

# **MINERAL POINT ELEMENTARY SCHOOL**



## **PARENT - STUDENT HANDBOOK 2018-2019**

### **NONDISCRIMINATION POLICY**

The Mineral Point Unified School District, in accordance with Title IX of the Educational Amendments of 1972 and the 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 of 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.



Dear Families,

This handbook is an important source of information. We urge you to read it to help make the upcoming school year a successful one. Should you want to review more detailed policies and procedures please reference the district website, <http://mineralpointschools.org/>. If you have any additional questions, please see me or your child's classroom teacher.

I hope your family has a successful and enjoyable school year.

Matt Renwick  
Elementary Principal  
611 Cothorn Street  
Mineral Point, WI 53565

[ADMINISTRATION pg 6](#)

[District Educational Philosophy](#)  
[Mission Statement](#)  
[Value Statements](#)  
[Board of Education Members](#)  
[Board of Education Meetings](#)  
[Elementary School Staff](#)  
[Citizenship](#)  
[Pupil Information](#)  
[Student Insurance](#)  
[Student Records](#)  
[Instructional Student Fees](#)  
[Code Philosophy/Scope](#)

[ADMISSION pg 13](#)

[Notice of Child Find Activity](#)  
[Entrance Age](#)  
[Policy 421](#)  
[Early Admission to Kindergarten/Grade One](#)  
[First Grade Admission](#)

[ATTENDANCE pg 17](#)

[Compulsory Student Attendance](#)  
[Responsibilities for Attendance](#)  
[Procedure Toward Legal Referral](#)  
[Legal Referral](#)  
[Attendance Regulation](#)  
[Punctuality](#)  
[School Dismissal](#)  
[Sign Out Procedures](#)  
[Leaving School Grounds](#)  
[Visitation](#)  
[Special Occasions](#)

[SCHEDULE pg 22](#)

[School Hours](#)  
[DAILY SCHEDULE \(M, T, Th, F\)](#)  
[DAILY SCHEDULE \(Wednesdays\)](#)

[SCHOOL SAFETY & EMERGENCY PROCEDURES pg 23](#)

[Skylert](#)  
[Fire/Emergency Drills](#)  
[Crisis Plans](#)  
[School Cancellations & Early Dismissal](#)  
[Decision to Close Schools](#)

[SCHOOL RULES pg 24](#)

[Harassment Free Environment](#)  
[Bullying Policy 411.2](#)  
[Introduction/Prohibition](#)  
[Definition](#)  
[Procedure for Reporting](#)  
[Elementary Rules](#)  
[Outdoor Play and Playground Rules](#)  
[Office Referral](#)  
[Student Dress Code](#)  
[Computer Network Use](#)  
[Acceptable Use and Internet Safety Policy for Students, Staff and Guests](#)

[BUS TRANSPORTATION AND RULES pg 32](#)

[Bus Permission Slips](#)  
[Steps to Obtain an Approved Permission Slip](#)

[SCHOOL SERVICES pg 33](#)

[Counseling Services](#)  
[Special Education Programs and Services](#)

[Art, Music, Computer Proficiency and Physical Education Instruction](#)  
[School Nursing Services](#)

[MEALS, MILK AND SNACK pg 34](#)

[Food Allergies](#)  
[Breakfast, Hot and Cold Lunch, Milk](#)  
[Milk Break](#)  
[Free and Reduced Priced Breakfast, Lunch and Milk Break](#)  
[Snacks and Treats](#)

[STUDENT HEALTH pg 35](#)

[Student Illness/Accidents](#)  
[Allergies](#)  
[Emergency Health Information](#)  
[Screenings](#)  
[Physical Examinations](#)

[STUDENT ASSISTANCE, TESTING AND PROMOTION pg 38](#)

[Title I Program](#)  
[Assignment of Students to Class](#)  
[Parent/Teacher Conferences](#)  
[Report Cards](#)  
[Testing](#)  
[Promotion/Double Promotion/Retention of Students](#)

[MISCELLANEOUS pg 39](#)

[Telephone Numbers and Use of Phones](#)  
[Lost and Found](#)  
[Student Pictures](#)  
[Volunteers](#)

# ADMINISTRATION

## District Educational Philosophy

The Board of Education believes that our children are entitled to every possible opportunity to a full and complete development to be healthy, happy, responsible, productive, purposeful and thinking human beings. The Board members realize that we need to prepare students to exist, compete, and cooperate in an ever-changing world.

The Board of Education believes that each and every child is an individual human being whose abilities, talents, needs, values, interests, and personalities vary greatly one from the other and it is the intent that the educational programs will reflect and respect this diversity.

The Board of Education believes that, to assist in the fullest development of the child, it is necessary that he/she be approached with love, acceptance, understanding, empathy, fairness, a caring attitude, and respect. In turn, we must encourage and enable students to have respect for themselves and for others.

The Board of Education believes that children must be provided with a wholesome and stimulating school environment which is conducive to learning and that a wide variety of course offerings and activities be available to all students to meet their individual needs and interests. We must consider and address the aesthetic, physical, mental, moral, and social development of students to achieve holistic conception of students' growth and learning.

Our educational environment should reflect our District's mission statement and value statements listed below.

## Mission Statement

Grounded by our history, as one of the oldest publicly supported schools in Wisconsin, MPSD is the heart of a small community that educates and inspires our students for a bright future in a big world.

## Value Statements

- The Mineral Point School District will be a recognized leader in education.
- Students will attain higher levels of academic achievement, resulting in greater lifetime opportunities.
- Individualized learning will be embraced through innovation and technology.
- The district will provide a collaborative and professional environment for teachers to learn and develop innovative instructional strategies.
- Student learning will be enriched by cultivating family, community, and business partnerships.

