

# **Mineral Point High School**



**2017-2018**

## CLASS SCHEDULES

### DAILY CLASS SCHEDULE

Doors Open	7:00am – 7:45am	<b>High School Lunch A</b>	<b>11:15am – 11:45am</b>
Warning Bell	7:55am	<b>High School Period 5</b>	<b>11:48am – 12:33pm</b>
Period 1	8:00am – 8:45am	<i>Middle School Period 5</i>	<i>11:18am – 12:03pm</i>
Period 2	8:48am – 9:33am	<i>Middle School Lunch B</i>	<i>12:03pm – 12:33pm</i>
Mid-Morning Break	9:33am – 9:36am	Period 6	12:36pm – 1:21pm
Period 3	9:42am – 10:27am	Period 7	1:24pm – 2:09pm
Period 4	10:30am – 11:15am	Period 8	2:12pm – 2:57pm
		RTI	3:00pm – 3:25pm

### WEDNESDAY CRT EARLY RELEASE SCHEDULE

Doors Open	7:00am – 7:45am	Period 5	10:49am – 11:27am
Warning Bell	7:55am	<b>High School Lunch A</b>	<b>11:27am – 11:57am</b>
Period 1	8:00am – 8:38am	<b>High School Period 6</b>	<b>12:00pm – 12:38pm</b>
Period 2	8:41am – 9:19am	<i>Middle School Period 6</i>	<i>11:30am – 12:08pm</i>
Mid-Morning Break	9:19am – 9:24am	<i>Middle School Lunch B</i>	<i>12:08pm – 12:38pm</i>
Period 3	9:27am – 10:05am	Period 7	12:41pm – 1:19pm
Period 4	10:08am – 10:46am	Period 8	1:22pm – 2:00pm

### 2 HOUR LATE-START SCHEDULE

Warning Bell	9:55am	<i>Middle School Period 5</i>	<i>12:20pm – 12:52pm</i>
Period 1	10:00am – 10:32am	<i>Middle School Lunch B</i>	<i>12:52pm – 1:22pm</i>
Period 2	10:35am – 11:07am	Period 6	1:25pm – 1:57pm
Period 3	11:10am – 11:42am	Period 7	2:00pm – 2:32pm
Period 4	11:45am – 12:17pm	Period 8	2:35pm – 3:07pm
<b>High School Lunch A</b>	<b>12:17pm – 12:47pm</b>	RTI	3:10pm – 3:25pm
<b>High School Period 5</b>	<b>12:50pm – 1:22pm</b>		

### 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. A phone call from the student's parent or guardian will also be accepted.

During Access time, seniors will be allowed to leave school unless directed by a teacher or the principal. During the 4th quarter only, juniors will also be allowed to leave during access time. This will allow staff to work with fewer students that are in need of more instruction in smaller groups. If students decide to stay at school during the Access time, a supervised location will be provided.

### LUNCH PERIODS

Each student will have a 30 minute lunch period. Students are expected to maintain 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. Students will not be allowed to leave school grounds to purchase a lunch elsewhere.

### SCHOOL, ATHLETIC, AND MUSIC FEES

The School Board 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, with locks, are provided for all students to store their books and clothing. The school office will issue all the combinations. 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. 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 made by the office daily. Anyone wishing to have announcements made regarding school activities, must have the written copy initiated by the teacher or advisor and submitted to the office. TV monitors in the library and commons areas will also post school announcements.

### **CARS**

Students who drive cars to school shall drive them in a lawful manner. Students are expected to park their cars in the parking lot. Students are not permitted to use the vehicle during the school day including the lunch period. The principal will approve exceptions to this rule on an individual basis. Use of privately owned vehicles will be in accordance with Board Policy 751.4.

Students under the age of 18 must follow the provisions of the Graduated Driver's License Law (GDL). To obtain a copy, log onto the Web Site: [www.dot.state.wi.us/dmv/gdlpoints.html](http://www.dot.state.wi.us/dmv/gdlpoints.html) or see the Driver's Education instructor for information.

### **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. Exceptions to this rule may be granted if a written request is presented by the student's parent or guardian to the coach and/or advisor.

### **TELEPHONE**

Pupils will be called to the telephone during school hours only for an emergency. All other messages will be left with the school secretary, with students called to the office during regular announcements.

### **VISITORS**

All visitors must register in the main office and obtain a visitor's pass. Mineral Point Middle/High 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. 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. The Mineral Point School District does **NOT** assume any liability for lost or stolen articles.

