



**HOWARD-SUAMICO**  
SCHOOL DISTRICT

SERVING • LEARNING • ACHIEVING – TOGETHER

# Howard-Suamico School District NEWSLETTER

August 2015

## VISION:

*The Howard-Suamico School District will excel in developing productive, responsible, civic-minded adults who prosper and serve.*

## MISSION:

*The mission of the Howard-Suamico School District is to work together with families and community to ensure that our students have the knowledge and skills to succeed in a changing world.*

## BELIEF STATEMENTS:

- Every student has the right to learn.
- Instruction must be rigorous and relevant.
- Purposeful assessment drives instruction and affects learning.
- Learning is a personal and collaborative responsibility.
- Students bring strengths and experiences to learning.
- Responsive environments engage learners.

Favor de contactar a Veronica Zarate al (920) 662-9751 si usted require alguna información traducida en español.

Пожалуйста, свяжитесь с Оксаною Кобзарь-Швайнер по телефону (920) 662-8149, если Вам необходима какая-либо информация на русском языке.

Thov hu tau rau Sheng Yang (See Yaj) 920-662-9767, yog leejtwg xav tau ntabw ntawv txais ua lug Hmoob.

Find us on

facebook



[www.hssd.k12.wi.us](http://www.hssd.k12.wi.us)

## Invest in Excellence



*Damian LaCroix,  
Superintendent*

Excellence is always intentional. The October issue of *Money Magazine* annually runs a cover story titled, "The Best Places in America to Live." Included in the list of why families choose to move and settle in the featured cities are the following:

1) economic vitality; 2) safety; 3) healthcare; 4) recreation; and, 5) weather! Almost without exception, however, quality public education is another reason prominently highlighted in virtually every community profiled in this national publication. Quality communities and quality school districts are mutually inclusive. In other words, there typically isn't one without the other. To grow and prosper, both require an investment of time, energy and resources. As we launch the new school year, I am excited about the investment in excellence

that our community, businesses, families, staff and students have made in the past and are prepared to make again in 2015-16.

Upward Together is a \$3.5 million targeted fundraising effort scheduled to conclude by January 2016. The goal is to raise \$1M to enrich our students' learning experiences, \$1M to expand our faculty and staff resources, and \$1.5M to enhance our facilities and equipment. By achieving this goal, we will continue to position Howard-Suamico as a community of choice for families and businesses. Of equal importance, it will help us take another big step in becoming the best place to teach - and the most innovative place to learn. Thanks in large part to a dedicated campaign cabinet consisting of local business leaders, community partners, devoted parents, and committed educators, I am pleased to report that we have already raised \$1.1 million! Energized by this strong support, I am extending this invitation to enlist your personal support.

*Continued on page 2*



*The Upward Together Education Campaign was launched February 6, 2015 at Forest Glen Elementary*

2706 Lineville Rd., Green Bay, WI 54313 • (920) 662-7878 • Fax: (920) 662-9777

# Invest in Excellence

I am happy to accommodate a personal meeting to share specific ways that you can contribute to this important initiative. For background information, please review our web-site: [www.GiveToHSSD.weebly.com](http://www.GiveToHSSD.weebly.com) that includes an exciting video from our public launch event on February 6, 2015.

Put simply, when schools prosper everyone benefits (e.g. property values increase; teen pregnancy decreases; crime diminishes;

emergency room use declines; and, business development grows). Business guru Tom Peters was right when he stated: "Excellence. Always. If Not Excellence, What? If Not Excellence Now, When?"

**Damian LaCroix, Superintendent of Schools**

Follow Damian LaCroix on Twitter at @DLHSSD1

## Howard-Suamico Board of Education 2015-2016 Meetings

For more information:

[www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) select District, Board of Education

2015	2016	
• Sept. 14	• Jan. 11	• Apr. 18
• Oct. 12	• Jan. 25	• May 9
• Oct. 26	• Feb. 15	• May 23
• Nov. 9	• Feb. 29	• June 13
• Nov. 23	• Mar. 14	• June 27
• Dec. 14	• Apr. 4	

### IMPORTANT LOCATION CHANGE

The location of the Board of Education meetings have moved from the Bay Port Forum Room to the District Office Community Training Center, 2706 Lineville Road.