## Board of Education Members

Jeff Basting, President

Nate Chambers, Vice President

Everett Lindsey, Clerk

Larry Steffes, Treasurer

Kelly Gundlach, Member

Aaron Dunn, Member

Andy Busch, Member

## Board of Education Meetings

The school district is governed by a seven-person board of education made up of local residents who are elected by the voters of the district. Regular terms of office are three years and the terms are staggered in such a way that under normal circumstances no more than three of the terms expire in any one year. The duties and responsibilities of the Board of Education are many and varied and include:

1. Planning what shall be done with and in the schools of the district.
2. Establishing necessary policies to effectively carry out the plans.
3. Providing the financial means within the limits of the law to carry out the educational programs.
4. Selecting an executive officer and delegating to him or her the responsibility of carrying out the plans of the district in accord with the policies as adopted by the Board.
5. Appraising and evaluating the effectiveness of the total school program and the efficiency with which it is carried out.

The Board of Education holds monthly meetings that are generally open to the public. Board meetings are held the second Monday of each month at 6:30 p.m. in the District conference room. Parents and other interested community members are encouraged to attend the meetings.

## Elementary School Staff

Elementary Principal	Matt Renwick	X110
Assistant to the Elementary Principal	Jane Barr	X111
District Pupil Services Director	Angela Klein	X170
Assistant to Pupil Services Director	Elaine Schwartz	X127
District Psychologist	Katelyn Oellerich	XTBD
Early Childhood & Preschool	Morgan Burris	X167
Preschool	Laura Busch	X155
4K Assistant	Amanda Ingwell	
Kindergarten	Bridget Beinborn	X386
	Jill McGuire	X143
	Carmen McDonald	X175
Grade 1	Marcia Roberts	X165
	Penny Wiegel	X177
	Erin Leonard/Kimberly Diefenbach	X153
Grade 2	Denise Gorgen	X125
	Susan Kelm	X193
	Keri Radtke	X150

Grade 3	TBD	X117
	Deb Molle	X123
	Sue Niehaus	X187
Grade 4	Livia Doyle	X163
	Paige Grimm	X173
	Lynn Ross	X195
Grade 5	Judy Benish	X145
	Laurie Heimsoth	X157
	Jennifer Singer	X160
Art	Jessie VanOvermeer	X140
Music	Jeff David	X135
Physical Education/Health	Thomas Ingwell	X112
Reading Interventionist	Kimberly Diefenbach	X153
Math Interventionist	Erin Leonard	X153
Instructional Coach/K-12	Brook McGraw	
Occupational Therapy	Jillian Phillips	X197
	Alea Lindsey	
Physical Therapy	Renee Weber	X185
	Kari Tranel	X185
Integrated Title I	Rachael Schroeder	X183
Title I Assistant	Marla Martin	
Speech/Language Pathologists	Jen DuBois	X137
	TBD	X130
Guidance and Counseling	Carla Rand	X115
Nurse	Julie Pompos	X147
Special Education Cross Categorical	Danielle Swenson	X120
	Benita Schmitz	X114
Library Media Specialist	TBD	X133
Library Media Specialist Assistant	Linda Hubbard	X133
Educational Assistants	Jodi Renwick	
	Adam Haas	
	Tracy Wiegel	
	Bridget Tippet	
	Remove Tami Chappel and Renee Douglas	
Custodians	Steve Gorder	X144
	Dan Graber (p.m.)	
	Jim Deutsch (p.m.)	
Kitchen Staff	Gia McIntosh	X166
	Sue McGettigan	
	Leslie Rule	



## Citizenship

Good citizenship is a trait that we at the school will strive to instill in children. We feel that the elementary school should be a place where all people concerned learn to respect the rights of others and to act accordingly.

All staff members will be concerned with the welfare of all children attending school from the time they come to school until they leave.

Attitudes and values that further a free and democratic society will be constantly instilled in the children.

## Pupil Information

It is a requirement that all student records reflect the child's legal name. If your last name, street address, or telephone number changes at any time during the school year, please notify the office. This is very important in keeping our records up to date and also being able to contact a parent/guardian in case of an emergency. If custodial care of your child changes during the school year, it is a parental responsibility to provide the school with a copy of the legal documentation. We must have proof of residency, early dismissal instructions, child's health assessment, a home language survey, and a current immunization record for each child.

## Student Insurance

**The school district does not insure students against accidents, injuries, etc. that occur at school or on school grounds.** Parents are expected to use their personal family insurance to cover such incidents. Insurance will be offered to families. Enrollment forms will be delivered to all families along with registration materials.

## Student Records

Both federal and state law safeguards student records from unauthorized inspection or use and provides parents certain rights. By law, both parents, whether married, separated, or divorced, have access to the records of the student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. This record moves with the student from school to school.

All information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential with the principal as the custodian. Student records may be released to the following:

- Parents – married, separated, or divorced unless parental rights have been legally terminated
- District staff members who have a “legitimate educational interest”
- Various governmental agencies or in response to a subpoena or court order
- A school to which a student transfers

## Instructional Student Fees

A current fee schedule will be available at our registration events. Please pay your student's full-year fees before the second week of school.

Students who qualify under federal guidelines will receive free or reduced lunches. All other school fees will be waived for students qualifying for free lunch and 50% for students qualifying for reduced lunch.

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in household size, you may fill out another application at that time.

## Code Philosophy/Scope

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

Student behavior that is dangerous, disruptive, or unruly behavior, or behavior 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 below. 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 grades K-12.

