribute, sell, attempt to sell, give away, or possess with the intention of exchanging, distributing, selling or giving away intoxicants or mood-altering drugs or paraphernalia on school premises or while participating in or attending any school-related activity. Students violating this guideline shall be subject to disciplinary action. Wisconsin law shall control when determining intent.
4. No student shall exchange, distribute, sell, and attempt to sell, or give away to another student, any substance, regardless of its true nature, which such student has represented in any manner to be an intoxicating or mood-altering drug on school premises or while attending a school-related activity. Students violating this guideline shall be subject to disciplinary action.
5. Any student who owns or operates a vehicle for attendance at school or school-related activities accepts responsibility for the behavior of others who use that vehicle on school premises. This responsibility subjects the owner or operator to the full ramifications of Board Policy guidelines.
6. A copy of this policy and guidelines shall be made available annually to students and their parents/guardians.

DRESS AT SCHOOL
Unless approved by the building principal or his/her designee for activities related to a class assignment or school activity, the following is prohibited:

- Wearing of clothing or ornamentation which is:
    - Normally identified with gang or gang-related activities
    - Pictures and/or writing related to alcoholic beverages, tobacco products, sexual references, profanity and/or controlled substances and related paraphernalia

    - Depictions of violence or depictions of symbols that would result in a disruption of the learning process or the forecast of disruption of the learning process.
- Wearing hats, caps, hoods, coats, and school bags.
- Non-clothing items such as flags or costumes should not be worn at school.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use their discretion to make the decision. Please see Policy 5511 for further details.

NUISANCE ITEMS/TOYS

Nuisance item(s) include anything that is found to be distracting to the classroom or school atmosphere. These items should be left at home unless a request is made by the teacher to have them brought to school. Such nuisance items include, but are not limited to the following: electronic games/equipment, trading cards, collectibles and "make up."

USE OF DISTRICT-PROVIDED DEVICE

School District of Holmen utilizes Linewize monitoring software on all district-issued Chromebooks. Student activity on district-issued devices may be monitored, recorded, and reviewed by school personnel at any time, including outside of the regular school day.

Linewize may collect and report information related to internet activity, searches, websites visited, applications used, online communications, and other device activity. Students should have no expectation of privacy when using a district-issued Chromebook or district-provided accounts.

WEAPONS

Per policy 5772, 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 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.

IV. COMMUNITY AND CLASSROOM

CIVIL AUTHORITIES

The School District of Holmen is committed to establishing a cooperative working relationship with law enforcement and/or social service agencies for the protection of students and staff members, safeguarding district property and for maintaining a safe environment. At the same time the District realizes its responsibility to protect the rights of children in its charge and to provide for the concerns of the parent regarding the welfare of their children.

Therefore, the District establishes a policy that aligns with current legal requirements and supports an orderly learning environment in the school whenever a student(s) is interviewed during school hours or on school property during a school event. Please see Policy 5540 for further details regarding student interviews by law enforcement and other agencies.

CLASSROOM REQUESTS

The School District of Holmen strives to provide educational environments with staff that can meet students' unique learning styles. This information is considered as staff build class lists and student placements within those lists. As a practice, classroom teacher requests by families, caregivers, and parents are not considered when making student class placement decisions. Please see Policy 5120 for further details.

4K Program - School District of Holmen - Session Requests	When determining which session (AM or PM) 4K students will attend, we take into consideration parent/guardian requests due to childcare availability and participation in alternative educational programs; however, we cannot guarantee requests will be made.

CONTROVERSIAL ISSUES IN THE CLASSROOM

Per policy 2240, The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District. Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem-solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues, and to appreciate the value of differing viewpoints. For purposes of this policy, a controversial issue is a topic on which opposing points of view have been identified and are likely to arouse both support and opposition in the community. Please see Policy 2240 for further details.

FUNDRAISERS

Students are prohibited from the sale or distribution of any materials on school grounds unless approval has been granted by the school administration. (Refer to School Board Policy 5830)

RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establish religion in the schools nor prohibit students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Please see Policy 2270 for further details pertinent to interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Building Administrator.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world. For more information, see Policy 2270.