### **STUDENT APPEARANCE**

Students attending Mineral Point School District shall be expected to dress and groom themselves in an appropriate manner. Students will be expected to wear clothing that is considered appropriate, decent and safe. Clothing that attracts undue attention to the wearer and causes a disturbance will be considered unacceptable. The following is a sample of clothing that is unacceptable:

1. Clothing that depicts, suggests, or advertises alcohol (including trademarks), illicit drugs, nudity, or sex
2. Clothing that advertises the use of tobacco products
3. Clothing that promotes actions which are illegal or in violation of school policies
4. Clothing that indicates membership in a gang
5. Clothing that is immodest or suggestive
6. Clothing that shows cleavage or any other part of the breast
7. Clothing that exposes the midriff when standing will not be allowed. When standing, the bottom of the shirt shall touch the top of the pants, shorts, skirt, etc.
8. Clothing allowing excessive leg to show will not be allowed. When standing, with arms resting at the sides, legs shall be covered to the finger area of the wearer.
9. Undergarments are NOT to be visible. (The term undergarment includes both underwear and brassiere parts). The body parts that the undergarment is designed to cover is NOT to be visible.
10. No Pajama Pants
11. Headgear including caps and bandannas
12. Chains are not allowed (except decorative necklaces)

**This Dress Code will be in effect on school days from 8:00 a.m.-3:25 p.m.**

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|---------------------------------|---|
| <b>1<sup>st</sup> offense</b>   | The student will be asked to fix the problem him/herself or the student will be offered a change of clothes.  |
| <b>2<sup>nd</sup> offense</b>   | The student will be asked to fix the problem her/himself or the student will be offered a change of clothes. A written note will also be sent to parent(s). |
| <b>3<sup>rd</sup> offense +</b> | The student will be put on in-school suspension in the principal's office until he or she comes properly dressed. Parent(s) will be notified.               |

In addition, special clothing may be required for some classes or for participation in activities or events.

### **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. Material that is disruptive, vulgar, harmful or libelous will not be permitted. The principal will approve distribution or sale of all publications produced or obtained by students without school sponsorship.

### **GRADUATION REQUIREMENTS**

The total number of credit requirements to earn a Mineral Point High School Diploma is 24. The following are the credit requirements:

1. Four credits of Language Arts
2. Three credits of Math
3. Three credits of Science
4. Four credits of Social Studies **that** must include Modern American History and Social Issues and Government
5. One and one-half credits of Physical Education
6. One-half credit of Health
7. One-half credit of Personal Finance (Consumer Math fulfills this requirement)
8. 7.5 credits of electives
9. Pass the state Civics test

### **CLASS DROP AND ADD POLICY**

A student must be scheduled for 6 ½ credits as per policy. The student will use the following guidelines when making a course change.

1. Parent and teacher permission must be given to drop a course.
2. A student will not be allowed to drop a class if it will result in the student having 3 study halls in any given day.
3. After 8 school days into the semester a student cannot add a class.
4. All classes dropped after 8 school days will result with a "W" withdrawal on the transcript.
5. All classes dropped after 30 school days will result in an "F". This grade will become part of the transcript.

Health related extenuating circumstances will be dealt with on an individual basis. All students will be scheduled for 6 ½ credits per year. Exceptions to this rule will be granted on an individual basis in accordance with a Doctor's order, I.E.P., or At-Risk plan. Each student who is enrolled in school will be enrolled in a class or activity that has been approved by the school board during each class period of each school day. Students who are enrolled in E.E.N. classes may have these classes apply towards any requirement in accordance with their I.E.P. Specific accommodations for students with exceptional educational interests, needs or requirements may be provided in accordance with state law. Students who transfer into the district must meet the credit requirements of Mineral Point Unified Schools.

**GRADES AND GRADING PROCESS**

Consistency and fairness are essential parts of any grading policy and practice. To this end, teachers are required to use the following guidelines.