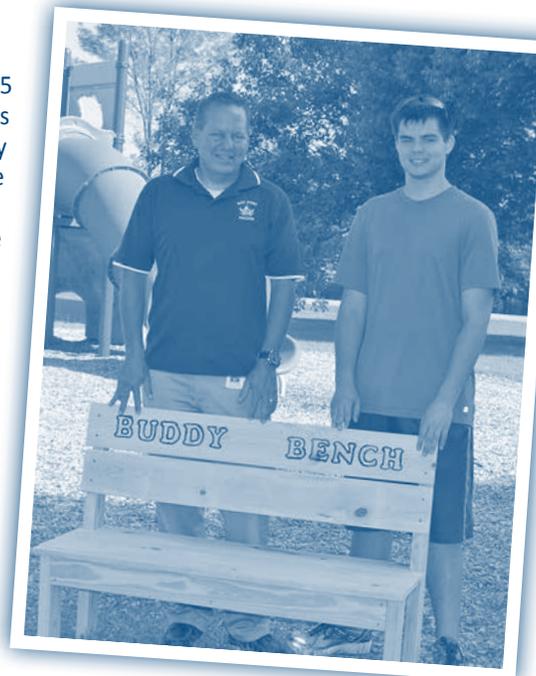
## Buddy Benches

Caleb Jorgensen, Bay Port High School 2015 graduate completed one final project to earn his Eagle Scout Badge before going into the Navy as an Aviation Structural Mechanic. He made a total of five buddy benches.



The buddy bench is a simple idea to eliminate loneliness and foster friendship on the playground. In 2013 a child named Christian Bucks came up with the idea after looking

online at some of the German school photos during a time that his parents were thinking of moving overseas. During recess kids can sit on the bench and others are encouraged to ask the child if they would like to come and play with them. Caleb's goal was to build one bench for Howard, Suamico, Bay Harbor and two for Forest Glen Elementary Schools. The benches are 44" long and 18" wide. Caleb's sponsors are committed to the project as are the administrators of the Howard-Suamico School District.



## Welcome

If you are new parents, we would like to welcome you and your baby. We want to ensure that your child(ren) are entered into the student information system so that you will receive important event information, i.e. child development days, 4K and 5K registration information, etc. If you are new to Howard or Suamico and have children between the ages of 1 month-3 years old, please contact us to register your child. If you know of someone in your neighborhood that has young children, please let them know. Contact Tracy Hibbard at 920-662-8860 or email [registration@hssd.k12.wi.us](mailto:registration@hssd.k12.wi.us) to assist you in getting your child registered. For Early Childhood and services for a child with special needs, contact Joan Laskowski, Pupil Services Office at 662-7881. We welcome all new families to the Howard-Suamico School District. Feel free to contact any of our eight schools if you have questions.

## 4-YEAR-OLD KINDERGARTEN

# On Our Way with 4K Today!



Open House for all families with a child in the 4K Program this fall is August 27, 6-7:30 pm.

The first two days of 4K will be Thursday, September 3 and Friday, September 4 due to the Labor Day Holiday. The rest of the week's 4K classes will run Monday through Thursday with Friday only as a makeup day for school when missed due to inclement weather.

It's not too late to register. If you know of someone who has a child who will be age 4 on or before September 1, please let them know they can register for 4K at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) select Schools/4K Program.

The children in the Howard & Suamico 4K Community Collaborative are engaged in highly interactive indoor and outdoor activities that encourage children to explore the world around them while learning important skills that will prepare them for Kindergarten.

If you have any questions, please feel free to call Jennifer Trudell, 4K Coordinator at (920) 662-7941 or the Howard-Suamico School District Office at (920) 662-7878.



*Diane Schmidtke,  
Volunteer &  
Community Involvement  
Coordinator*



## Getting involved is as easy as 1, 2, 3...

### Apply to be a volunteer:

Each school and district location uses the same application/profile forms. The on-line version is available on the volunteer web site at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) select the **Community** tab and **Volunteer Program** or pick up a paper application at any school.

