

GENERAL INFORMATION

DAILY CLASS SCHEDULE

1st Period	8:00 - 8:45	MS LUNCH	12:03 - 12:33
2nd Period	8:48 - 9:33	6th Period	12:36 - 1:21
Morning Snack	9:33 - 9:39	7th Period	1:24 - 2:09
3rd Period	9:42 - 10:27	8th Period	2:12 - 2:57
4th Period	10:30 - 11:15	RTI	3:00 - 3:25
5th Period	11:18 - 12:03		

CRT EARLY RELEASE SCHEDULE

1st Period	8:00 – 8:35	6th Period	11:13 - 11:48
2nd Period	8:38 – 9:13	MS Lunch	11:48 - 12:18
Morning Snack	9:13 – 9:19	7th Period	12:21 - 12:56
3rd Period	9:19 – 9:54	8th Period	12:59 - 1:34
4th Period	9:57 – 10:32	RTI	1:37 - 2:00
5th Period	10:35 – 11:10		

2 HOUR LATE-START SCHEDULE

1st Period	10:00 – 10:32	5th Period	12:50 – 1:22
2nd Period	10:35 – 11:07	6th Period	1:25 – 1:57
3rd Period	11:10 – 11:42	7th Period	2:00 – 2:32
MS Lunch	11:42 – 12:12	8th Period	2:35 – 3:07
4th Period	12:15 – 12:47	RTI	3:10 – 3:25

CLOSED CAMPUS POLICY

During the time designated by the Board as the school day all students will be engaged in school-related or sponsored activities. Students will not be permitted to leave the school or engage in non-school-related activities during the school day without the permission of the Principal or designee. Requests to leave the school must be submitted in writing to the office by the student's parent or guardian.

LUNCH PERIODS

Each student will have a 30 minute lunch period. Students are expected to maintain a good lunchroom and eating behaviors. They will be expected to pick up after themselves. Absolutely no food throwing will be tolerated. Wearing of headgear will not be allowed in the lunchroom.

SCHOOL, ATHLETIC, AND MUSIC FEES

The School Board School will establish on an annual basis fees and various other costs. This information will be disseminated through newsletters and other forms of communication.

LOCKERS

Hall lockers are provided for all students to store their books and clothing. Any students wishing a lock for their locker should notify the office. All locks will be school issued. Locker doors are to be kept closed. Money or other valuables should not be left in lockers, but should be checked in to the main office for safekeeping. The school is not responsible for lost or stolen articles kept in lockers. Backpacks are not allowed in the classrooms and should be kept in the locker. Physical education lockers are provided for each student to store gym clothing. No valuables should be kept in any physical education locker. Each student should use the locker assigned during registration. **All lockers are the property of the school and are under its jurisdiction, and subject to searches by school officials.** Search of lockers and school grounds could include the use of animals.

FAMILY NIGHT

There will not be any school sanctioned activities for students (Pre-K-12) after 6:00 p.m. on Wednesday evenings.

BULLETINS AND ANNOUNCEMENTS

The announcements will be posted daily. If you wish to have announcements made regarding school activities, you must have the written copy initialed by the teacher or advisor and submitted to the office. Weekly bulletin information will be collected from faculty members on Thursday for the following week. Students who are called to the office must report to the office ASAP. Failure to do so will result in disciplinary action.

TELEPHONE

Pupils will be called to the telephone during the school hours only for an emergency. The school secretary will take messages from callers and make sure the student receives the message. Students who telephone during the school day are to use the phone in the Middle School office.

VISITORS

Visitors must register in the Main Office and obtain permission. Mineral Point Middle School does not permit students to bring friends from other schools to visit during the school day. Only in special circumstances will this be permitted. In such circumstances, pre-approval must be obtained from the building principal.

LOST AND FOUND

Articles found in and around the school should be turned in to the office where the owners may claim their property by identifying it. Mineral Point School District does **NOT** assume any liability for lost or stolen articles.

SCHOOL TRANSPORTATION

Students who are using transportation provided by the school district remain under the jurisdiction of school officials. All rules for appropriate conduct remain in effect. Students who are engaged in willful misconduct may be prohibited from using school transportation. Students who use school transportation to attend an extra-curricular activity are expected to return by school transportation. A written request presented by the student's parent or guardian, an exception to this rule may be granted to the coach and/or advisor.

STUDENT PUBLICATIONS

School newspapers, yearbooks, literary magazines and similar publications are encouraged as learning experiences. They are produced under the supervision of qualified faculty advisors and shall strive to achieve the highest publication standards. All publications are considered closed forums and will be reviewed by the advisor and principal and will be revised according to legitimate pedagogical concerns. No material that is disruptive, vulgar, harmful or libelous will be permitted. Students may appeal the decision of the advisor to the principal who will make the final determination. The principal must approve at least 72 hours prior to distribution or sale of all publications produced or obtained by students without school sponsorship.

GRADE POINT AVERAGE

Each student's grade point average is calculated quarterly and for the semester. All classes are included in figuring GPA's including exploratory classes. These GPA's are calculated using the following scale:

A+	4.00	B+	3.33	C+	2.33	D+	1.33	F	0.0
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	.67		

MIDDLE SCHOOL STUDENTS TAKING HIGH SCHOOL COURSES:

The following guidelines are established in order to address grade point average, credit, and graduation requirements: All high school courses taken by a middle school student will appear on their high school transcript. Courses taken by a middle school student will count towards a specific graduation requirement. i.e. Taking algebra as a middle school student will count towards the high school math requirement. All such courses will count toward the cumulative high school grade point average. All such courses will count towards the total credit requirement for high school graduation.

HONOR ROLL

Honor rolls are published at the end of each quarter. To be eligible for the High Honors, a student must maintain a 3.75 grade point average or better for the preceding quarter. To qualify for the Honors, a student must maintain a grade point average of 3.33 to 3.75.