SEARCH AND SEIZURE
The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or items within lockers or desks of a student, in accordance with School Board Policy 5771.

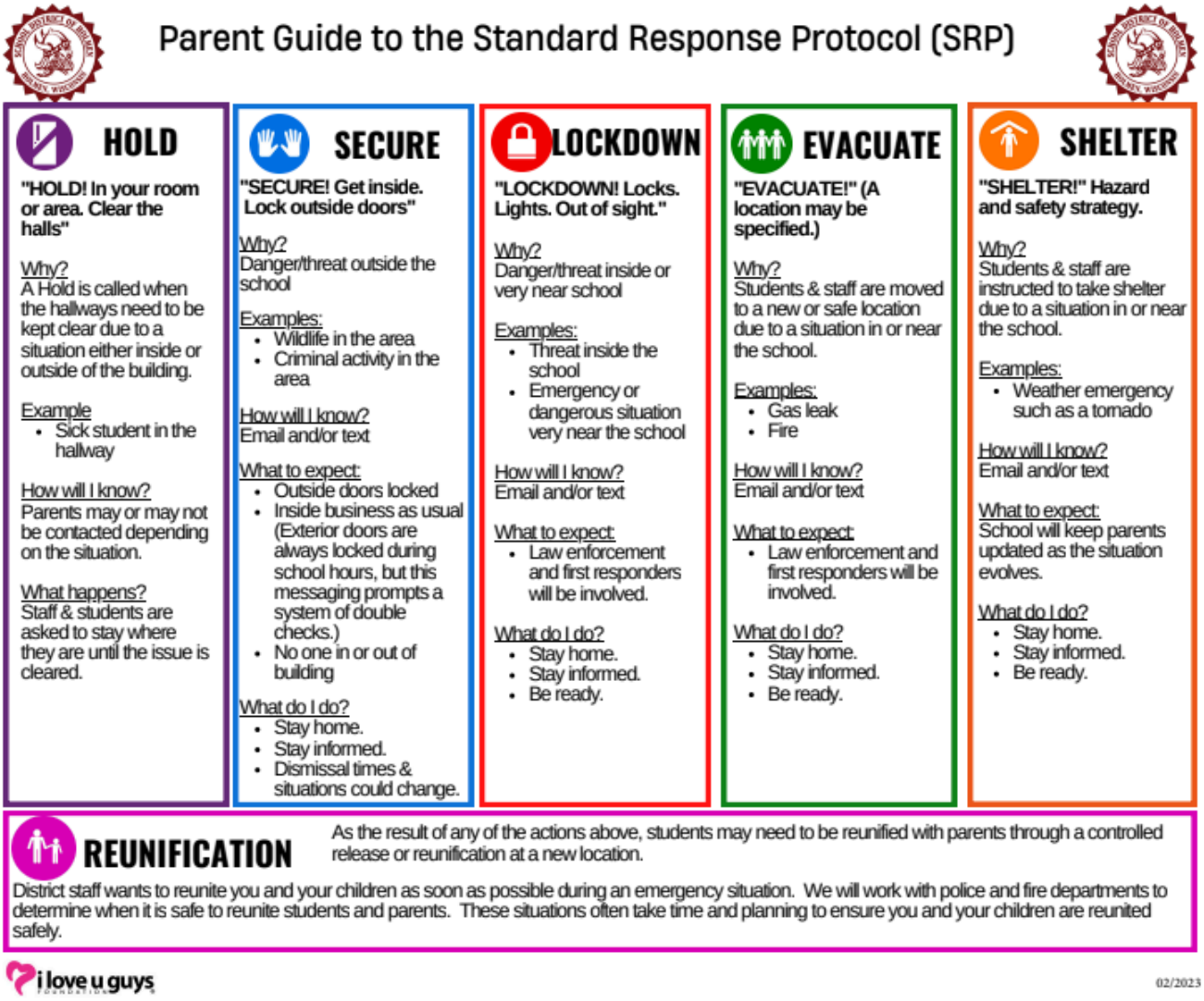
STUDENT FINES, FEES AND CHARGES
Students may be assessed a fee up to the cost of a lost or damaged item incurred during their use. All fees must be paid to the child's school. Replacement books will not be accepted in lieu of payment. (Refer to School Board Policy 2522)