1. Student Removal from Class - A teacher may remove a student from class for the following reasons:
  - 1.1. Dangerous, disruptive, or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes, but is not limited to the following:
    - 1.1.1. possession or use of a weapon or other item that might cause bodily harm to persons in the classroom
    - 1.1.2. being under the influence of alcohol or other controlled substance or controlled substance analogs or otherwise in violation of district student alcohol and other drug policies
    - 1.1.3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment
    - 1.1.4. fighting
    - 1.1.5. taunting, baiting, inciting and/or encouraging a fight or disruption
    - 1.1.6. disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
    - 1.1.7. pushing or striking a student or staff member
    - 1.1.8. obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties
    - 1.1.9. interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruption and excessive talking

- 1.1.10. dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder
- 1.1.11. restricting another person's freedom to properly utilize classroom facilities or equipment
- 1.1.12. repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
- 1.1.13. throwing objects in the classroom
- 1.1.14. repeated disruption or violation of classroom rules
- 1.1.15. behavior that causes the teacher or other students fear of physical or psychological harm
- 1.1.16. physical confrontations or verbal/physical threats
- 1.2. Other behavior as outlined below:
  - 1.2.1. damage to school property
  - 1.2.2. defiance of authority (willful refusal to follow directions or orders given by the teacher)
  - 1.2.3. repeatedly reporting to class without bringing necessary materials to participate in class activities
  - 1.2.4. possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
  - 1.2.5. repeated use of profanity
- 1.3. Class removal:
  - 1.3.1. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.
  - 1.3.2. When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.
  - 1.3.3. The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.
  - 1.3.4. The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below:

## 2. Placement Procedures

- 2.1. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
  - 2.1.1. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
  - 2.1.2. Another class in the school or another appropriate place in the school.
  - 2.1.3. Another instructional setting.
  - 2.1.4. An alternative education program if available and approved by the Board. State law defines this as an instructional program approved by the School Board that utilizes successful alternative or adaptive school structure and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.

- 2.2. The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
- 2.3. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- 2.4. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below:
3. Parent/Guardian Notification Procedures:
  - 3.1. The building principal or designee shall notify the parent/guardian of a minor student when a teacher has removed a student from a class.
    - 3.1.1. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practical after the student's removal from a class and placement determination. An attempt will be made to contact the parent/guardian informing them the day the student is removed from the class.
    - 3.1.2. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
  - 3.2. If a student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.
4. Dissemination
  - 4.1. The Code of Classroom Conduct adopted by the School Board shall be:
    - 4.1.1. published in the Mineral Point Unified School District Student and Staff Handbooks, which are distributed annually
    - 4.1.2. discussed with students of the Mineral Point Unified School District during the fall as part of the students' orientation given by classroom teachers
    - 4.1.3. included in the Back to School advertisement during August of the upcoming school year
    - 4.1.4. published on the District website
5. Definitions
  - 5.1. Any student may be temporarily removed from class under this code by a teacher of that class.
  - 5.2. For the purpose of the code, "student" means any student enrolled in the District, including exchange students and open enrollment students.
  - 5.3. For the purpose of this code, a "class" is any class, meeting or activity which students attend or in which they participate while in school under the control or direction of the district.
  - 5.4. A "teacher" is any certified instructor, counselor, nurse, or administrator in employ of the district whose employment by the district requires him or her to hold such certification or permit.

Please note that this policy has been written more for middle and high school situations in the use of the word "class." As in past years at the elementary, if a student hurts another by fighting, pushing, shoving and/or tripping, the student may be excused from school for the remainder of the day, at least. Parents will be called and asked to pick their children up immediately.

# ADMISSION

## **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 in the school district, and homeless children.**

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 the Director of Special Education and Pupil Services of Mineral Point School District at 608-987-0739, x170, or by writing a request and mailing it to Mineral Point Elementary School, 611 Cothorn Street, Mineral Point, WI 53565.

**Annually the district conducts developmental screening of preschool children.**

Each child's motor, cognitive, 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 has a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screenings will be held 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 has a disability. Others who reasonably believe a child has 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 Dixie Dempsey at the school district address above.

**The school district maintains pupil records, including information from screening and a special education referral.** "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 immunizations 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 healthcare 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 1118.125, Wisconsin Statutes, afford parents and student 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 record(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, PL 107-110, 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 or 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

## **Entrance Age**

### ***Policy 421***

To be eligible for PK, a child must be four (4) years old on or before September 1 of the school year involved. To be eligible for admission to kindergarten, a child must be five (5) years old on or before September 1 of the school year involved. For admission to first grade, a child must be six (6) years old on or before September 1 of the school year involved. Children whose birth dates do not meet the date requirements may apply to the Board for early admission.

A child who is three (3) years of age or older who has been identified as having a disability may participate in a school educational program in accordance with state and federal special education laws.

## **Early Admission to Kindergarten/Grade One**

### ***Policy 421-Rule***

The following conditions and procedures shall be followed:

- Conditions
  - Kindergarten
    - The child demonstrated the social, emotional, physical, and mental maturity normally expected for successful participation in kindergarten.
  - First Grade
    - The child was admitted to and successfully completed kindergarten, or
    - The child successfully completed a program for five (5) year old children, which the school district deems equivalent to kindergarten, or

- The child demonstrates the social, emotional, physical, and mental maturity normally expected for successful participation in first grade.
- Procedures
  1. A personal interview shall be held to determine the parent's reasons for requesting entrance prior to the legal age.
  2. An evaluation of the child's potential to benefit from an early admission to kindergarten or first grade shall be required. The evaluation shall consider emotional stability, social and mental maturity, and physical health. The individual evaluation shall be conducted by a certified school psychologist in conjunction with other appropriate pupil service workers.
  3. After the evaluation in (2) has been completed, a conference shall be held with the parents to consider the appropriateness of early entrance into kindergarten or first grade.
  4. The School Board has the final authority for deciding whether or not the child is to be admitted to kindergarten or first grade.

### **First Grade Admission**

In order to be admitted to first grade in the district, a child must be at least six years of age by September 1 of the year he/she proposes to enter first grade and have successfully completed 5-year-old kindergarten. Admission to first grade under the age of six may be permitted if:

1. The child has successfully completed a 5-year-old kindergarten program or its equivalent, or
2. The child demonstrates the academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.