FAILING MS COURSES

Any middle school student who fails a semester of Language Arts, Science, Math, Social Studies or Reading will be required to repeat that semester class. The classes failed will be repeated in summer school. If not attending or not passing summer school classes, the student will repeat the class during the next academic year along with other required classes.

GRADING APPEAL PROCESS

A student and/or parent who wish to challenge a grade must do so in a timely fashion. Any grade appeal by the student and/or parent will be made within three weeks following the grading period by. Appeals started after this time period will be denied. Those wishing to make an appeal must use the following procedure:

STEP ONE: The student and/or parent must first contact the teacher whose grade is at issue. If they come to an agreement, and no grade change is the result, no further action is needed. If the grade appeal in question will result in a grade change a change request form must be completed by the teacher and submitted to the Principal. The Principal will review the request and other pertinent information and will approve or disapprove the grade change request.

The Principal will approve or deny any grade change.

STEP TWO: If the Principal denies the grade change request, or if the teacher and student cannot come to an agreement regarding the grade awarded, the student and/or parent may request that the Principal review or reconsider the issue. This appeal must be initiated within four weeks of the end of the grading period. The Principal will review the teacher's grading policy, the grade awarded, and other relevant information and policies. A decision by the Principal to approve or disapprove the request to change the grade will be rendered within two weeks of the receipt of the appeal. The decision will be based on whether the stated grading policy was adhered to by the teacher, the final grade was accurately computed, and other relevant policies were followed.

STEP THREE: If the student and/or parent wish, they may appeal the Principal's decision to the Superintendent. This appeal must be made within two weeks of the Principal's decision. The Superintendent will review the Principal's decision and either uphold or overturn that decision. The decision made by the Superintendent will be based upon procedural grounds relating to whether the Principal followed the prescribed procedure and arrived at a reasonable conclusion. The decision of the Superintendent is final.

MIDDLE SCHOOL ACTIVITY ELIGIBILITY

In an effort to provide adolescent students with all possible assistance and sense of focus, an activity eligibility procedure will be followed. Should a student receive an F (failing) or more than 2 D's on a progress report or a nine week report card, the student will be declared ineligible for performance and/or participation in the following activities: Athletic contests, dances, student council functions and other extra-curricular activities. Students will be expected to attend practice (when applicable), but will not perform or participate until the F is cleared or he/she is receiving fewer than 3 D's. Grades will be figured at the end of every three week interval. During the period of ineligibility, the student will be required to attend 2 of the 4 homework club sessions per week for three weeks. In some instances, homework club attendance may coincide with an early practice. In this case, the student will be excused from practice for the time during which he/she is involved in homework club. Students missing required homework clubs will lose points from the discipline plan and will remain ineligible. The middle school office will schedule all homework club dates. All coaches and activity advisors will be advised of a student's eligibility status. Fourth quarter report card grades will provide the base for fall eligibility status.

MIDDLE SCHOOL FIELD TRIPS/ACTIVITIES

All students are eligible to participate in these field trips/activities unless they do not meet the requirements as outlined in the middle school discipline plan and/or the quarter reward activity plan. A copy of this plan can be obtained in the middle school office. Students must also be in attendance at school within the set limits of State Statute (118.15 & 118.16). Students who have become ineligible for the end of the year Middle School field trips will be required to be in attendance at school on those days. Students not in attendance at school on those days will not be eligible to attend the end of the year award's program and end of the year activities. This would include all eighth grade recognition activities.

MIDDLE SCHOOL QUARTER REWARD ACTIVITY

Students meeting the following requirements will be eligible for the end of the quarter reward activity:

1. Assignment completion according to classroom policy.
2. Absences (Maximum of 4 days for any reason except unexcused absences).
3. Tardiness (Maximum of 4 unexcused tardies).
4. Citizenship:
 - A. Is respectful to all staff members (does not have any discipline referrals).
 - B. Is respectful to peers.
 - C. Is prepared for class (has all required materials).
 - D. Follows classroom rules and procedure.s

All assigned homework clubs must be completed or made up to be eligible for all quarter rewards.

At the end of the 1st, 2nd and 3rd quarters, there will be a gift card drawing. The end of the 4th quarter will be the field trip.

MISSING ASSIGNMENTS

Students are not allowed to have missing assignments at Mineral Point Middle School. Students who are missing assignments will be expected to complete all assignments. Students will be given the opportunity to turn in missing/late assignments before the end of the quarter. If a student does not turn in the missing/late assignment by the end of the quarter, a "0" will be recorded in the grade book. Students who continually have missing/late assignments will be assigned to homework club at the discretion of the teacher/principal.

RTI (ACCESS PERIOD)

RTI (Response to Intervention) groups are determined based on results of STAR testing in math and reading.

These groups are enrichment, structured study hall and intervention. Academic performance is also considered.

STUDYHALL REGULATIONS

Study halls are a time to complete homework, read or do other school related work. Please maintain a quiet, studious atmosphere. These regulations have been developed cooperatively to provide consistency in the study areas.

1. Not more than one student may sign out for the restroom, locker or office at a time. No exceptions.
2. Before signing out, the student must present a corridor pass, signed by the teacher in charge of the area they are going to.
3. Keep the room neat and clean. Soda and food are not permitted.
4. Get permission to talk from the study hall teacher.
5. Students are not permitted to sign anyone but themselves in and out of study hall or access period.
6. Student should expect supervisors to use appropriate means to enforce all regulations including a verbal warning, restriction of sign out privileges, and detention assignments through the principal's office.