PreK-5 - To request a waiver for a fee, fine, or charge, contact Erin Noll at noleri@holmen.k12.wi.us or by phone at 608.526.3316.

V. STUDENT SAFETY

ANIMALS IN SCHOOL
Written approval for bringing animals to school must be obtained from the principal. Prior notification to the office is required. All village and town ordinances apply with regard to dogs on public property.
(Refer to School Board Policy ~ Animals on District Property 8390)

SAFETY DRILLS AND RESPONSE
Routines for various safety drills are established at each school. Drills are practiced on a regular basis using the Standard Response Protocol (See Parent Guide to the Standard Response Protocol (SRP) below). Anyone who is in the school during a safety drill is expected to comply with safety procedures. If you have any questions regarding the drills, please contact Cory Mueller, Director of Safety and Student Services, at 608-526-6610, ext 1361.



SCHOOL VISITORS AND VOLUNTEERS

All visitors (parents, high school TAs, community members, salespeople, etc.) MUST REPORT TO THE OFFICE, sign in, and receive a "visitor" badge to wear while they are in the building. Before leaving the building, visitors must sign out and return the badge to the office. All volunteers must obtain a background check before working with students and/or chaperoning field trips. Background check forms are available on the district website or in the office and may take several days to process. The building principal or designee has the authority to ask all visitors/volunteers to leave the building. Please see Policies 8120 Volunteers, Handbook, 9150 School Visitors for further details.

STUDENT RELEASE PROCEDURE

Students shall be released from school only to a parent(s) with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian shall be the person identified as such on the student's Infinite Campus account. A student shall not be released to any person other than the persons listed on the student's account except when the principal (or his/her representative) has reasonable assurance that the release is authorized by the legal custodian. Questioned authorization for the release of a student shall be confirmed with the legal custodian. Please contact the school office as soon as possible if the custodial status of your child changes. The parent/legal guardian must sign-out the student from the attendance office before that student will be released from school. Please see Policy 5230 for further details.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

According to Policy 7440.01, security cameras are located throughout the interior of school buildings and also in certain exterior locations. The cameras will be used to help reduce vandalism, inappropriate behaviors, and other types of student misconduct. Students may be given consequences for inappropriate behaviors observed on video. Please see Policy 7440.01 for further details.

School buses owned by the District or a contractor under contract with the District may be equipped with video and/or audio recording equipment in specified locations within the vehicle as provided in the Wisconsin Department of Transportation regulations.

VOLUNTEERS

If you are interested in volunteering, please complete the Volunteer Registration Form at www.holmen.k12.wi.us/community/volunteers.cfm. If you do not have Internet access, please contact the school office and a volunteer form will be sent home with your student.

Please note the following guidelines when completing the volunteer form:

- It can take up to two weeks to process the form.
- The form needs to be completed and processed before volunteering.
- A form has to be on file even if it is for only a "one time" event such as a field trip, Spring Fling, etc.
- New and current volunteers must submit a registration/renewal form annually, preferably at the beginning of the school year. Background checks will be performed during the initial registration, then every four years, or more often, if deemed necessary.
- One form is needed for the district – you do not need to fill one out for each building.
- A social security number must be on the form in order for the background check to be run.
- For safety reasons and to reduce distractions, we ask that no younger siblings be brought to school while volunteering.
- Only registered volunteers will be allowed into the instructional areas during the school day.

Please see Policy 8120 for further detail.