A child who is six years of age on or before September 1 of the year he/she proposes to enter first grade, but has not completed 5-year-old kindergarten, may be admitted to first grade if the child meets any of the following requirements:

1. The child has successfully completed an educational program for five-year-old children in a private school or licensed day care center that the school district deems equivalent to public school 5-year-old kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is not a prerequisite to entering first grade.
4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country, or territory in which completion of 5-year-old kindergarten is a prerequisite to entering first grade and the child was exempted from the requirement to complete 5-year-old kindergarten in the state, country, or territory from which the child moved.



The decision to grant admission to first grade before the legal entrance age and/or without completion of 5-year-old kindergarten shall be made by the building principal. The building principal may consult with other school staff, as appropriate, when making this decision.

If first grade admission is denied under this policy, the child's parent or guardian may appeal the principal's decision to the district administrator. The district administrator shall meet with the child's parent or guardian to discuss the first grade admission request, review relevant student data related to the request, and then make a decision regarding the child's first grade admission. The district administrator's decision regarding the request shall be final.

A child who is compulsory attendance age (six years old), who has not completed five-year-old kindergarten, and who has not been granted an exemption to the mandatory kindergarten completion requirement shall be placed in 5-year-old kindergarten in the district or be expected to meet compulsory attendance requirements through other means authorized by state law.

## **ATTENDANCE**

### **Compulsory Student Attendance**

The entire Mineral Point Unified School District Attendance Policy #431 can be found on the district website - [www.mineralpointschools.org](http://www.mineralpointschools.org)

#### Student Absence and Excuses

All excused absences require parent/guardian/legal custodian written verification, which is to be submitted to the school attendance officer, or designee, in advance of the absence or prior to re-admittance to school. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

- Personal illness or incapacitation of the student. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
- Critical illness, death, or a funeral of the student's immediate family or close friends.
- Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school attendance officer, or designee, prior to leaving on vacation, of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations without parent/guardian accompaniment are not excused absences.
- Medical, dental, chiropractic, and optometrist appointments. Parents or guardians are requested to make all appointments during non-school hours whenever possible.
- Students taking state driver's license test.
- A court appearance or other legal procedure which requires the attendance of the student.
- School directed absences (e.g. field trips, homebound instruction).
- Impassable roads and extreme weather conditions endangering the student's safety.

- Religious holidays or other religious reasons.
- Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee or family responsibilities where planning for a non-school day is not possible, such as family operated business work.

All students with excused absences and students who are suspended from school will be given the opportunity to make up work missed in accordance with the following guidelines:

- 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 with excused absences or who are suspended from school will be given the opportunity, whenever possible, to make up work missed when they return to school.
- 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).
- Examinations missed during an excused absence or a school suspension will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

## **Responsibilities for Attendance**

### *Parent(s)/Guardian Responsibility*

- When a student is absent, his/her parent(s) or guardian shall contact the school by 9:00 a.m. Failure to contact the school may result in a telephone call to the home or workplace of the parent or guardian.
- Parents or guardians are expected to call or provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer or designee.
- 7 excused absences may also result in a courtesy letter sent home informing the student's parents of the attendance challenge.

## **Procedure Toward Legal Referral**

The legal referral may be initiated if a poor attendance pattern exists. A certified letter should be sent to the student's parent or guardian after the **third** unexcused absence within a school semester and if the school attendance officer has completed the following:

- A. Met with the student's parent(s) or guardian to discuss the student's truancy or has attempted to meet with the student's parent or guardian or were refused. The school attendance officer will send a certified letter that will specify a specific date, time and place when scheduling a meeting with the student's parent or guardian. The notice will also include:
  - a. A statement of the parent's/guardian's responsibility to cause the child to attend school regularly.
  - b. A statement that the parent/guardian or child may request program or curriculum modifications and that the child may be eligible for enrollment in a program for children at risk under section 118.153(4) of the state statutes.
  - c. A request that the parent/guardian meet with appropriate school personnel to discuss the child's truancy. This notice will include the name of the school personnel with whom the parent/guardian should meet, the date, time, and place for the meeting, the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within five (5) days after the date that the notice is sent, except that with

the consent of the child's parent/guardian the date for the meeting may be extended for an additional five (5) school days.

- d. A statement of the penalties that may be imposed under state law on the parent/guardian if he/she fails to cause the child to attend school regularly as required by the state's compulsory attendance law.
- B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications.
- a. The school attendance officer should specifically review the compulsory school attendance and truancy laws regarding curriculum modification options.
  - b. Education counseling may be done by regular counselors, principals, teachers, etc. An individualized education program team evaluation is not required unless there is a suspected disability.
  - c. The educational placement of the student should be reviewed in the school year of the problem. A review conducted outside the school year (September to June) should not be used.
  - d. Data previously acquired during the school year may be used to determine educational counseling in situations involving students with disabilities. The IEP should be reviewed and adjusted if necessary. The school psychologist should review the educational placement of students with disabilities. The reviewer must talk to the student, parent or guardian and the teacher if they will agree. If they do not, the refusal should be documented.
- C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals. After the third unexcused absence during a school semester, a letter should be sent to the student's parent or guardian by certified mail.
- a. If there is a suspected disability, a referral should be made to the IEP team.
  - b. The evaluation must include a review of the records; communication with the student, the student's teacher(s) and the student's parent(s) or guardian; and observation if appropriate.
  - c. Learning problems should be looked at carefully for classic disability, or lack thereof, as well as other types of contributing problems (e.g., physical).
- D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals. A letter should be sent to the student's parent or guardian by certified mail which identifies the student as a habitual truant. A "habitual truant" as defined by state statutes is a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Letters will be sent following 3 unexcused absences.
- a. A referral to Iowa County Social Services may be requested by the school.
  - b. A referral to the Iowa County Juvenile intake officer may be requested by the school.