ATTENDANCE POLICY

Students in grades 6-8

In accordance with State Statutes 118.15 and 118.16., and School Board Policy 431, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school. All students, parents, and staff of the Mineral Point School System are required to observe the compulsory school attendance law S(118.15). All students are required to be in their scheduled classes, activities, or study hall each period.

Excused Absences

- A. All **excused absences** require parent-guardian-written verification to be submitted to the school attendance officer, or designee in advance or the absence of prior to being admitted to school. When a student is absent, his/her parent/guardian must call the school by 9:00 a.m. Failure to notify the school will result in a phone call from the school to the home or the workplace. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:
 1. Personal illness or incapacitation of the student.
 2. Critical illness, death, or a funeral in the student's immediate family or close friends.
 3. Family trips that can be taken only during the normal school term.
 4. Medical, dental, chiropractic, optometry appointments.
 5. Students taking state driver's license test.

6. A court appearance or other legal procedure.
7. School-directed absences.
8. Extreme weather conditions.
9. Religious holidays or other religious reasons.
10. Special circumstances that are approved in advance.
11. Family responsibilities where planning for a non-school day is not possible (such as family operated business work).

B. All students with excused absences and students who are suspended from school will be given the opportunity to make up work. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. Students who know they will be absent more than two days should get an advanced make-up pass work completion form before or right after their return to school. This applies to both school related and non-school related activities. This form requires signatures from a parent, classroom teachers, and the principal. Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence(s).

Unexcused Absences

Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused. A student who is absent from school with no approved reason or excuse is truant and will be considered unexcused. Truant students will be assigned detention time from zero to twice the amount of time missed. All make-up work and detention time must be completed by the end of each quarter or the student's grade may be lowered as a result of incomplete work, failure to serve detention, or both. Students may not participate in extra-curricular activities should they fail to serve assigned detention or complete make-up work as a result of an unexcused absence. All students with an unexcused absence will be permitted to make-up an examination missed during an absence.

Students will need to provide a note from the Doctor's office for any appointment. If a student is absent for three (3) consecutive school days due to an illness, a Doctor's note will be required.

Tardiness

Students who are late to school in the morning will be required to have a tardy slip issued by the school office. During each quarter after the third tardy, students will be assigned one detention for each additional tardy.

Students who are tardy to school with the consent of their parent/guardian, but whose tardy does not fall under the reasons listed above under Excused Absences, shall be considered unexcused. Students should be in the classroom by the second bell in order to avoid being tardy for class. If a student needs to use the restroom between classes or has a locker issue they should report to the classroom first and get permission from the teacher. If a student does not report to the classroom and is marked tardy, the prior period teacher must write a pass to excuse them.

Student Leaving School

Students shall always check in and out of the school building office when they leave and return to school. Students may not participate or practice after school hours if the student is absent for the afternoon of the school day for an illness reason. If the student absence is for a non-illness reason, the student is ineligible for practice or competition unless the parent has requested permission for the student from the principal prior to 9:00 a.m. that day, and such reason is excused. Students are expected to return to school immediately following the completion of their appointments when school is still in session.

Truancy

Individual schools within the district may develop attendance programs to encourage students to develop better attendance and punctuality. (i.e., attendance contracts, 210 Plan, etc.)

A legal referral may be initiated if a poor attendance pattern has continued and if the principal or designee has completed the following:

1. Met with the student's parent/guardian or has attempted to meet with the student's parent or guardian and has been refused.
2. Provided an opportunity for educational counseling to be considered along with curriculum modifications.
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy.
4. Conducted an evaluation to determine whether social problems may be a cause of the truancy.
5. The attendance officer or principal involved will treat any attendance situation not covered by this policy on an

individual basis.

Procedures for Iowa County Truancy Intervention

A juvenile who is less than 17 ½ years of age shall be eligible for this program after three unexcused absences within a semester. Upon determining that a juvenile has three unexcused absences within a semester, the Iowa County Truancy procedures will be followed.

GENERAL REGULATIONS

Mineral Point Middle School students are considered as young adults and are responsible for their own behavior. The school encourages students to take pride in themselves and in their school. The following regulations are to serve as a guide for all students to help them in maintaining acceptable behavior.

1. While in the corridors and stairways, students should walk and avoid physical contact and other horseplay.
2. Card playing (including on computers and gambling are not allowed in the school building, grounds or during school sponsored activities).
3. Students are expected to be in the classroom and in their assigned seat when the last bell rings.
4. Students are not permitted to drink soda in the classrooms that include the gym area, music room, art room and the shops in the vocational building. Soda and food is only permitted in the cafeteria.
5. I-pods and phones are not to be played during the regular school hours.
6. Laser pointers are illegal and prohibited under the 1999 Wisconsin Act 157.
7. Students are expected to follow all reasonable direction of the staff. Failure to do so will be considered insubordination and will result in an appropriate disciplinary action.
8. Students are expected to truthfully answer questions from all staff members as related to student conduct.
9. Students may not forge the signatures of parent(s) and/or guardian or school personnel. Students are also prohibited from copying work of other students or authors and presenting it as their own. Students who violate this policy will face disciplinary action.
10. Coats, backpacks, purses and phones must be left in lockers.
11. Cheating will not be tolerated anytime at any level. This type of behavior will be dealt with as a serious offense.

STUDENT CONDUCT CODE

The Mineral Point Board of Education does not condone the use of inappropriate language, gestures, or other types of inappropriate student conduct. The manner in which such incidents are handled will vary according to the circumstances surrounding the incident and previous past practice. The administration shall make a concerted effort to communicate rules per student conduct to the student body each year.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined by board policy and exhibit #443. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. This code of school conduct applies to all students in K-12.