VI. STUDENT HEALTH

FLOWERS AND BALLOONS

Parents/guardians are discouraged from sending flowers and balloons to students at school. If these items do arrive, they will be delivered to students at the end of the day. Balloons and glass flower vases are not allowed to be transported on Holmen School Transportation buses or vans. Because of health concerns, latex balloons will not be accepted in any Holmen School.

HEALTH

Our main concern is the health and welfare of students. After assessing a student's condition, we may find it more appropriate for students to rest at home and/or to seek further medical attention. Please have a plan in place for picking up your ill child. Parents/guardians will be called and asked to pick up their child for the following health-related reasons:

- Suspected and/or confirmed contagious diseases (The district follows CDC guidelines.)
- Skin eruptions or confirmed suspicious rash
- Vomiting/diarrhea
- Elevated temperature/100 and above
- Other health-related reasons in which the school is unable to provide appropriate care

IMMUNIZATIONS
The Wisconsin Student Immunization Law requires schools and day care providers to keep records of each child's immunization history. A parent/guardian may waive any immunization due to health, religious or personal conviction reasons by signing the proper form (A copy of this waiver can be obtained online or from your child's school). Please see Policy 5320 for further details.

MEDICATION

- A "School Medication/Procedure Form" must be completed annually before medication can be given at school. If the medication is prescribed, the health care practitioner must sign the form as well.
- Medication must be in the original pharmacy-labeled container, which must list the student's name, medication, dosage, and schedule. A new form must be completed if there is a change in dosage.
- Parents/guardians should pick up the medication at the end of the school year; medications are disposed of three weeks after school is dismissed for the summer
- Medications (both prescription and over-the-counter) should be transported to and from school by parents/guardians.

NOTICE OF SUICIDE PREVENTION RESOURCE
School Board Policy-5350 Suicide Prevention, Intervention, and Postvention shares information and steps to be followed in the prevention and handling of suicide attempts. Please see Policy 5350 for further details. Information describing the suicide prevention resources and services, including mental health, along with model notices, is available on the SDH website under the *Families/Mental Health/Suicide Prevention* tab and on the Wisconsin DPI website: *https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention*.

988 Suicide & Crisis Lifeline: 24/7 call, text, or chat. For more information on this resource, visit the Department of Health Services 988 website.

Wisconsin-based resources are available through the crisis text line: text "HOPELINE" to 741741 or visit the Center for Suicide Awareness to be connected with someone in WI who can help.

- Trevor Project: A national organization focused on crisis and suicide prevention efforts among LGBT youth. Phone: 1-866-488-7386
- Chat: TrevorChat
- Text: "START" to 678678

Great Rivers 211 Crisis Line: 211 or 1-800-362-8255

STUDENT INSURANCE
The school does not carry insurance for accidents or injuries to students while at school. If you do not have insurance or wish to have additional coverage, you may want to consider purchasing student insurance.

VII. SCHOOL COMMUNICATION

INCLEMENT WEATHER DAYS, EARLY DISMISSAL, OR LATE START NOTIFICATION SCHOOL DAY & SCHOOL CLOSURE

The Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State. See Policy 8220 for further details.

The District Administrator may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. They shall prepare rules for the proper and timely notification of concerned persons and parents in the event of an emergency closing of the schools.

The District Administrator shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. They shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and conduct of such activities.

COLD WEATHER GUIDELINES

During cold weather, please make certain that your child leaves home with boots, mittens, hats, scarves and an appropriate jacket, snow pants, etc. The following guidelines will be adhered to whenever students are on school grounds:

- Students will go outside when the temperature is +1 degrees or above
- Students will stay indoors when the temperature is 0 degrees or below and/or when the wind chill is 0 degrees or below.

EMERGENCY CLOSINGS

At any time during the year that school may be closed, start late or dismiss early for weather or another emergency, it will be announced over the following social media outlets:

- School District of Holmen Facebook page
- School District of Holmen Instagram page
- School District of Holmen Website

The School District of Holmen also utilizes a text message notification system to provide notifications to families and staff regarding delays and closings due to inclement weather, as well as other emergencies. If you have a student enrolled in the School District of Holmen and would like to receive these text messages, confirm your phone number is accurate in the Infinite Campus Parent Portal (https://wicloud3.infinitecampus.org/campus/portal/ holmen.jsp)

In addition to an announcement via social media and the District website you can also find information about school closings on most local television and radio stations.