1. All teachers will establish a written grading policy for each class they teach. These policies must be consistent with all school and district rules regarding grading.
2. Within the first week of school, all teachers will review their grading policies with their students and post a written copy of the policy in the classroom. The policy must include the grade scale, value of homework, tests, and finals.
3. Student behavior and attendance may not be used in computing a student's grades. It must be based upon assignments and tests. If teachers wish to grade participation, they must include this in their policy and grade all students in the class.
4. Teachers are expected to keep and record daily grades, test grades, and other assigned projects on which to base the quarterly grades. A minimum of one grade per week should be recorded in the class grade book. Factors used to determine a grade should include tests, projects, and daily work.
5. Tests and quizzes will be spaced appropriately during the nine week period.
6. Mid-term progress reports will be sent to parents if the student is receiving a D or failing grade. An equal number of positive mid-term reports should be sent by each staff member.
7. Tests missed will be allowed to be made up within a time frame of double the number of days for the absence.
8. Students should be informed in writing of incompletes on or before the end of the quarter. Incompletes must be made up within two weeks after the end of the quarter or the delinquent work will be given a failing grade. Incompletes are given the same grade points as an F in computing grade point average and determining student eligibility.
9. Each quarter grade will be determined by averaging the two quarter grades and the semester exam grade. The semester exam grade may count a maximum of one-third of the semester grade.

**CLASS RANK SCALE - 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.

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

The grading scale goes up to 4.00. For the purposes of class ranking, the 4.00 scale will be used. The following courses are not calculated in a student's GPA: Independent Study and modified courses taught by Special Education Staff.

**WISCONSIN ACADEMIC EXCELLENCE AWARD**

Wisconsin State Statutes 39.41 provides to one Mineral Point High School student a scholarship to attend a Wisconsin Vocational/Technical College or University. The amount of the scholarship is set by the state. The Mineral Point School District is responsible for naming the recipient of this scholarship and will follow the guidelines under State Statute 39.41. The High School Scholarship Committee is the designated faculty body to administer this award. Notification to the Higher Education Aids Board must be made by February 15 in each calendar year.

The student with the highest grade point average after seven semesters will be named the recipient. If a tie exists with the grade point averages, the following criteria will be used in succession until the tie is broken:

1. The student who has applied and been accepted in a university or technical college or a participating private college in Wisconsin will be the recipient. The high school guidance must receive proof of acceptance by February 1.
2. The student with the highest GPA based on a 4.33 scale.
3. The student who has the highest composite ACT at the end of the seventh semester will be named the recipient.
4. The student who has completed the greatest number of semesters in Advanced Placement courses will be the recipient.
5. The student with the greatest number of credits after seven semesters will be named the recipient.
6. A coin flip will determine the recipient. This would be done in the presence of each student and/or their adult representative with at least one administrator and at least one scholarship committee member present.

### **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian is an honor awarded to the student with the highest grade point average after seven semesters based upon a 4.00 GPA scale. Salutatorian is an honor awarded to the student with the second highest grade point average after seven semesters. All courses count towards a high school diploma. However, Independent Study and modified courses taught by Special Education staff will not be calculated into their grade point average. In the case of a tie for valedictorian, the criteria used above for Academic Excellence will be applied. If multiple students tie for salutatorian multiple students will be honored.

These honors are independent of final class rank and the Academic Excellence Award. (See: Academic Excellence Policy). The final class rank is calculated for a student when they have earned their diploma. The final class ranking is the ranking reported to colleges and employees when requested.

### **HONOR ROLL**

Honor rolls are published at the end of each quarter. High Honors is a 3.85 grade point average or better for the quarter. Honors is a grade point average of 3.50 to 3.84. Graduating seniors with an accumulative GPA of 3.85 or higher will be awarded gold honor cords.

### **GRADING APPEAL PROCESS**

A student and/or parent who wish to challenge a grade must do so within three weeks following the grading period. Appeals started after this time period will be denied. All appeals will 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.
- 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 Principal denies the grade change request, the student and/or parent 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

### **ELIGIBILITY FOR EXTRA AND CO-CURRICULAR ACTIVITIES**

Students will need to achieve satisfactory academic standing in order to be eligible to participate in any extra-curricular and co-curricular activities. In order to maintain eligibility for participation in activities, a student must be doing passing work in all classes and have all work completed for each nine week grading period. A listing of ineligible students will be

distributed to the staff and appropriate coaches or advisors. The ineligible student will meet with the guidance counselor to develop a plan to improve grades. This plan may include suspension from practices. Their eligibility status will be re-assessed within a three week period or at the next grading period or mid-quarter reporting. *For more information, refer to the Activity Manual.*

### **NATIONAL HONOR SOCIETY**

Students with a cumulative GPA of 3.60 or higher at the beginning of their junior year will be considered for membership into National Honor Society (NHS). Students will be sent a letter and a questionnaire regarding possible admission. All students must be full-time attendees in order to be eligible for the Mineral Point NHS.