An application must be completed and approved before starting your volunteer service. Certain levels of volunteers must also have criminal background and reference checks completed prior to service to ensure the safety and security of our students.

Criminal background and reference checks take time to complete. For this reason, a volunteer's application must be submitted no less than 4 weeks prior to the first day of volunteer service, and no applications requiring background checks will be accepted after April 30th of the school year during which the volunteer services are to be provided.

Please feel free to contact Diane Schmidtke, Volunteer & Community Involvement Coordinator, at [dianschm@hssd.k12.wi.us](mailto:dianschm@hssd.k12.wi.us) or 920-662-8186.

# Meal Service



*Kari Alvey,  
Food Service  
Manager*

The Howard-Suamico School District participates in the National School Lunch and Breakfast programs to make school meals available to all students daily. More information and program regulations may be found at <http://www.fns.usda.gov/school-meals/child-nutrition-programs>. We also participate in the Elderly Nutrition Program providing discounted meals for seniors.

Lunch is \$2.00, \$.40 if reduced price, \$3.25 for adults, \$2.50 for seniors (>60) and child visitors. All meals include milk; (milk price is \$.35 if purchased separately). Visitors are welcome to join us for lunch. Please make reservations through the school office before 9:00 a.m. Payment for visitor meals may be deducted from the student's lunch account, or a meal ticket may be purchased through the office.



Please refer to our Food Service page at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) select Programs, Food Services for links to our menus and nutrition information, cashier contacts, free and reduced price meal forms and other information related to our programs. Questions concerning lunch accounts should be directed to the Food Service Cashier. Other questions about our district meal programs may be directed to Kari Alvey, Food Service Manager, at 662-7702 or Jill Stordeur, Food Service Secretary, at 662-7723.

# At-A-Glance Calendar



Families received the Howard-Suamico School District printed calendar for 2015-2016.

## PLEASE NOTE...



**for all families with children in Kindergarten through Grade 4, there is a 2 hour early release on March 11. Please add this to the calendar.**

Dates of school events may be subject to change. For the most up-to-date events, go to [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us)

Open House  
District Office and  
Community  
Training Center  
and  
Community Pool



# Welcome Back to School!

## OPEN HOUSE for ALL Schools & 4K Partner Sites August 27

- 4K (four-year-old Kindergarten) .....6 to 7:30 p.m. at partner sites
- Elementary Schools ..... 4:30-6 p.m.
- Lineville Intermediate School ..... 5-6:30 p.m.
- Bay View Middle School ..... 6-7:30 p.m.
- Bay Port High School ..... 6:30-8 p.m.

Please mark this date on your calendar and be sure to attend. Students will be able to review their schedule, meet their teachers, set up their locker and see their friends before the first day of school.

If you are unable to attend the Open House and your child would like to set up their locker before the first day of school, please call your school office to be sure the building is open and staff is available to assist you.



## Successful Back to School Event

The Howard-Suamico Education Foundation, The Optimist Club, *The Giving Tree* and Shopko coordinated a very successful “Back-to-School” event on August 5. Backpacks and school supply vouchers were distributed to 330 children to purchase needed school supplies. A special thanks goes out to the businesses for providing backpacks, supplies and financial support for school-aged children who have been identified as needing assistance.

Major donors for the event were: Howard-Suamico Education Foundation, *The Giving Tree* Pantry, Shopko, Logistic Assembly Solutions, Optimist Club of Howard-Suamico and Saints Edward & Isidore Church. Please continue to support *The Giving Tree* pantry with donated non-perishable food items, monetary donations, etc. To learn more about *The Giving Tree*, please visit our website [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) select the **Community** tab and **Giving Tree** or “like” them on Facebook.



# At-A-Glance HSSD Calendar 2015-2016

Calendar events and school lunch menus are available on Google Calendar and the HSSD mobile app. The Howard-Suamico School District Mobile App is available for the iPhone, iPad, and Android devices in both the iTunes App Store and also on Google Play. The app can also be downloaded from our website at: [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us).