If school starts late, a student's bus will be later by the same amount of time. For example, if school starts one hour late, the bus will be one hour later than the usual pick-up time. Parents should make plans with their child(ren) ahead of time regarding what to do for any of the above-mentioned conditions.

School District of Holmen - 4K Program - Inclement Weather Days, Early Dismissal, or Late Start Notification	For the 4K and Early Childhood programs, if the district has a late start, there will be no AM classes. The PM session would take place as usual.

	Should there be an early dismissal, there would be no PM 4K nor Early Childhood session. Parents/Guardians should arrange back-up childcare plans in advance of any potential "no school" days.

REPORTING STUDENT PROGRESS:
Student progress can be broadly defined to encompass all of the methods and techniques utilized to communicate student performance to parents. The following list would represent the most widely used avenues:

1. Report Cards
2. Parent-Teacher Conferences
3. Notes, phone calls, and/or emails

4K Program - School District of Holmen - Reporting Student Progress	The 4K and Early Childhood programs send home progress reports three times per year. Family -Teacher Conferences will be held in the fall and in the spring. Closer to the scheduled dates, families will receive notification to sign up for each of their children's conference times. A 4K Daily Folder will also contain a weekly communication log for teachers and families to share notes/information back and forth. In addition, notes, phone calls, and/or emails are good avenues for staff and families to communicate.

SCHOOL NEWSLETTER/FACEBOOK PAGE
At each of our elementary schools, maintaining strong and consistent communication with parents and guardians is a top priority. We understand the importance of keeping families informed and connected to their child's school experience. Communication methods may vary slightly by building, but each school provides regular updates through emailed newsletters. These newsletters offer important information, upcoming events, and highlights from the school community. Additionally, each school maintains an active Facebook page, which serves as another great resource for real-time updates, celebrations, and announcements. We encourage all families to stay engaged through these channels to help support a successful school year.

STUDENT RECORDS
The School District of Holmen is required by the Family Educational Rights and Privacy Act (FERPA) to provide the following notification to parents/guardians and adult students annually. Parents/guardians and adult students are permitted to review and inspect any education records relating to their child, or seek amendment of education records. All requests for inspection or amendment of records should be directed to the building principal. The District presumes that the parent has the authority to inspect, review, and obtain copies of records relating to their child unless the District has been advised that the parent does not have the authority under state law governing such matters as guardianship, separation, or divorce. If any education record includes information on more than one child, the parents of those children shall have the right to inspect and review only the information relating to their child or to be informed of that specific information. Please see Policy 8330 for further details.

According to Board Policy regarding Student Records, directory data compiles the following student information: student records, which include the student's

- name;
- address;
- telephone number;
- date and place of birth;
- photograph;
- major field of study;
- participation in officially recognized activities and sports;
- height and/or weight, if member of an athletic team;
- dates of attendance;
- date of graduation;
- degrees and awards received; and
- the name of the school most recently previously attended by the student.

Parents/guardians and eligible students may refuse to allow the District to disclose any or all of such 'directory data' upon written notification to the District within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. The proper paperwork, the Directory Data Opt-Out Form, will be provided to families/guardians when they receive their registration packet, and is available at any time by contacting the school's administrative assistants. The District must comply with the written request to not share the student's directory data with such entities.

The District also forwards records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. Parents/guardians can file a complaint with the Family Policy Compliance Office of the US Department of Education alleging district noncompliance with FERPA requirements if they believe noncompliance has occurred. For additional information, contact the Student Services Department.

VIRTUAL BACKPACK

Virtual Backpack is an e-flyer management system used to distribute approved flyers directly to families and post to the school website automatically. SDH utilizes this system to inform families about non-school information and events.