Point A does not apply if a meeting with the student's parent/guardian is not held within ten (10) school days after the date the notice of habitual truancy was sent. Points B, C and D do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the child's absences from school.

## **Legal Referral**

- A. Specific documentation and the completion of the required referral form is mandatory before any legal action can be taken. A form should be submitted to the juvenile intake officer. The statute does not

stipulate quantitative data, however, the more evidence presented in court, the more likely equitable consequences. Phone calls, letters, referrals and meetings should be documented. This is a critical part of the truancy procedure as it is necessary to establish that the student in question is "habitually truant".

- B. The juvenile intake officer will review the truancy case.
- C. The case will then be submitted to the district attorney who will act. The district attorney acknowledges that expedience shall be of primary interest and will limit his/her time deadlines from the time the action is filed (or determination of non-filed) and services rendered.

## Attendance Regulation

All students enrolled in school are required to attend. It is the duty of the parent or guardian to monitor and require the student's attendance. **Parents should call the elementary attendance line at 987-0717 before 9:00am to report their children's absence. After 9:00am and 1:00pm, an automated call will go out to parents whose child has been marked absent from school. If the parent does not contact the school after they receive that call, the absence will be classified as unexcused.**

Reporting mechanisms for our State Report Card state the following:

- A student who is absent less than  $\frac{1}{3}$ \* of the day is not absent at all
  - A student who is absent  $\frac{1}{3}$  to  $\frac{2}{3}$  of the day is absent a half-day
  - A student who is absent  $\frac{2}{3}$  of the day or more is absent a full day
- \*1/3 day = 2 hours, 28 minutes**

## Punctuality

Because habits instilled in children at a young age can become life-long, the elementary school policy regarding "tardiness" shall discourage the problem from becoming habitual. Students are encouraged to be on time for the beginning of morning and afternoon sessions in order that teachers can begin activities in good fashion. Students who are tardy should report to the office to "check in" and each instance shall be recorded. A "tardy" is defined as arriving to the building AFTER the 8:00am bell or not arriving to class prepared to begin by 8:00am or within 5 minutes of lunch/recess ending.

Students with excessive tardies (4) during a semester may result in "make-up" time as assigned by the teacher and a courtesy letter home informing the student's parents of the growing problem. **An accumulation of two or more tardies for the school year will result in the loss of a perfect attendance record. Multiple tardies may also be counted as an unexcused absence if they become excessive.**

## School Dismissal

When parents pick up their child from school at dismissal time, we ask that they park in the lower parking lot. **Please do not park on N. Iowa Street, on Front Street between N Iowa and Cothorn, or Cothorn Street for the safety of our busses, student bus riders, and walkers.** There is also visitor parking in the Northwest parking lot which you may use when dropping off or picking up your child(ren). Parents may wait by the office or in the lower parking lot for their child at dismissal time.

**If your child's after school plans have changed, all communication to the school should be done prior to 2:00 p.m. You may fill out an Elementary Dismissal Change form on the District website [www.mineralpointschools.org](http://www.mineralpointschools.org) under the "Forms" tab under "Parents", or you may call the office with specific directions.**

## **Sign Out Procedures**

Signing out early not only means lost instructional time for the student, but it is also disruptive to the teaching and learning activities being conducted in the classroom.

**Students will not be released unless a parent or guardian comes personally to the school office to sign them out.** If parents use this procedure, we can avoid both unnecessary class interruptions and parents having to wait for students. A note should be sent to the classroom teacher the morning a student is going to leave early or if other routine changes are being requested. Students will not be released to anyone who is not listed by the parent in the student information system.. Parents/guardians may also give written or verbal permission to school staff as to whom the child may be released to.

## **Leaving School Grounds**

All students in grades PK-5 will be required to remain on school grounds from the time they arrive at school until they are dismissed from school at the end of the school day. Exceptions to this policy are personal illness, injury, or appointments. All students must report to the office or inform the office designee that he or she will be leaving the school grounds. **If being picked up they are to wait in the office, not outside.**

## **Visitation**

We encourage parents to visit school and the classroom for a better understanding of the types of experiences the children are receiving. This will result in a greater degree of school-home communication and cooperation. Please arrange your visit with your child's teacher at a time appropriate for everyone. **Parents and all other visitors must register in the office and obtain a visitor's badge before going to any other part of the building. This policy applies from 8:00 a.m. until 3:25 p.m. The building is secured and locked during school hours.**

## **Special Occasions**

Students will be allowed to pick up items, such as flowers, balloons, etc., delivered to the school for special occasions the last few minutes of the day. Please do not send flowers/gifts to students at school on Valentine's Day or during Valentine's Day week as this creates difficult feelings for students that do not receive flowers/gifts at school. If sending birthday treats to school with your child, please make every attempt to send healthy snack/treat alternatives to keep in line with our District Health and Wellness policy.

## SCHEDULE

### School Hours

PK Classes: Monday, Tuesday and Thursday, Friday (no class on Wednesday)  
Morning 8:00 -11:15 am  
Afternoon 12:10-3:25 pm

K-5 Classes: Begin at 8:00 am  
Dismissed at 3:25 pm

Students should not arrive at school before 7:30 a.m. and should be picked up between 3:25 and 3:30 p.m. as there is no direct adult supervision prior to or after that time frame. Children planning to eat breakfast should arrive between 7:30 a.m. and 7:45 a.m. All students receive a lunch period extending between 11:00 and 12:10 a.m. Students should plan to leave the school building and grounds promptly at dismissal time unless for a school related reason or club activity.