VANDALISM AND PROPERTY DAMAGE

The taxpayers of the Mineral Point School District provide its students with buildings and facilities, equipment, textbooks, and other supplies. To safeguard this investment, and to ensure their continued availability, students are held accountable for actions that result in damage to school property. Students who willfully destroy school property will be required to pay the full replacement cost of the item destroyed, and will be subject to disciplinary action which includes, but is not limited to, suspension, expulsion, and/or referral to legal authorities. Students who damage or lose school property through negligence will be required to pay the full cost of replacing the damaged or lost article. Students will not be expected to pay for damage that occurs through normal usage.

COMPUTER NETWORK USE

Computers networks, including the Internet, offer vast, diverse and unique resources to both students and teachers. The district's goal in providing these services to staff and students is to promote learning by facilitating resource sharing, innovation and communication. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources for academic purposes only. As students and staff use this network, it is essential that each user on the network recognize his/her responsibility in having access to the vast services, sites and people. The user is ultimately responsible for his/her actions in accessing network services and for adhering to district use policies, procedures, and guidelines. If a Mineral Point Unified School District user violates these provisions, his/her account

may be terminated and futures access could be limited or denied. Legal and/or disciplinary action may also be taken where/when appropriate in accordance with Wis. State Statute 943.70, Board Policy and Administrative Rule and Exhibit 364.1.

ELECTRONIC USE

We recognize that cell/smart phones are a part of our society and how we do business in the 21st century. It is our goal to maintain a positive educational environment while preparing our students for the future.

Mineral Point School District's Electronic Information and Communication Systems Use Policy, as well as the Mineral Point School District's Acceptable Use Policy govern the use of all electronic tools and acceptable use of the Internet in the District.

Expectations

Responsible use of all technology resources is a given at Mineral Point Middle School. Students are expected to be ethical, respectful, academically honest, and supportive of the school's mission.

Hand Held Devices

Students are permitted to bring their personal hand held electronic devices, but should turn them off and keep them in their locker.

During Class

Use of the devices will solely be under the direction of the classroom teachers and staff. Students are not to use electronic devices during class periods except when specifically directed to by a teacher or staff member. The use of hand-held devices for non-instructional purposes is disruptive and therefore prohibited. Devices must be put away and turned off so as not to disrupt the class.

Wireless devices may not be used during the school day from 7:55-3:25.

Consequences for any student that violates this code, although not limited to the following, are listed below:

- 1st Offense** The electronic device taken away for the remainder of the school day. Students may pick up device in the office at the end of the school day.
- 2nd Offense** The device is taken away for three (3) school days. Parent/guardians would be notified of a second offense. The student must check the device into the office before school and may pick it up at the end of the school day.
- 3rd Offense** The device is taken away for (5) school days. Parents/guardians would be notified of a third offense. The student must check the device into the office before school and may pick up at end of the school day.

ALCOHOL AND DRUG ABUSE

The use, possession and/or distribution of alcohol, tobacco or controlled substances is prohibited both by statute and school policy. Any student engaging in such behavior will be referred to the proper legal authorities and to the Student Assistance Program. In addition to any criminal penalties, the student may be suspended and/or expelled from school.

PUPIL HARASSMENT

"Pupil Harassment" means behavior toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment. Such behavior will not be tolerated and incidents of pupil harassment will be dealt with according to state and federal law and school policy.

STUDENT SEXUAL HARASSMENT

The Mineral Point School District in compliance with Wisconsin Statutes 118.13, 111.32 (13), Title XI and Chapter 227, Board Policy 447.1, will maintain a learning environment free from any form of sexual harassment or intimidation toward and between students. The school will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Examples of prohibited conduct:

1. Unwelcome or unwanted physical contact.
2. Requests or demands for sexual favors.
3. Verbal abuse
4. Display of sexually graphic or explicit materials.

Students who believe they are victims and/or parent(s)/guardians who believe there is sexual harassment, should immediately report their concerns to the principal, guidance counselor, teacher or a social worker. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation. A procedure is in place to review, appeal and respond to all complaints. Copies of such procedures can be obtained in the school's offices.

WEAPONS

In accordance with sec. 948.60, Stats., and sec. 948.61, Stats., students are prohibited from possessing weapon (as defined by sec. 939.22 (10), Stats.) or objects that may be used as a weapon on school premises. Anyone violating this policy will be immediately suspended from school and referred to local police department and other responsible outside agencies. Students found to have violated this policy may be considered for expulsion.

DISORDERLY CONDUCT

Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is subject to disciplinary procedures and referral to legal authorities.

SCHOOL DISRUPTIONS

Students are prohibited from engaging in behavior that can be reasonably forecast as materially and substantially disrupting the school. This includes behavior that is pervasively vulgar, harmful to self or others, or causes classroom attention to be diverted from instruction.

GENERAL DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following procedures:

1. Any employee, student, job applicant or citizen complaining of discrimination on the basis of race, creed, sex or sexual orientation, age, national origin, handicap, marital status, political affiliation, arrest or conviction record or other factor provided for by state or federal law shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such a complaint shall, within 24 hours report the nature, time and date of the suspected infraction in writing to the building principal.
3. The building principal, upon receiving such a report shall:
 - a) Immediately undertake an investigation of the suspected infraction, and
 - b) Within 10 days, or as soon as practicable after receiving the district administrator's report, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and recommend resolution to the district administrator and the complainant.
4. Within 10 days after the date of the building principal's decision, the complainant may appeal the decision to the district administrator. The appeal shall be made in writing. The district administrator shall review the appeal as soon as practicable. The district administrator shall have the power to affirm, reverse, or modify the decision of the building principal in whole or in part or remand the matter back to the building principal with instructions for further study. A decision shall be made in writing within 20 days of receiving the appeal.
5. If the complainant is still dissatisfied with the recommended resolution, he/she may file an appeal in writing with the Board within 10 days. The Board shall hear the appeal at its next regular Board meeting, or at the Board President's discretion, the appeal may be considered at a special meeting.
6. Appeal beyond the Board may be made to appropriate agencies (e.g. State Superintendent of Public Instruction, Equal Employment Opportunities Commission) and/or the courts having proper jurisdiction.