VIII. SUPPORT SERVICES

STUDENT UNIVERSAL NUTRITION (S.U.N.) PROGRAM – ELEMENTARY PROCEDURE

The School District of Holmen's Student Universal Nutrition Program currently uses a computerized system, which gives each family a FAMILY ID NUMBER and each student a STUDENT LUNCH NUMBER. You make one deposit into your family account and all children debit from your family account. PLEASE make sure to identify all payments by your FAMILY ID NUMBER. We offer three nutritious lunch entrees daily in a safe and fun environment. Breakfast is served daily in each building ½ hour before school begins.

Meal Prices for the 2026-2027 School Year:

- Breakfast $2.35 Students per meal $3.00 Adults per meal
- Lunch $3.35 Students per meal $4.75 Adults per meal
- Milk $.75

An application for Free/Reduced Meals must be submitted each year. Submit only one application per family listing all family members, including your child's grade and school. A letter of eligibility will be mailed within five days of receiving your application only if your application is mailed directly to the Food Service Office. Free/Reduced lunch forms are available at any time throughout the school year. Free and reduced status is completely confidential. We encourage all families that are facing economic hardships to apply at any time. Please see Policy 8500 for further details.

*These prices are tentative and subject to change.

HOLMEN WELLNESS POLICY

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn.

Schools alone, however, cannot develop students' healthy behaviors and habits with regard to eating and exercise. If you are looking for ways to help promote and support healthy behaviors, refer to this resource. Please see Policy 8510 for further details.

4K Program - School District of Holmen - Milk/Snack Break	In 4K, students have a daily milk/snack break. The 4K milk program is optional. Families wishing for their children to receive milk during the day are asked to pay the required fee before or during the first week of school. Semester milk ($40) is payable in September and January, or you may pay for the entire year upfront ($80). Semester milk money is kept separate from your family account, so a separate payment for semester milk is required.

TRANSPORTATION

Safety on the school bus is the most important goal of our transportation service. The use of school transportation includes your agreement with school procedures allowing for the use of video and audio recording devices to promote safety. Please see policy 8600 - Transportation for further details.

If you have a need for a change in transportation on a regular basis (i.e. child care), we ask that you complete a "Transportation Information Form." You can find this on the School District of Holmen website under District - Departments - Transportation Services - (along the left side of the screen) click Transportation Request and Forms - Parent/Guardian Request/Change in Transportation Form.

Bus Stop Locations: Elementary students will be grouped at bus stops, which are usually at corners, or other identified locations. It is not possible to locate all bus stops within the sight of homes. Caregivers are encouraged to bring young children to bus stops. Students are asked to be at bus stops five (5) minutes before scheduled pick-up time. Bus pickup and drop off times may change throughout the year as students come and go and after school activities take place. The times given are approximate.

Families are encouraged to discuss student concerns with their bus driver first. Route concerns and requests for changes in transportation should be directed to the transportation services office at (608) 526-4752.

4K Program - School District of Holmen - Change In PickUp/Drop Off and Transportation	If 4K families request a change in pick-up/drop-off location, it could potentially change their elementary school location and teacher. 4K and Early Childhood students are not included in the "walk to school" zones and may be transported to/from school upon request as long as the location is within the School District of Holmen boundaries. The children are asked to sit toward the front of the bus and must wear a seat belt while riding in the school vehicle. We insist on a hand-to-hand transfer for our youngest students, meaning an adult needs to be at the bus stop to place the child on the bus, as well as go outside to meet the bus upon the child's return. If this causes a hardship for in-home childcare providers or others, please contact Lacey Sinn, Director of Learning and Assessment, at sinlac@holmen.k12.wi.us or 608-526-1329. The 4K and Early Childhood students will be riding the school bus to school (if assigned to the AM session) and from school (if assigned to the PM session) along with elementary school students. At the end of the AM session and beginning of the PM session, 4K and Early Childhood students will be riding only with their peers in 4K and Early Childhood, along with an Educational Assistant if available. 4K and Early Childhood students and their adult caregiver are asked to be outside their pick-up location five minutes before the scheduled pick-up time. Caregivers should also be outside five minutes prior to the student's scheduled drop-off time. Bus pick-up and drop-off times are approximate and may change throughout the school year.