<b>August</b>	<b>27</b>	<b>OPEN HOUSE ALL SCHOOLS:</b> Elementary Schools – 4:30 p.m.-6 p.m. LV – 5-6:30 p.m., BV – 6-7:30 p.m. BP – 6:30-8 p.m. 4K Partner Sites – 6-7:30 p.m.
<b>September</b>	<b>1</b>	First Day of School (K-12)
	<b>3-4</b>	First Day of School (4K Only)
	<b>7</b>	<b>NO SCHOOL</b> – Labor Day Holiday
	<b>18</b>	K-4 Early Release Day – 1:20 p.m.
<b>October</b>	<b>2</b>	K-12 Early Release (Grade K-4 @ 1:20 p.m. 5-6 @ 1:08 p.m., 7-12 @ 12:35 p.m.)
	<b>22</b>	Parent/Teacher Conferences – (4-7:30 p.m.)
	<b>27</b>	Parent/Teacher Conferences – (4-7:30 p.m.)
	<b>29</b>	<b>NO SCHOOL</b> – Parent/Teacher Conferences – (8-11:30 a.m.)
	<b>30</b>	<b>NO SCHOOL</b>
<b>November</b>	<b>6</b>	1st Quarter Ends
	<b>13</b>	K-4 Early Release Day – 1:20 p.m.
	<b>25</b>	<b>NO SCHOOL</b> – 4K PM Only K-12 Half Day – No Lunch Grades K-4 @ 11:45 a.m., Grades 5-6 @ 11:40 a.m. Grades 7-12 @ 10:53 a.m.
	<b>26 &amp; 27</b>	<b>NO SCHOOL</b> – Thanksgiving Holiday
<b>December</b>	<b>11</b>	K-4 Early Release Day – 1:20 p.m.
	<b>23-31</b>	<b>NO SCHOOL</b> – Winter Break
<b>January</b>	<b>1</b>	<b>NO SCHOOL</b> – Winter Break
	<b>4</b>	School Resumes
	<b>21</b>	2nd Quarter Ends
	<b>22</b>	No School
<b>February</b>	<b>5</b>	K-12 Early Release (Grade K-4 @ 1:20 p.m., 5-6 @ 1:08 p.m., 7-12 @ 12:35 p.m.)
	<b>11</b>	Parent/Teacher Conferences – (4-7:30 p.m.)
	<b>16</b>	Parent/Teacher Conferences – (4-7:30 p.m.)
	<b>19</b>	<b>NO SCHOOL</b>
<b>March</b>	<b>11</b>	K-4 Early Release Day – 1:20 p.m.
	<b>21-28</b>	<b>NO SCHOOL</b> – (Spring Break)
<b>April</b>	<b>5</b>	3rd Quarter Ends
	<b>8</b>	K-4 Early Release Day – 1:20 p.m.
	<b>29</b>	K-4 Early Release Day – 1:20 p.m.
<b>May</b>	<b>20</b>	K-4 Early Release Day – 1:20 p.m.
	<b>30</b>	<b>NO SCHOOL</b> – Memorial Day Holiday
<b>June</b>	<b>7</b>	Last Day of School (4K ONLY)
	<b>8</b>	Last Day of School (K-12) K-4 Early Release Day – 1:20 p.m. 4th Quarter Ends

## Important Numbers

**DISTRICT OFFICE** ..... Phone: 662-7878  
2706 Lineville Road, Green Bay, WI 54313 ..... Fax: 662-9777  
**7:30 a.m.-4:30 p.m. during school year**

### SUPERINTENDENT

*Damian LaCroix, Superintendent* .....662-7709; Fax: 662-7400

### EDUCATIONAL PROGRAMS

*Dennis Krueger, Asst. Superintendent* .....662-7713; Fax: 662-7900

### BUSINESS SERVICES

*Matt Spets, Assistant Superintendent* .....662-7701; Fax: 662-7400

### HUMAN RESOURCES

*James Freeman, Asst. Superintendent*.....662-7710; Fax: 662-9799

### PUPIL SERVICES

*Jerry Wieland, Asst. Superintendent*.....662-7959; Fax: 662-7900

### COMMUNICATIONS

*Brian Nicol, Communications & Development Coordinator*.....662-7825; Fax: 662-7400