SUSPENSION

In accordance with Wisconsin State Statute 120.13 (1) (b) and (c), students who have cases of repeated or flagrant violations of school rules or when a student's behavior threatens the health, safety and welfare of others, or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, a student may be suspended from school. Suspensions will be handled in accordance with state law and school policy. Students may be suspended out-of-school for up to three days. Students may also serve an in-school suspension for up to three days. In such instances, students would report to a designated room for the day and all other penalties and requirements will apply. When students are suspended from school they are prohibited from being on school grounds or participating in any extracurricular activities for the period of the suspension. As in all other student disciplinary matters, due process is given to all students.

EXPULSION

In accordance with Wisconsin State Statute 120.13 (1) (b) and (c), the School Board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules or engages in conduct which endangers the property, health, or safety of others while under the supervision of school authority; or endangers the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion. Expulsion proceedings will be conducted in accordance with Wis. State Statute 120.13(1)(c). A student who has been expelled is prohibited from attending any school function and will not be allowed on school owned property for the duration of his/her expulsion.

Mineral Point Middle School & High School Discipline Policies and Procedures

These policies and procedures apply to all students who are enrolled in the Mineral Point Middle School and High School including those who attend the Options in Education Program.

EXPECTATIONS OF MINERAL POINT MIDDLE SCHOOL AND HIGH SCHOOL STUDENTS

- *Show respect for self, peers, authority, and the property of others.*
- *Demonstrate integrity through honesty, trustworthiness and loyalty.*
- *Appreciate cultural diversity and individual differences.*
- *Exhibit responsibility through promptness, consistent attendance, dependability and dedication.*
- *Utilize appropriate social skills such as courtesy, cooperation, and appropriate language/dress.*
- *Develop citizenship skills through school and community involvement.*
- *Recognize the value of physical and mental wellness*

DISCIPLINE POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels within a school.

First, since the students spend the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Classroom interventions will be attempted as a first corrective action. Examples of classroom interventions may include:

- remind /redirect
- Logical consequences
- Take a break - in
- Take a break - out
- parent/family phone calls

Classroom teachers can work with the Pupil Services department to develop additional potential classroom interventions through the Student Support Team process. Examples of potential interventions may include:

- Teaching a replacement behavior or coping strategy

- Creating a behavior contract or chart
- Providing regulation breaks
- 2x10 intervention
- Assigning the student to a check-in/check-out program
- Conducting a FBA and developing a Behavior Intervention Plan
- Mentoring
- Restorative Practices
- Referral to community resources

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the incident shall be referred to the principal(s) for investigation and appropriate action.

The severity of consequences applied by the principal depends on two factors:

- The seriousness of the offense.
- The previous disciplinary record of the student.

It should be understood that students who are referred to the principal will be subject to appropriate disciplinary measures as outlined in the administrative discipline plan below.

ADMINISTRATIVE DISCIPLINE PLAN

<p>Step 1</p>	<p>Lunch detention</p> <ul style="list-style-type: none"> ● First failure to report will double the detention ● Second failure to report results in a day in ISS 	<p>Students report to lunch detention in the Office and are assigned an individual study room. Students are expected to arrive no more than five minutes after they are released from class.</p>
<p>Step 2</p>	<p>After School Detention</p> <ul style="list-style-type: none"> ● Failure to report will result in a day in ISS 	<p>After School Detention takes place in the Office Monday - Friday from 3:30 to 4:00PM.</p>
<p>Step 3</p>	<p>In School Suspension</p> <ul style="list-style-type: none"> ● Failure to follow rules will result in an OSS 	<p>Students who are assigned to the ISS will spend the day in a supervised area for in-school suspension and are required to bring assignments and materials to last the entire day. No cell phones or other communication/music devices will be permitted.</p>
<p>Step 4</p>	<p>Out of School Suspension & Parent Conference with administration.</p>	<p>Students who are assigned OSS are not allowed on school grounds for any reason for the entire day (or days) they are suspended. They may not participate in any school related activities during said suspension time.</p>
<p>Step 5</p>	<p>Request for expulsion hearing with the Board of Education</p>	
<p>Other</p>	<p>Community Service Project</p>	<p>As part of, or instead of, disciplinary action, the</p>

		school board, superintendent, principal or designee, may allow a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours.
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PROVISIONS FOR THE USE OF THE ADMINISTRATIVE DISCIPLINE POLICY

1. A disciplinary file will be initiated for each student referred to the high school administration. A record of each violation, as well as the step assigned, will be maintained. Parents will be notified in writing of all violations of the Administrative Discipline Policy.
2. Normally, a student will be advanced on the Administrative Discipline Policy one step at a time; however, administration reserves the right to exercise discretion depending upon the circumstances of the violation.
3. Students are required to serve their discipline step. A student may not use work, athletic practice/game, etc, as a reason to miss discipline to be served.
4. Students may not participate or practice in any school-sponsored extracurricular activity until detention hours are completed.