IX. BUS SAFETY RULES AND PROCEDURES

A. School Bus Safety

Any behavior that distracts the bus driver affects the safety of the students and is subject to discipline procedures. It is the bus driver's responsibility to report unacceptable behavior to the Transportation Supervisor and Building Principal. Consequences are progressive and may include suspension of bus privileges. SEVERE – Any behavior that is a violation of law, physical harm, or creates a dangerous situation for the bus including weapons, drugs, or alcohol as stated in the school code of conduct is subject to suspension and expulsion from transportation services.

B. Rules At The Bus Stop

1. Get to your bus stop 5 minutes early. The school bus will not wait for students.
2. Respect the property of others at the bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street and wait for the bus to stop before approaching the bus.
6. Move away from the bus after getting off the bus.
7. Cross only in front of the bus and wait for the driver to signal you to cross.
8. Fighting, harassment, intimidation, or horseplay is not allowed. Severe problems or violations of law will be reported to law enforcement authorities.
9. Use of alcohol, tobacco, or drugs is not allowed.

C. Rules on the Bus

1. Immediately follow the directions of the bus driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language. Absolute quiet is required at railroad crossings.
4. Keep all parts of your body inside the bus.
5. Keep arms, legs, and belongings to yourself.
6. Fighting, harassment, intimidation, or horseplay is not allowed.
7. Do not throw any object.
8. Do not eat, drink, litter, or use alcohol, tobacco, or drugs.
9. Do not bring any weapon, dangerous objects, or weapon replicas on the school bus.
10. Do not tamper with any emergency equipment or damage the bus.

D. Consequences

Consequences will apply to all routes. Decisions about a student riding the bus to field trips, competitions, and school events will be at the sole discretion of the School District. Parents or Guardians will be notified of any suspension of bus privileges. Special provisions and time frames may apply to students with disabilities.

1st Offense- Driver warns students and reinforces appropriate behavior. Optional phone call to parent. Optional discipline report to parent and transportation supervisor. Discipline report required for violations of law including weapons, drugs, or alcohol as stated in the school's Code of Conduct.

2nd Offense- Phone call to parent and discipline report to transportation supervisor and building principal.

3rd Offense- Treated as **Severe** violations. Discipline report to transportation supervisor and building principal. Suspension 1-5 days.

Additional Offenses- **Severe** violations with suspension 5-15 days and possible expulsion from the bus.

X. STUDENT NONDISCRIMINATION STATEMENT

English: The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's age, race, creed, color, disability, pregnancy, marital or parental status, religion, sex, citizenship, national origin, ancestry, socioeconomic status, sexual orientation, gender identity, gender expression, or gender nonconformity. Please see Policy 2266 for further details.

Spanish: El derecho del estudiante para ser admitido en la escuela y participar plenamente en el curriculo, extracurriculo, servicios estudiantiles, recreativos u otros programas o actividades que no se podrán coartar o menoscabado debido a su edad, raza, credo, color, discapacidad, embarazo de una estudiante, el estado civil o paternal, religión, sexo, nacionalidad, origen nacional, ascendencia, estado socioeconómico, orientación sexual, identidad de género, expresión de género, o la no conformidad de género.

Hmong: Txoj cai muab rau tus menyuam thaum tuaj kawm ntawv thiab thaum mus ua si ncaws pob, hu nkauj, los yog ua yeeb yam pem tsev kawm ntawv yuav tsis pauv. Txawm tus menyuam lub hnub yug loj los me, nws yog haiv neeg twg, nws txoj kev ntseeg yog li cas, nws muaj kev tsis taus, nws lub cev xeeb tub, muaj txij nkawm li cas, yog poj niam los txiv neej, yog pej xeem los tsis yog, tuaj lub tej chaws twg tuaj, poj koob yawm txwv yog li cas, los yog tham li cas, txoj cai yuav nyob li qub.