A Faculty Selection Committee will consider criteria of scholarship, character, leadership, and service. Any character incidents brought to the attention of the Faculty Selection Committee will be reason for being denied membership or dismissal from NHS. The following causes are examples to deny membership but are not limited to the following:

1. Cheating, Dishonesty/Plagiarism.
2. Use of illegal substances including, but not limited to, drugs and alcohol.
3. Conduct unbecoming a member of NHS (this includes the schools disciplinary actions.)

Fifty hours of community service is a requirement of each NHS member. A member has one year to fulfill this obligation.

### **INDIVIDUAL CURRICULUM OPPORTUNITIES**

The primary objective in individualizing curriculum is to accommodate the varying interests, abilities and needs of all the students. The following possible options or alternatives are available at Mineral Point High School. The success of these alternatives depends on the interest and motivation of the individual and the assistance they receive from the teachers.

**Interested students should contact the guidance counselor.**

1. Independent Study I (1/2 credit), Independent Study II (1/4 credit)
2. Virtual Learning Classes
3. Work Experience
4. Post-Secondary Enrollment Options
5. Extension Courses
6. Homebound Instruction
7. APEX Classes

### **ATTENDANCE POLICY**

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**

All excused absences require parent-guardian-written verification to be submitted to the school attendance officer, or designee in advance of the absence or prior to returning 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.

All students with excused absences 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 pick up a Pre-Arranged Absence Request form from the office in advance. 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).

Students must be in school the day prior to and after a field trip. Monday and Friday trips would be the exception.

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.

If a student is involved in a school competition (FBLA, Skills USA, Forensics, FFA, etc.) a grade check must be done before a student is allowed to miss school for the competition. These days will not count towards the total days missed.

### **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.

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 any exam missed during an absence.

### **Tardiness**

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 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.

### **Consequences**

1. First tardy will be excused with a warning.
2. Second and third tardy will result in a 15 minute detention in the office.
3. Fourth through sixth tardy will be a 30 minute detention in the office.
4. Seven+ tardies will be a 45 minute detention in the office.
5. Students have two weeks to complete a detention before additional ones are assigned.
6. If multiple 45 minute detentions do not curb the behavior, other consequences may be used.

### **Student Leaving School**

Students shall always check in and out of the school building office when they leave and return to school. Requests to leave the school must be submitted in writing to the office by the student's parent or guardian. A phone call from the student's parent or guardian will also be accepted. 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 following their appointments.

### **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 considered 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.

## **Forgery**

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school personnel. This is not only against the law, but students who leave without proper permission create a serious legal liability problem for the school district. This is a severe infraction and will result in disciplinary action.

## **STUDY HALL 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.
4. Get permission to talk from the study hall teacher.
5. Students are not permitted to drink soda or have food
6. Students 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.

## **210-PLAN**

The 210 Plan will be implemented for **seniors only** at the beginning of 4<sup>th</sup> quarter. The plan will operate as follows:

1. No more than **TWO (2) EXCUSED ABSENCES** for any period. All excused absences count toward the 210 plan except:
  - a. School activities: such as drivers license, field trips, club activities.
  - b. Attendance at funeral of immediate family. (Mother, Father, Brother, Sister, Grandparents)
  - c. Students receiving homebound instruction through the school will be considered in attendance
  - d. Students with any un-excused absences will automatically be off the 210 Plan.
2. **ONE (1) TARDY** for the 4<sup>th</sup> quarter is allowed.
3. **ZERO (0) DETENTIONS OR DISCIPLINARY ACTIONS** assigned by the office. Any disciplinary action will result in the student being taken off the 210 Plan.

## **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 443 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 K-12.

## **GENERAL REGULATIONS**

Mineral Point Middle/High 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 (on computers too) 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 or have food in the classrooms that include the gym area, music room, art room, and the shops in the Vocational building.
  5. Radios, i-pods or "boom boxes" are not to be played during the regular school hours.
  6. The use of pagers, cell phones or two-way communication devices on school premises during the regular school day is prohibited.
  7. Laser pointers are illegal and prohibited under the 1999 Wisconsin Act 157.
  8. 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.
  9. Students are expected to truthfully answer questions from all staff members as related to student conduct.
  10. 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.
  11. Coats and backpacks must be left in lockers.

### **DISCIPLINARY STEPS - 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 behavior problem 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 if the parent 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. The teacher will complete a disciplinary referral form and turn it into the office. At this point, the matter will be taken over by the principal. 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 a school detention for up to 30/45 minutes per incident. The principal or designee will assign the students to a school 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. It is the intention of the school 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 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 conferences 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.