DISCIPLINE INFRACTIONS AND CONSEQUENCES

A. SCHOOL ATTENDANCE

Code	Description	Administrative Discipline Plan
A-1a	Truancy/Unexcused Absence: The act of being absent from school part or all of a school day without permission of parents or school administrators. Absences must be cleared up within 48 hours.	Step 2-4
A-2a	Leaving Campus Without a Pass: The act of being absent from school without a pass or permission from the office.	Step 1
A-2b	Excessive Leaving Campus Without a Pass: If a student repeats A-2a three or more times in a quarter.	Step 4

A-3a	Tardiness: The act of reporting late for school, class or other required activities without an acceptable excuse.	Step 1
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A-3b	Excessive Tardiness: If a student repeats A-3a more than five or more times in a quarter.	Step 3
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B. STUDENT/STUDENT RELATIONSHIPS

Code	Description	Administrative Discipline Plan
B-1	Threatening or Intimidating Acts: The act of verbally, or by gesture, threatening the well-being, health or safety of any student on school property, or enroute to or from school.	Step 2 (referral to police when appropriate)
B-2	Physical Attack: The act of physically assaulting (includes spitting on) or, in some manner, attempting to injure any student on school property, or going to or from school.	Step 3-5 (referral to police when appropriate)
B-3	Disrespect: The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in other manner, abusing verbally, in writing, or through the use of technology toward any member of the student body.	Step 2-4 (referral to police when appropriate)
B-4	Shake Down: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	Step 4 (referral to police when appropriate)
B-5	Fighting: The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship.	Step 4-5 (referral to police when appropriate)

B-6	Scuffle:	Step 2
B-7	Property Damage:	Step 3 (restitution required through parental contact)
B-8	Theft:	Step 4 (restitution required through

		parental contact and referral to police when appropriate)
B-9	Horseplay: The act of tripping, shoving, misusing other students' books, etc.	Step 1-2

C. STUDENT/STAFF RELATIONSHIPS

Code	Description	Administrative Discipline Plan
C-1	Insubordination: The act of willfully failing to respond or carry out a reasonable request by authorized school personnel.	Step 2
C-2	Threatening or Intimidating Acts: The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff.	Step 4-5 (referral to police when appropriate)
C-3	Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	Step 5 (notification to police)

C-4	Disrespect: The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff.	Step 3-4 (referral to police when appropriate)
C-5	Disrespect for the Property of Others:	See specific behaviors below
C-5a	Damage.	Step 3 (restitution required through parental contact)
C-5b	Theft.	Step 4 (referral to police when appropriate)

C-5C	Major Theft/Damage.	Step 5 (restitution required/referral to police)
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D. SCHOOL PROPERTY

Code	Description	Administrative Discipline Plan
D-1	Vandalism: The act of willfully destroying public property.	See specific behaviors below
D-1a	Destruction: The act of rendering property unusable.	Step 4 (restitution required and referral to police)
D-1b	Defacing: The act of damaging property requiring cleaning or repair.	Step 3 (restitution required and

		possible police referral)
D-1c	Misuse of Printed Material/Inappropriate computer use/Abuse of Technology: The act of destroying or defacing magazines, books, or other printed material. The act of searching, downloading, or printing inappropriate items off of the internet.	Step 2 (restitution required), loss of technology privileges.
D-2	Theft	See specific behaviors below
D-2a	Theft: Not serious enough to report to police.	Step 3 (restitution required)
D-2b	Major Theft: Considerable enough to be reported to police.	Step 4-5 (restitution required and referral to police)
D-3	Abuse of School Grounds:	Step 4-5 (restitution required and referral to police when appropriate)

D-4	Littering:	Step 1
D-5	Misuse of Food: The act of consuming food or drink other than in assigned areas or disposing of it improperly.	Step 1-3

E. PROTECTION OF THE PUBLIC SAFETY

Code	Description	Administrative Discipline Plan
E-1	Detonation of Firecrackers or Other Explosive Devices:	Step 4-5 (referral to police)
E-2	False Alarms:	See specific behaviors below
E-2a	The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	Step 4 (referral to police)
E-2b	Bomb Threat.	Step 5 (referral to police)
E-3	Arson: The act of willfully and maliciously burning or attempting to burn, any part of any building or any property of the school or of its staff and students.	Step 5 (referral to police)
E-4	Improper Use of Motor Vehicles: See parking regulations available in the main office.	
E-5	Possession of Weapons: The act of having a weapon on person or in locker.	Step 5 (referral to police.)
E-5a	Possession of Weapons: Realistic, look-a-like weapon on a person or in locker	Step 2-5

F. ALCOHOL, TOBACCO, DRUGS and SYNTHETICS

Code	Description	Administrative Discipline Plan
F-1	Alcohol and Drugs:	See specific behaviors below
F-1a	Possession:	Step 5 (police involved in re-admission conference)
F-1b	Selling or Transmitting:	Step 5 (referral to the police for prosecution)
F-1c	Noticeably Under the Influence:	Step 5 (referral to police when appropriate)
F-1d	Observed Use:	Step 5 (referral to police when appropriate)
F-1e	Paraphernalia:	Step 4-5 (referral to police when appropriate)
F-2	Tobacco	See specific behaviors below

F-2a	Possession:	Step 3 (the tobacco substance will be confiscated and not returned to the student and referral to police for ordinance violation)
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F-2b	Use:	Step 3-4 (referral to police for ordinance violation)
F-2c	Electronic cigarettes or any vaping devices are banned on MP MS/HS campus	Step 3-4 (referral to police for ordinance violation)

G. OTHER DISCIPLINARY INFRACTIONS

Code	Description	Administrative Discipline Plan
G-1	Repeated or Serious Classroom Disruption:	Step 3-4
G-2	Disruption of Meeting or Assembly:	Step 3 (possible exclusion from future assemblies)
G-3	Cheating: The act of stealing a test, tampering with grade book, copying work, etc.	Step 3-4

G-4	Forgery: The act, written or spoken, of misrepresenting the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	Step 3
G-5	Carrying Laser Pointers, Music Devices, and Video Devices: (Except for educational purposes.) Unauthorized devices will be confiscated for the remainder of the school day.	Step 1
G-6	Being in an Unauthorized Area: The parking lots are unauthorized areas during the school day. Students must possess a hall pass when in a non-scheduled area.	Step 1
G-7	Being an Accessory to a School Violation	Step assignment at the administration's discretion depending

		upon offense and level of involvement.
G-8	Abusive or Offensive Language: The act of using such language in the presence of staff members and/or students, including written notes and published material.	Step 1-4 (referral to police when appropriate)
G-9	Inappropriate Displays of Public Affection	Step 1

- Cell Phones are allowed in all common areas of MP High School during passing time, but not at lunch. Classroom use is the individual teacher's discretion. For the privacy of all students and adults, cell phones cannot be used in locker rooms or bathrooms. Cell phones are not allowed at any time during the school day at the MP Middle School.
- Any situation not specifically covered by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.