### DAILY SCHEDULE (M, T, Th, F)

7:30-7:45 am	Breakfast
7:45-7:55 am	Recess
7:55 am	First Bell
8:00 am	Classes Begin ( <i>Students are considered tardy after 8:00</i> )
3:25 pm	Dismissal

### DAILY SCHEDULE (Wednesdays)

7:30-7:45 am	Breakfast
7:45-7:55 am	Recess
7:55 am	First Bell
8:00 am	Classes Begin ( <i>Students are considered tardy after 8:00</i> )
<b>2:00 pm</b>	<b>Dismissal</b>

\*\*\*The school and district calendar can be accessed at our website, <http://mineralpointschools.org/>.

# SCHOOL SAFETY & EMERGENCY PROCEDURES

## Skylert

Keeping you informed is a top priority at Mineral Point Schools. We will use our Skylert system to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

### **What you need to know about receiving calls sent through Skylert:**

- Caller ID will display the school's main number when a general announcement is delivered.
- Skylert will leave a message on any answering machine or voicemail. Phone numbers dialed are the same the school has on file. Please make sure emails and phone numbers are accurate in our system.

## Fire/Emergency Drills

Fire drills are conducted in accordance with state regulations. Teachers will instruct students in the proper procedure. Other disaster drills, such as tornado drills, will be conducted during the year. Parents and other visitors are expected to participate in all disaster drills being conducted while they are on school grounds.

## Crisis Plans

Crisis plans are updated annually and reviewed with staff each year including the Intruder in Building/Lockdown Procedure, Missing Student Procedure, Fire and Tornado Procedures. If a parent has any questions concerning crisis plans, please contact the building principal for more information.

## School Cancellations & Early Dismissal

When it is necessary to call off school because of inclement weather, bad driving conditions, or other emergency conditions, radio stations WDMP and WPVL are advised and school closing announcements are made on those stations between 6:30-8:00 a.m. On questionable mornings you are urged to listen to either WDMP or WPVL for any such announcements. You will also receive a message via phone and email. Please read detailed information about School Messenger below. **We strongly urge that you do not call either the school, radio station, or the principal's home to ask if school will be held. This only ties up the telephone lines at a time when important emergency calls must be made.**

At other times it may be necessary to dismiss school before the end of the regular school day because of bad weather conditions or other emergency reasons. Parents should plan for such emergencies and have definite plans with their children as to getting into their homes or going to a neighbor or relatives in the event the parent might not be home. Emergency early school dismissals can be a hazard to students, especially the younger children, if parents have not planned ahead for them. **Also, if the weather looks questionable, please do not call the school. If we are having an early dismissal we need every phone line. Skylert messages will be sent, and radio stations, Radio WDMP 99.3 fm WPVL 107.1 fm as well as TV channels WISC 3, WMTV 15 and WKOW 27**

### **Decision to Close Schools**

The District works with Weather Central, which contacts the Superintendent when the weather forecast calls for snow, sleet, hazardous conditions due to blowing and drifting, and temperatures/wind chills below zero. The Superintendent makes the decision after consulting with the Transportation Supervisor, other area Superintendents, and Weather Central.

### **When are schools closed for frigid temperatures?**

Schools are closed when actual air temperatures are 25 degrees below zero, or wind-chill factors are 35 degrees below zero.

### **Is the school day ever delayed?**

Under unusual and rare circumstances, a one- or two-hour delay in the starting time may be considered due to inclement weather conditions. Parents would receive an automated phone call from the District if the school day is delayed. If schools are delayed for two hours, early childhood classes and morning Pre-K will be canceled.

### **What are the cold weather guidelines when school is in session?**

When either the air temperature or wind chill is 0 degrees Fahrenheit or colder according to Weather.com, all students shall be permitted to enter the building upon arrival to school. Students will also be kept indoors during recess periods and physical education in grades K-5 when air or wind chill temperatures are 0 degrees Fahrenheit or colder. All walking field trips will be postponed and bus transportation will need to be provided.

### **What if school is not closed and I think it is too dangerous to send my student(s) to school?**

Ultimately, the decision to not to send student(s) to school rests with the parent or guardian. Students kept home due to this parental decision will be allowed to make up work. Please contact the Attendance Line to let the school know your child will not attend that day.

## **SCHOOL RULES**

### **Harassment Free Environment**

Every child has the right to feel safe and secure in the school environment. There will be no tolerance of harassment, intimidation, or bullying. These behaviors leave students feeling isolated and alienated from their peers and the school community. Events have dramatized the extreme consequences of such isolation and alienation. Although the consequences of pupil harassment are not always as dramatic, they are no less severe. Harassment can affect student achievement and participation in school activities, can interrupt a pupil's education, and has a huge emotional cost. It can have a lasting effect on the targeted pupil, and the impact often goes beyond the individual. Harassment can also affect the atmosphere of a school by creating a climate of fear or tension.

No person may exhibit "behavior toward pupils based, in whole or in part, on the person's sex, race, religion, 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."

## **Bullying Policy 411.2**

### **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 "cyberbullying." 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 and 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 will be available at both the elementary and middle school/high school offices (see 411.1-Exhibit). 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.

## Elementary Rules

1. Children will walk at all times on the right side of stairs and corridors.
2. Talking in the hall will be kept to a minimum.
3. Objectionable toys are not permitted in the school or on the grounds. This includes such items as skateboards, knives, guns of any kind, bean shooters, trading cards, collectibles, etc. Items such as this should be kept at home.
4. Teasing, bullying, and intimidating will not be permitted.
5. Name-calling, tattling, and bad language will not be permitted.
6. In the lunchroom children will visit quietly, collect their scraps and garbage, clear their spaces, and walk to recess when exiting the gym.
7. At non-school events on school grounds students are expected to follow regular school rules which have been established for health and safety reasons.

## Outdoor Play and Playground Rules

Generally, children are expected to go outdoors during recess and noon hour periods. The fresh air and exercise they get during these play periods are invigorating and healthy if children are properly dressed for prevailing weather conditions. Also, recesses and noon hours are a welcome break to the routine of the classroom and they provide excellent opportunities for unstructured play and physical activity.