### HOWARD & SUAMICO 4K (4-Year-Old Kindergarten)

*Jennifer Trudell, 4K Coordinator* .....662-7941; Fax: 662-9777  
**4K School Hours: 8:20-11:30 a.m. or 12:10-3:10 p.m. Mon.-Thurs.**

### BAY HARBOR ELEMENTARY SCHOOL Grades K-4

1590 Harbor Lights Road, Suamico, WI 54173  
*Tony Ebeling, Principal* .....662-8898; Fax: 662-8899  
Attendance ..... 662-8888

### FOREST GLEN ELEMENTARY SCHOOL Grades K-4 & EC Early Childhood

1935 Cardinal Lane, Green Bay, WI 54313  
*Angela Sorenson, Principal*.....662-8110; Fax: 662-7957  
Attendance ..... 662-7990

### HOWARD ELEMENTARY SCHOOL Grades K-4

631 West Idlewild Court, Green Bay, WI 54303  
*Kristin Ashley, Principal* .....662-9755; Fax: 662-9750  
Attendance ..... 662-9732

### MEADOWBROOK ELEMENTARY SCHOOL Grades K-4

720 Hillcrest Heights, Green Bay, WI 54313  
*Becky Zimmer, Principal* .....662-5099; Fax: 662-5050  
Attendance ..... 662-5036

### SUAMICO ELEMENTARY SCHOOL Grades K-4

2153 School Lane, Green Bay, WI 54313  
*Ryan Welnetz, Principal*.....662-9866; Fax: 662-9888  
Attendance ..... 662-9808

### LINEVILLE INTERMEDIATE SCHOOL Grades 5-6

2700 Lineville Road, Green Bay, WI 54313  
*Philip Hart, Principal* .....662-8104; Fax: 662-7822  
*Kate Malcore, Associate Principal*..... 662-8105  
Attendance ..... 662-7875

### BAY VIEW MIDDLE SCHOOL Grades 7-8

1217 Cardinal Road, Green Bay, WI 54313  
*Steve Meyers, Principal* .....662-8120; Fax: 662-7979  
*Paul Hermes, Associate Principal*..... 662-7982  
Attendance ..... 662-8184

### BAY PORT HIGH SCHOOL Grades 9-12

2710 Lineville Road, Green Bay, WI 54313  
*Michael Frieder, Principal*.....662-7024; Fax: 662-7291  
*Mark Hebert, Assoc. Principal*..... 662-7022  
*Joe Wallander, Assoc. Principal*..... 662-7020  
Student Services... 662-7252 Fax...662-7291 Attendance...662-7248

### COMMUNITY POOL ..... 662-7874

(Located in Lineville Intermediate School)  
*Tracy Barden, Aquatic Supervisor* ..... 662-7795

### YOU & YOUTH VOLUNTEER

*Diane Schmidtke, Volunteer Coordinator* ..... 662-8186



**So You Want to Become a Scientist?**

Linda Birder, retired teacher, shared with students how to make lava lamps, create exploding volcanoes, optical illusions, etc.

**Summer Robotics Programs**



The Lego Robotics Mania and EV3 Lego Robotics summer programs were held August 3-6 offering students an opportunity to learn more about building and programming machines with the NXT and EV3 robotic bricks. Motors and various sensors such as the ultrasonic, sound and touch sensors are connected to the bricks and programmed. Older students learned to design and build motorized vehicles/robots using the NEW EV3 Lego robot parts, motors and sensors. Working with a partner, students in both camps are challenged to follow plans to build machines as well as design their own projects. As they write, test and debug procedures for their projects, students use their creative and critical thinking skills.



• **Summer School  
2015 –  
A great success!**

**Getting ready for Lineville Intermediate School** by creating her own **Roadrunner mascot** in the **Fun With Cartoons** course



**Geocaching..A GPS Treasure Hunt** partners students to use the [geocaching.com](http://geocaching.com) website to search for treasures that they can also experience with their families locally and world-wide.

# What's New at YOUR School?

## Bay Harbor Elementary:

- Planning and fundraising for wheelchair-accessible playground expansion.