Parental Notification of Alleged Sexual Misconduct by a School Staff Member

Act 57 requires all school districts, charter schools, and private schools in the state to notify the parent or guardian of a student if they receive a credible report of alleged sexual misconduct by a school staff member. If there is a credible report of alleged sexual misconduct by a school staff member, notification must be provided by the end of the day (5:00 p.m.) on which the credible report is received. This requirement applies to students alleged to be victims, targets, or recipients of the alleged sexual misconduct. To satisfy the notification requirement, a school must provide the notice in person or by phone, including voicemail. If the report is received on a school day after the end of regularly scheduled instruction or any other time, the school must notify the student's parent or guardian by noon on the next calendar day.

Appropriate Communications and Conduct with Students

The School District is committed to maintaining a safe, respectful, and supportive learning environment for all students.

Under Wisconsin Act 88 and Wisconsin law, it is a crime for any person to engage in grooming behavior with a child. Grooming includes a pattern of conduct or communication intended to condition, manipulate, entice, or exploit a child for sexual purposes. Individuals who violate this law may face serious criminal penalties, including felony charges and sex offender registration requirements.

Wisconsin law also prohibits school employees and volunteers from engaging in sexual misconduct with students enrolled in any Wisconsin school. All staff members and volunteers are expected to maintain

appropriate professional boundaries and communicate with students only in ways that support the educational mission of the school.

Students who experience or observe behavior that makes them feel uncomfortable, unsafe, or inappropriate should immediately report their concerns to a parent/guardian, teacher, counselor, principal, or another trusted adult. Reports will be addressed promptly and in accordance with state law and district procedures.

For additional information, see Wisconsin Act 88 and applicable provisions of Wisconsin Statutes relating to child grooming, child abuse reporting, and educator misconduct.

Appropriate Communication Between Staff, Volunteers, and Students

In accordance with 2025 Wisconsin Act 89, the School District has adopted standards for appropriate communication between employees, volunteers, and students. These standards apply to all communications, whether they occur during the school day, at school-sponsored activities, or outside of school hours.

All communications between staff, volunteers, and students must be professional, respectful, and related to educational, extracurricular, or student-support purposes. The District's communication guidelines establish expectations for both the content of communications and the methods used to communicate with students. Violations of these standards may result in disciplinary action and, when appropriate, referral to law enforcement or other authorities.

Wisconsin law also requires schools to provide training to employees on identifying, preventing, and reporting child grooming and professional boundary violations. This training helps ensure that all staff understand their responsibility to maintain appropriate relationships with students and to recognize and report concerns that may place students at risk.

Students and families are encouraged to report any communication or interaction that appears inappropriate, makes a student feel uncomfortable, or raises concerns about professional boundaries. Reports will be reviewed promptly and addressed in accordance with District procedures and applicable law.

NOTICE OF NONDISCRIMINATION

Title IX - Notice of Nondiscrimination

The Board of the School District of Holmen does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator are:

Jill Mason
Executive Director of Student Services
608-526-1308
1019 McHugh Rd, Holmen WI 54636
masjil@holmen.k12.wi.us

Melissa Kaatz
Director of Human Services

608-526-1319
1019 McHugh Rd, Holmen WI 54636
kaamel@holmen.k12.wi.us

The Board's nondiscrimination policy and grievance procedures can be located in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities which is available at: https://go.neola.com/holmen-wi/policy/policy-manual/po2266.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://www.holmen.k12.wi.us/district/title-ix.

Contact information for OCR is available here: https://ocrcas.ed.gov/contact-ocr.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct and the Employee Handbook.

SCHOOL DISTRICT OF HOLMEN BOARD POLICIES

All School District of Holmen board policies can be found on the School District's website. To access this web site, go to: www.holmen.k12.wi.us, click on District - School Board of Education - Board Policies. You may also request a copy of any policy from your child's school office.