### **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 364.1 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 21<sup>st</sup> 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.

### **Mobile Electronics and Social Networking**

Mineral Point High School is preparing students to be active, constructive participants in the global community. Mobile and social technologies are used throughout society and integration of these tools at MPHS is essential. Furthermore, technology can improve student learning and increase effective educational practices in our classes (See National Education Technology Plan 2010). For these reasons, MPHS has the following guidelines for its use.

#### **Expectation**

Responsible use of all technology resources is a given at Mineral Point High 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 a locked locker or vehicle during the school day.

### **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.

### **Outside of Class**

Wireless devices may be used in the halls or cafetorium before and after school when it will not interfere with the educational environment. Students are not to use cell phones/wireless devices during passing times between classes or lunch.

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

- |                               |   |
|-------------------------------|---|
| <b>1<sup>st</sup> Offense</b> | The electronic device taken away for the remainder of the day. Students may pick up device in the office at the end of the school day.  |
| <b>2<sup>nd</sup> Offense</b> | The device is taken away for three (3) school days. Parent(s) 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. |
| <b>3<sup>rd</sup> Offense</b> | The device is taken away for five (5) school days. Parent(s) would be notified of a third offense. The student must check the device into the office before school and may pick it up at the 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, gender identity, 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 441.1, 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)/guardian, 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, and are included with this handbook.

### **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, gender identity, 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.

### **DISCIPLINARY PROCEDURES AND CORRECTIVE ACTIONS**

Disciplinary actions and corrective measures that can be used by school personnel include those listed:

1. Student conferences
2. Parent contact
3. Parent conferences
4. Referral to counselor or school psychologist
5. Referral to student support program
6. Financial settlement (property damage)
7. Collection of inappropriate personal property
8. Dismissal from classroom or study area
9. Restricted privileges
10. Detentions
11. Saturday morning attendance
12. Suspension
13. Referral to legal authorities and/or outside agencies
14. Expulsion

### **DETENTION SUPERVISOR**

Students assigned to detention will report to the office or assigned room with materials to study. The detention will run

from 3:30 p.m. until 4:00 p.m. Monday, Tuesday, Thursday, Friday, and from 2:00 p.m. to 4:00 p.m. on Wednesday. Detention time must be made up by assigned days with no excuses for such things as work or school activities. Students who also ride the bus need to make arrangements for alternate transportation. Detention can be assigned for the following reasons: tardiness, school truancy, general classroom misbehavior, misconduct in the corridors, or at school activities. The student has two weeks to make up all detention time. One additional detention will be added each time the detention is not served by the assigned day.

### **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 extra-curricular 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.

### **STUDENT SAFETY**

Activity supervisors and coaches for each squad will have student emergency information with him/her on all field trips, at practices and contests.

### **ACCIDENT INSURANCE**

The Mineral Point School District does **not** provide insurance coverage for student injuries incurred at school or from participation in school affiliated activities, (ie: athletics or clubs). The school district recommends that families review their current health and accident insurance to determine if coverage is adequate. If families do not have insurance coverage, or wish to supplement the insurance coverage they currently have, the school district offers a voluntary (parent/guardian paid) student accident insurance plan.

For more information regarding the voluntary student accident insurance plan or to obtain an application form, please contact the District 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 office personnel to dispense such medication. The school nurse will be made aware of the need and will monitor the dispensing. Over the Counter medication will not be dispensed to any student under the age of 18 unless provided by a parent and a signed permission form is on file in the nurse's 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 Iowa County Fairgrounds. 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 up 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 and allegations of bullying. Students, parents, and staff members concerned about bullying issued should contact the principal or any other member of the staff about their concerns. These complaints can be verbal or written. Formal complaint forms will be available at both the elementary and middle school/high school offices. These complaints will be investigated promptly and kept confidential within 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 will impose corrective action, which may range from requiring the offender to work with the 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](http://mineralpointschools.org) and click on CALENDAR. Please note – CRT Early Releases take place EVERY Wednesday of the month, releasing classes at**

2:00pm.

### **NON-DISCRIMINATION POLICY**

The Mineral Point Unified School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

### **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 Ms. Dixie Dempsey, IEP Team Coordinator, Mineral Point School District, at (608) 987-0710 Ext. 170, or by writing her at the Mineral Point Elementary School, 611 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 screening 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 Mrs. Anne Palzkill 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.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's

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

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

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal 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 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. 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