## Forest Glen Elementary:

- Positive Behavioral Interventions & Supports (PBIS) School of Merit Award
- New offices and entrance

## Howard Elementary:

- Kristin Ashley, Principal
- Positive Behavioral Interventions & Supports (PBIS) School of Merit Award
- Boiler upgraded

## Meadowbrook Elementary:

- Positive Behavioral Interventions & Supports (PBIS) School of Distinction Award
- Boiler upgraded

## Suamico Elementary:

- New offices and entrance
- Boiler upgraded
- Modernized and upgraded bathrooms

## Lineville Intermediate:

- Kate Malcore, Associate Principal
- Add four classrooms to accommodate enrollment
- New kitchen including breakfast and lunch line
- HVAC & boiler upgraded
- Fire alarm system upgraded
- Modernized and updated bathrooms.

## Bay View Middle:

- Modernized and updated bathrooms

## Bay Port High:

- The "Union" – a new area/space created for students
- New Entrance upgraded for security
- Orchestra rehearsal room at Bay Port
- Additional gymnasium storage

## District-wide Safety:

- Door and lock security upgrades

## District Office and Training Center:

- Superintendent, Business Services, Communications, Educational Programs, Facilities Services, Food Services, Human Resources, Information Services, Pupil Services, Teaching & Learning, Volunteer Program & Wellness are now centrally located
- Community Training Center – possible for larger district and community groups to be trained at one time

## Community Pool:

- Now possible to host invitational, conference or sectional level meets
- Two lanes added
- New locker rooms
- UV system installed to eliminate the use of harsh chemicals and improve air quality
- Deck increases spectator seating and improves the visibility of pool events.
- Increases the number of pool patrons that can be served for swim lessons, water exercise, lap swim, family swim, and senior swim time.

**Howard-Suamico School District**  
**2706 Lineville Road**  
**Green Bay, WI 54313**

NON-PROFIT ORG.  
U.S. POSTAGE  
PAID  
PERMIT #216  
GREEN BAY, WI

## BOARD OF EDUCATION



## MEMBERS

Mark Ashley .....*President*  
Laura Barnard ..... *Vice President*  
Jeff Eilers ..... *Clerk*  
Teresa Ford .....*Treasurer/Deputy Clerk*  
Lisa Botsford .....*Director*  
Dan Deppeler .....*Director*  
Rachelle Paulsen .....*Director*  
Gretchen Trast .....*Student Representative*

*The Howard-Suamico School District Newsletter* is published four times during the school year and is intended to present the communities served by the Howard-Suamico School District with information about the district.

Unless otherwise stated, no editorial opinions by the District or its employees are intended. Information contained in the Newsletter is meant to provide a non-biased factual point of view.

The *Howard-Suamico School District Newsletter* is intended to inform our communities about the people, programs, and vision of the Howard-Suamico School District. We want to hear from you. Please contact Cheryl Schmidt at

[cherschm@hssd.k12.wi.us](mailto:cherschm@hssd.k12.wi.us) or (920) 662-7713.

## Howard-Suamico School District

(920) 662-7878 | Fax (920) 662-9777

Visit the Howard-Suamico School District web site for school district directories, accomplishments, annual budget report, School Board actions, and more at

## [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us)

*The Howard-Suamico School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex or gender identity, or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.*

# HOWARD-SUAMICO SCHOOL DISTRICT Annual Notices

The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. All Administrative Policies are available on the Howard-Suamico School District website under Parents/Students (Administrative Policies) at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us)

## EQUAL EDUCATIONAL OPPORTUNITY/ANTI-HARASSMENT

It is the policy (5517) of the Howard-Suamico 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 the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristics protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), other protected characteristics as well as place of residence within District boundaries, or social 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:

**Jerome Wieland, Assistant Superintendent Special Education/Pupil Services, 2706 Lineville Road, Green Bay, WI 54313 [jerowiel@hssd.k12.wi.us](mailto:jerowiel@hssd.k12.wi.us), Phone (920) 662-7878 or FAX (920) 662-7900.**

Any person who believes that the Howard-Suamico School District or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to the School Compliance Officer:

**Jerome Wieland, Assistant Superintendent Special Education/Pupil Services, 2706 Lineville Road, Green Bay, WI 54313 [jerowiel@hssd.k12.wi.us](mailto:jerowiel@hssd.k12.wi.us), Phone (920) 662-7878 or FAX (920) 662-7900 or**

**Jennifer Garceau, Assistant Director of Special Education/Pupil Services, 2706 Lineville Road, Green Bay, WI 54313 [jenngarce@hssd.k12.wi.us](mailto:jenngarce@hssd.k12.wi.us), Phone (920) 662-7878 or FAX (920) 662-7900**

**James Freeman, Assistant Superintendent of Human Resources and Civil Rights Compliance Officer, 2706 Lineville Road, Green Bay, WI 54313, (920) 662-7878, FAX, (920) 662-9799 or e-mail [jamefree@hssd.k12.wi.us](mailto:jamefree@hssd.k12.wi.us)**

The complaint procedure is described in Administrative Policies 2260 and 5517. The policies are available online at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) or the Howard-Suamico School District Office, 2706 Lineville Road, Green Bay, WI 54313.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process has begun, the investigation will be completed in a timely manner (ordinarily within fifteen (15) calendar days of the complaint being received).

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.

## ANNUAL ASBESTOS NOTIFICATION

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

Under AHERA (Asbestos Hazard Emergency Response Act), all primary and secondary schools are required to develop and implement a plan for managing all building materials that contain asbestos. Included in the AHERA Act is the requirement to annually notify all workers and building occupants (or their guardians) of asbestos-related activities.

- Environmental Management Consulting, Inc. (EMC) was contracted to be the school's consultant for asbestos.
- Periodic "surveillance" in each area containing asbestos has been completed every six months by EMC. Buildings are re-inspected by an accredited inspector every three years.
- All outside contractors contact the lead maintenance person before commencing work.

A copy of the Asbestos Management Plan is available for review by contacting the District Office at (920) 662-7878. Questions related to this plan or any other asbestos concerns should be directed to Allen Behnke, Director of Facilities Services at 2706 Lineville Road, Green Bay, WI, 54313, Phone (920) 662-7705 or [allebehn@hssd.k12.wi.us](mailto:allebehn@hssd.k12.wi.us).

## HOMELESS STUDENTS

The Superintendent will appoint a Liaison for Homeless Children whose general duty will be to safeguard the rights of homeless children attending school in this District. The Liaison must be notified immediately upon the enrollment or assignment of a homeless child. The Liaison will coordinate District operations and services so that

1. homeless children are identified, with special attention given to the enrollment and attendance of homeless children who are not currently attending school;
2. homeless children have a full and fair opportunity to succeed in school;
3. homeless families and children receive educational services for which they are eligible, including any District preschool programs, and referrals to health care services, dental services, mental health services, and other appropriate services;
4. parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
5. public notice of the educational rights of homeless children is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
6. enrollment disputes are mediated in accordance with Board policy and the State Consolidated Plan;
7. the parents or guardians of any homeless child and any unaccompanied homeless minor are fully informed of transportation services and assisted in accessing such transportation.

Upon enrollment of a homeless child, the Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's transportation policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Department of Public Instruction. According to State guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution. Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

## STUDENT RECORDS/DIRECTORY INFORMATION

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. State and Federal law govern the rights and responsibilities of students, parents and the District with respect to student records. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records—directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes 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 information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information 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 Board, directory information may be utilized by the Superintendent in District-wide publications, or on the District's website. The directory information used will be properly verified and approved by the Superintendent.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents' 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 your child's school principal or consult the Administrative Policy 8330 – Student Records and Administrative Guidelines 8330-Student Records.

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 information 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 District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her 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 his/her parents;
- B. Mental or psychological problems of the student or his/her 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, administrators;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents;
- 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 Administrative Policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Andrea Thiry-Wenz, Director of Teaching & Learning at (920) 662-7878 or [andrthir@hssd.k12.wi.us](mailto:andrthir@hssd.k12.wi.us) 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.