- The MP MS/HS Administrative Team reserves the right to modify any of the aforementioned behavioral consequences.

H. DRESS AND GROOMING STANDARDS OF GOOD GROOMING

To ensure that standards of good health, safety, and proper educational decorum are maintained, the following standards of good grooming shall apply.

1. Wear clothing that is appropriate for school activities.
2. Avoid garments that are too tight or revealing.
3. Shorts, skirts, and dresses are to be an appropriate length.
4. Blouses and shirts for students are not to be too revealing.
5. Underwear and undergarments are not to be visible.
6. Shirts that expose the midriff or cleavage are not appropriate.
7. Hats and other head coverings are allowed in all common areas until the start of the school day.
8. Jewelry should be appropriate and not present a safety hazard. Chains or studded items are not allowed.
9. Clothing, medallions, pins, or jewelry with suggestive double meanings, sexual innuendos, suggestive pictures, gang symbols, racial or gender slurs, the Confederate Flag, vulgar or obscene language, or promoting drugs, tobacco, or alcohol are not permissible.
10. All standards for dress and grooming apply to all Mineral Point activities unless a request for special or unusual dress (such as homecoming, prom, or athletic events) has been approved in advance by the administration.

CONSEQUENCES FOR INAPPROPRIATE DRESS

1. Student will call home for the parent to bring appropriate clothing, or be sent home to change into appropriate clothing. If the parent is unreachable or the student refuses to change, the student will be placed in an individual study area in the office for the remainder of the day in addition to any detention time.
2. Student will serve a detention/ASD for offenses (Steps 2-3).

Administration will determine the appropriateness of dress and for student appearance. A good measure of appearance is to remember that an item of clothing that is offensive to one is considered offensive to all and could be a dress code violation.

STUDENT SAFETY STUDENT EMERGENCY FORM

The school nurse will have each student complete a STUDENT EMERGENCY FORM. The student will have their parent or guardian sign the form. The coach for each squad and/or activity supervisor will have all signed STUDENT EMERGENCY FORMS with him/her at all practices and contests. When the season has concluded, all STUDENT EMERGENCY FORMS will be turned into the office.

MEDICATION

If it becomes necessary for a student to take any form of prescription medication, a doctor's note and parent permission slip will be required in order for the school nurse to dispense such medication. The school nurse will be made aware of the need and will monitor the dispensing. Aspirin will not be dispensed to any student under the age of 18 unless a signed parent permission note is on file in the school office.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically. Teachers will give students instructions as to the exits and stairways to use. Move as quickly and orderly as possible from your room to the assigned exit. Once students are outside of the building, they should keep at least 50 feet from the building. When a fire alarm is sounded, all people in the building should exit.

BOMB THREATS AND FALSE ALARMS

In case of a bomb threat, the school administration will immediately convene and decide if evacuation is necessary. If evacuation is necessary, students and staff will be sent to St. Paul's Church. Students will be sent home only if their parents have made previous arrangements. The building will be searched by law enforcement and students will return when the clear signal is given. Making a bomb threat or a false fire alarm is considered an extremely serious and dangerous situation. Students who make or cause to be made a bomb threat or false fire alarm will be immediately suspended and referred for criminal prosecution and will be considered for expulsion from school, pursuant to state statute 120.13(1)(c).

REASONABLE AND NECESSARY FORCE

School officials are not prohibited the use of corporal punishment law to use reasonable and necessary force when intervening in potentially violent or threatening situations involving students. Specifically, reasonable and necessary force may be used for the following purposes:

1. To quell a disturbance or prevent an act that threatens physical injury to any person.
2. To obtain possession of a weapon or other dangerous object within a student's control.
3. For the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes.
4. To remove a disruptive student from the school premises, a motor vehicle or a school sponsored activity.
5. To prevent a student from inflicting harm on himself/herself.
6. To protect the safety of others.

Incidental, minor or reasonable physical contact designed to maintain order and control may be used in the district.

BULLYING

Introduction/Prohibition

The Mineral Point Unified School District is committed to creating a safe, caring and respectful learning environment for all the students and strictly enforces a ban against bullying of any of its students by anyone. It is the policy of the District that its students, employees and volunteers will not be allowed to engage in any form of bullying or intimidation toward other students, employees or volunteers.

Definition

Bullying is aggressive, intentional or deliberate hostile behavior toward another. Bullying consists of deliberate hurtful behavior. Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive, hurtful, annoying or threatening; or physical aggression such as assaults on a student or attacks on a student's property. Behaviors characterized as bullying are not allowed at school, during a school-sponsored activity, on school buses, or through the use of school equipment in the case of "cyber-bullying." In situations in which the "cyber bullying" originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of the published school policy. Such conduct includes, but is not limited to, harassment or making a threat off school grounds that is intended to endanger the health, safety or property of others, including that of a student, district employee or school board member.