When a child is recuperating from an illness or injury, or has a health problem that temporarily requires his/her remaining indoors, the parent should notify the child's teacher by written note. Children who must remain indoors will be sent to an area in the building where there is adult supervision during recesses and noon hours.

It is important that children learn early in their school years the need for proper behavior, respect for authority and the rights of others, and following established rules for the good of all concerned. Proper student attitudes toward good behavior are best developed cooperatively by the home and the school. School rules and expected behavior should be made clear to students and enforced consistently.

Following are playground rules of which parents and students should be aware:

### **Respect Yourself \* Respect Others \* Respect Equipment \* Play Safely**

#### **Do**

#### **Do Not**

- Respect others and be safe
- Keep hands and feet to yourself
- Tell a recess supervisor (**wearing orange vest**) right away if you see a stranger without a guest badge
- Play touch football
- Leave toys/books inside
- Ask recess supervisor to get ball if it goes into street or Oak Savanna
- Stay away from apple trees and Oak Savanna kiosk
- Come down the slide one at a time, feet first, on your bottom.

- Stand or jump off of swings
- Go after ball in street or Oak Savanna
- Run or climb up the slide
- Sit on top of Tall Spinner
- Help other students onto high equipment
- Stand on top of equipment
- Play tackle football
- Throw or kick snowballs or ice
- Play on ice
- Destroy others' snow projects (snowmen, forts)
- Play in snow if not wearing boots and snow pants
- Push or shove on equipment

<ul style="list-style-type: none"> <li>● Tell recess supervisor if a problem occurs</li> <li>● Dress for the weather (coat, hat, mittens/gloves, snow pants, boots)</li> <li>● Follow supervisor instruction regarding sledding</li> </ul>	<ul style="list-style-type: none"> <li>● Sit or climb on railings</li> <li>● Throw objects of any kind</li> </ul>
--	---

### **Office Referral**

If a student engages in acts of physical aggression, fighting, hitting, kicking and swearing (either witnessed or confessed), the student will be escorted directly to the principal's office. All other student choices will be handled by completing a "Refocus Form." After three Refocus Forms, the student will be referred to the principal's office.

### **Student Dress Code**

Students should dress in good taste at school and school activities. Suggested attire for the girls are jeans, slacks, skirts and shorts, blouses, t-shirts, or dresses. Suggested attire for boys are jeans, slacks, t-shirts, and sport shirts. All students will wear shoes while in school or on the playground. No caps are to be worn by anyone while in the building. This is requested of adults as well as children.

### **Computer Network Use**

Computer 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 MPUSD user violates these provisions, his/her account may be terminated and future 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 and Board Policy 443.7 (see below).

### **Acceptable Use and Internet Safety Policy for Students, Staff and Guests**

The Mineral Point Unified School District has invested significantly in technology that offers vast, diverse, and unique resources to students, staff, and guests. The district's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District supports access by students, staff, and guests to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff, students, and guests will have available to them appropriate

technological tools necessary to explore the world both from the inside and outside the classroom walls. The use of technology is a privilege, not a right, and appropriate conduct will result in revocation of those privileges.

It is the policy of the Mineral Point Unified School District to:

- prevent access over its network to inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications
- prevent unauthorized access or unlawful online activity
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

## **I. Technology Defined**

**A. School District Technology Devices** The use of technology that is owned or leased by the Mineral Point Unified School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to the use of audio; video and computer software; computers; peripherals; network and communications equipment and related hardware; and video and audio equipment. District technology is to be used to enhance instruction, support learning and to develop professionally.

**B. Personal Technology Devices** The conditions set forth in this policy shall also apply to the use of laptop computers, netbook computers, and other portable computing devices or accessories such as handheld computers, cell phones, PDAs, digital cameras, digital readers, music players, flash drives, or other storage devices not owned by the Mineral Point Unified School District and brought into the school by students, parents, visitors, or staff members.

## **II. Purpose**

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the district. It is the purpose of this policy to serve as a warning, provide guidelines for Internet safety, and to identify examples of acceptable and unacceptable use of district technology and the Internet. Before the district provides network or Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the district (see page 41).

## **III. Privacy**

The district reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the network and Internet access, and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Mineral Point Unified School District and no user shall have any expectation of privacy regarding such materials.

The Mineral Point Unified School District reserves the right to inspect, at any time, any personally-owned device while connected to the district network whether by hardwire or wireless connection.

#### **IV. Internet Safety**

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user (pupil and adult) must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a designated official. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated official.

It shall be the responsibility of the Mineral Point Unified School District staff to attempt to monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Furthermore, the district will educate students about Internet safety as part of the information technology courses, as well as instruction within the regular classrooms. The instruction will include appropriate use of social networking sites, communication tools, protection of personal information, and awareness of the dangers of cyberbullying and sharing inappropriate images.

Any adult staff member is considered a designated official for student reporting. Any administrator or supervisor is considered a designated official for adult reporting. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school.

The following Internet Safety guidelines along with the Acceptable and Unacceptable Use examples in sections V and VI serve as policy to be enforced by the district.

- Avoid material that is inappropriate or harmful to minors. By definition, this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:
  - Taken as a whole and with respect to minors, appeals to a crude interest in nudity, sex, or excretion.
  - Depicts, describes, or represents, in an apparently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual, simulated or perverted sexual acts, or an indecent exposure of the genitals.
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
- Guard your personal safety. Users should not reveal personal information such as full name, home address, telephone number, credit card numbers, or Social Security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent or guardian.
- "Hacking" and other illegal activities are prohibited. Using the district's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance of state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
- Maintain the confidentiality of students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.
- Install Active Restriction Measures. The district, either by itself or in combination with the Internet Service Provider, will utilize filtering software or other technologies to protect users from accessing visual depictions that are obscene, child pornography, or harmful to minors. The

district will also filter and monitor the online activities of users through direct observation and/or technological means to ensure that users are not accessing such depictions or any other material that the Mineral Point Unified School District determines is inappropriate.