## CONFIDENTIAL RECORDS

### **RELEASE OF STUDENT RECORD INFORMATION FOR HEALTH AND SAFETY EMERGENCIES**

The following administrative policies address student records: Policy 2416, 5780, and 8330. Please note that the school district forwards student records to other schools that have requested records and in which the student seeks or intends to enroll, or has already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protections 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/fpcio](http://www.ed.gov/offices/OM/fpcio)) Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## CHILD FIND

### ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the Howard - Suamico School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district. A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also, refer the child, including a homeless child, to the school district in which the child resides. Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting:

**Jerome Wieland, Assistant Superintendent Special Education/Pupil Services, 2706 Lineville Road, Green Bay, WI 54313 jerowiel@hssd.k12.wi.us, Phone (920) 662-7878 or FAX (920) 662-7900**

**Jennifer Garceau, Assistant Director of Special Education/Pupil Services, 2706 Lineville Road, Green Bay, WI 54313 jenggarc@hssd.k12.wi.us, Phone (920) 662-7878 or FAX (920) 662-7900.**

### CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

Howard-Suamico School District is required to locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year: Child Development Days four (4) times/school year. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed. The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

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

- **"Progress records"** include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- **"Behavioral records"** include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer, than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- **"Directory data"** includes the student's name, address, telephone listing, date and place of birth, major field of study, participation

in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.

- **"Pupil physical health records"** include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

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

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the District Office a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records.

A representative of the parent may inspect and review the records.

- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Howard-Suamico School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2) (a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student

seeks or intends to enroll. In addition, the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

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

### SCHOOL PERFORMANCE REPORT

Each year, DPI provides public performance reports for all public schools and districts in Wisconsin. The reports each address sections of state or federal reporting requirements. All reports-and the many and varied indicators contained within-should be considered when reviewing a school or district's annual progress. While some of the same data appears in multiple reports, each serves a distinct purpose under state and federal education laws. For additional information on a school or district, see the WISEdash Public Portal or the link at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) School Performance Report.

The Howard-Suamico School District uses the Wisconsin Academic Standards. The standards are available on the Wisconsin Department of Public Instruction website at: <http://dpi.wi.gov/standards>

### SCHOOL & DISTRICT ACCOUNTABILITY

Each year the Wisconsin Department of Public Instruction (DPI) issues a School Report Card for every public school in Wisconsin and a District Report Card for each district as well. The School and District Report Cards, using multiple measures of student learning, will provide valuable guidance on how our schools are doing and where we can improve. The new report cards will help all Wisconsin public schools and districts get a better picture of how well they help children learn, advance to the next grade, and graduate ready for college and career. This information is available at [www.hssd.k12.wi.us](http://www.hssd.k12.wi.us) select **School & District Accountability** under the Stay Connected on the Howard-Suamico School District home page or <https://apps2.dpi.wi.gov/reportcards>. A paper copy of this report is available at the Howard-Suamico School District Office or by calling (920) 662-7878.

### YOUTH OPTIONS PROGRAM

Any student in 11th or 12th grade may enroll in the Youth Options Program providing s/he meets the requirements established by law and by the District and subject to the approval of the Superintendent on an annual basis. Any interested student should contact their guidance counselor to obtain the necessary information.

### COURSE OPTIONS PROGRAM

The District will provide students enrolled in the District with the ability to take up to two (2) courses at any given time through one or more other educational institutions, including in a non-resident public school district, the University of Wisconsin system institution, a technical college, a nonprofit higher education institution, a tribal college, a charter school, and any other nonprofit organization approved by the Department of Public Instruction. Likewise, the District will consider the enrollment of a non-resident pupil in up to two (2) courses per term under the criteria set forth in this policy and any criteria required by law. Please see Administrative Policy 5113.01 for general procedures and criteria.

### HOME-BASED OR PRIVATE SCHOOLING

The District encourages the enrollment of all school-age children resident in this District in public schools or in approved parochial or private schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment.

The District shall allow a high school student who is being educated at home or at a private school to participate, if space is available, in any of the District's courses by enrolling in up to two (2) courses during each semester. The student must meet the criteria for admission to the high school established for home-based or private school students.