Procedure for Reporting

The Mineral Point School District takes allegations of bullying seriously and will respond to complaints of allegations of bullying. Students, parents, and staff members concerned about bullying issues should contact the principal or any other member of the staff about their concerns. These complaints can be verbal or written. Formal complaint forms are available at both the elementary and middle school/high school offices. **We have also implemented the Safe Schools Alert system which can be found on the District website. Anyone can report an incident via text, email, the**

web, or by phone. All complaints will be investigated promptly and kept confidential with the bounds of the district's investigation by the law.

Where it is determined that inappropriate and/or bullying conduct has occurred, the Mineral Point School District will act to eliminate the conduct and impose corrective action, which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, and /or disciplinary action where appropriate, which may include law enforcement intervention, suspension, expulsion and/or court involvement.

SCHOOL CALENDAR

For an up-to-date school calendar, please go to our District website, mineralpointschools.org and click on CALENDAR. Please note - CRT Early Releases take place EVERY Wednesday of the month, releasing classes at 2:00 pm.

DUE PROCESS

Due process is given to all students in all discipline matters. This includes the opportunity to be informed of the provisions of the handbook, school regulation, or procedures allegedly violated; together with evidence to support the charge. Students and/or parents are given an opportunity to respond. The student will be given the opportunity to discuss the specific charges and to present his/her side of the story. The high school administrator or designee will examine the evidence and make a determination as to whether a violation has taken place and will decide on the appropriate discipline measures, if it is determined that a violation has occurred. In cases where the student's presence constitutes a threat or disruption, he/she may be removed immediately, with the due process requirements fulfilled as soon as practicable. Students and/or parents have the right to appeal the decision to the next higher authority. The appeal must be made in writing within five (5) school days after receiving the decision.

Step 1 - The faculty member identifies the problem behavior to the student and advises him/her to stop. The teacher may also wish to remind the student of the consequences of continuing to engage in inappropriate behavior.

Step 2 - The teacher may award the student detention, to be served with the teacher. Detention time served with the teacher may be for a period of time from 10 to 30 minutes. Teachers who assign detention time to a student are responsible for supervising the detention with the student. It is also the teacher's responsibility to contact the parents by phone prior to the time the student is to serve the detention. **No student may be kept after school unless the parents have been contacted first.** It is also very important to document that a parent contact has been made with a written record. When assigning a student a detention, you should identify the rule or policy that was broken, and offer him/her a chance to tell his/her side of the story. The need for due process also requires that the student have the right to appeal. If the student objects or denies culpability, the student must be given the chance to have a hearing with the principal, who will decide if the disciplinary actions are warranted.

Step 3 - If a student fails to respond to the disciplinary efforts of the teacher, the teacher will send a letter to the parents. A copy of the letter will be placed in the student's file. A letter will be sent out unless if the parents has been previously contacted by the teacher by phone. The only exception is when the parents do not have a phone. As a part of this notification, the teacher may wish to arrange a conference with the parents. The principal may be included in this conference if it is the wish of the teacher, parent, administrator, or student.

Step 4 - Teachers who wish for more restrictive measures to be applied to the student's behavior may make a referral to the office. Completing a "disciplinary referral" and turning it into the office this is accomplished by. At this point, the matter will be taken over by the principal; however, the classroom teacher will continue to be involved in the process. It is generally expected that teachers will have utilized all of the measures available to them prior to making a referral to the office. The exception to this is when the student poses a threat to the health, safety, or welfare of other students. During such incidents, the student may be sent directly to the office, although a discipline referral will still be required subsequent to the event.

Step 5 - Students who have been referred to the office may be assigned to school-wide detention for up to 30/45 minutes per incident. Only the principal or designee may assign students to school-wide detention. The office or its designee will supervise the assigned detention. Other disciplinary measures may also be taken when necessary. All discipline records are kept on file for one year.

Step 6 - Students who have become disruptive in the classroom may be sent to the office. However, it is our intention

to keep such occurrences to a minimum. Teachers must have attempted to correct the problem in the classroom through the use of appropriate discipline procedures. **The teacher must complete a written discipline referral before the end of the school day if a pupil is removed from class.**

Step 7 - When all of the above measures have been tried and failed, or when the student's behavior threatens the health, safety, and welfare of the other students, a student may be suspended from school. Suspension from school may take the form of either an out-of-school or an in-school suspension. The procedures for suspension are detailed more specifically under the suspension policy. This is an extreme measure and will only be assigned by the principal or designee. State statutes regarding suspension will be followed, and all students will be afforded due process.

Step 8 - A conference with the student's parents will follow a student's return to school from a suspension. In addition, parent conferences will be held whenever the student's education is being impeded. The key to a successful discipline program is involving the parents to as great an extent as possible.

MINERAL POINT UNIFIED SCHOOL DISTRICT: NON-DISCRIMINATION POLICY

The Mineral Point Unified School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX or the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator, Luke Francois-District Superintendent of the Mineral Point Unified School District.

NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Mrs. Dixie Dempsey, IEP Team Coordinator, Mineral Point School District, at (608) 987-2024 Ext. 223, or by writing her at the Mineral Point Elementary School, Cothorn Street, Mineral Point, WI 53565.

Annually the district conducts developmental screening of preschool children.

Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believes a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of developmental screenings held annually in the spring and fall of each school year.

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 report the 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. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the Mineral Point School District may be sent to Ms. Dixie Dempsey at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They 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.

- * The school district designates the following items as directory information. No directory data of students shall be given to individuals, organizations, or vendors not affiliated with the District for the purpose of distributing marketing materials.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; participation in officially recognized activities and sports; dates of attendance; major field of study, degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purpose of encouraging membership or participation in the group or club; governmental entities including, but not limited to, law enforcement, Department of Social Services for official governmental purposes: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may require a person or entity that requires limited directory information to certify in writing that the information will not be re-disclosed without the prior written consent of the parent or eligible student.

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

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

- * **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal 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 the Mineral Point School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- * **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education

record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

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

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