## **V. Acceptable Use**

A. Examples of acceptable use include but are not limited to:

1. Use consistent with the mission of the Mineral Point Unified School District.
2. Use of technology for curriculum activities.
3. Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
4. Use in support of education, research and professional development.
5. Use that provides unique resources and collaborative projects with appropriate educational partners.
6. Use for general communication.

## **VI. Unacceptable Use**

A. Examples of unacceptable use include, but are not limited to:

1. Accessing or sending inappropriate material and e-mail messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, child pornography or material harmful to minors.
2. Breaching security by sharing and/or using unauthorized passwords or working from network accounts that are not assigned to the user.
3. Using the district system to engage in any illegal act, such as arranging for a drug sale, the purchase of alcohol, etc.
4. Using district technology to violate copyright or piracy (illegal copying or selling of material) laws or sharing of student assignment files in violation of classroom cheating policies.
5. Engaging in conduct while using e-mail or other electronic communication systems that is intended to frighten, intimidate, threaten, abuse, annoy, offend, or harass another person. These actions are illegal.
6. Unauthorized use of Internet chat rooms, social networks, non school approved content streaming websites, and non school issued email accounts.
7. Use that causes congestion and disruption of the network, such as spreading viruses and attaching excessively large files.
8. Deliberate damage to any district technology.
9. Using and/or installing unauthorized software on district-owned equipment.
10. Utilizing district technology for the production of non-school related materials unless authorized to do so.

Student questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher, media specialist, or principal.

Staff questions about what constitutes appropriate or inappropriate use of the network should be directed to the district superintendent or district technology coordinator.

## **VII. Consequences**

Student Violations: Any student user who violates this policy will lose network, e-mail and/or Internet privileges as stated below:

1<sup>st</sup> Offense – Range: from a warning up to 90 school days

2<sup>nd</sup> Offense – Range: up to 180 school days

3<sup>rd</sup> Offense – Range: up to permanent loss of privileges while enrolled at the school

Severe Offense – Whether a first, second or third offense, violations of severe nature may result in permanent denial of computer privileges.

All penalties will be administered by school principals and are subject to review by the administrative team. In all cases, compensation for damages will be assessed.

Employee Violations: Any staff or guest user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay or discharge from employment.

All penalties will be administered by the district administrator and are subject to review by the School Board. In all cases, compensation for damages will be assessed.

## **VIII. Warranties and Indemnification**

The Mineral Point Unified School District makes no warranties of any kind, either expressed or implied, in connection with its supplying of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their use.

In the case of a user under 18, the parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

## BUS TRANSPORTATION AND RULES

The District provides bus transportation to and from school for all children living two miles or more from school. Additionally, some children who live less than two miles are transported if they live in areas in which unusual hazards exist in walking to and from school.

Imperative to a safe and effective transportation program is proper student behavior while riding school buses. Listed below are the basic rules of behavior for all student riders. Students shall be properly advised of the rules and drivers shall enforce them strictly and consistently at all times. Rule infractions will be reported to school authorities, in writing, and proper disciplinary action will be taken. Should a student receive three reprimands for improper behavior on the bus, he/she will be suspended from riding for three days.

1. Students will obey all directions from the bus driver and will be respectful to him/her at all times.
2. Students will not be loud or boisterous or make unnecessary noise while riding that might be distracting to the driver and interfere with his/her ability to safely operate the bus.
3. Shouting, foul language, or any other disruptive behavior will not be tolerated.
4. Students will remain in their seats at all times while buses are moving. Don't stand or change seats.
5. Students will only open windows with the approval of the bus driver and will keep their arms, hands, or heads inside the window at all times. Students who open windows will close them before leaving the bus.
6. Students and staff will be responsible for the proper disposal of their litter and will maintain cleanliness on the bus.
7. There will be no eating or drinking on the bus.
8. Students and staff will take proper care of the buses at all times and will not mar, deface, or otherwise vandalize any part of the buses in any way.
9. Aisles must be kept clear at all times. Instruments, bags, etc., must be kept under the seats.

### **BUS RIDING IS A PRIVILEGE AND MAY BE SUSPENDED. DESIGNATED RIDERS AND GUESTS MUST OBEY THE BUS RULES AT ALL TIMES.**

Mineral Point School District and First Student operate on a 3-Report incident reporting system. This means that if a student receives 3 reportable incident reports they will receive a 3-day bus suspension. Following the suspension, if a viable solution cannot be found, the School District and First Student reserve the right to contract with parents or legal guardians for them to provide transportation for the student/s to and from school and extracurricular activities.

### **Bus Permission Slips**

Mineral Point School District and First Student require a stamped permission slip, which may be obtained from the elementary office or found under BUSING on the PARENTS tab of the District website, [www.mineralpointschools.org](http://www.mineralpointschools.org). One is also attached at the end of this handbook. A bus permission slip must be filled out for each of the following options:

- If a student wishes to ride a bus other than the one to which he/she is assigned.
- If a student riding his/her assigned bus wishes to be dropped off at a location other than the one assigned.
- If a student who is not normally bussed wishes to ride.



## Steps to Obtain an Approved Permission Slip

A parent or legal guardian must request permission, in writing, and include the following information:

- Student name(s), date, name of student they are riding with, and address of where to be discharged. The permission slip must contain a parent or legal guardian's signature and phone number (home, work, and/or cell). In case permission from home has been misplaced, please call the office immediately. A slip will be prepared for your child.
- Students must take the parental/legal guardian written permission slip to his/her designated school office (elementary, middle, or high school) and obtain school personnel stamped approval.
- Student/s will present the approved permission slip to the driver of the bus they wish to board. **If children do not have a stamped permission slip, they will not be allowed to ride.** Also, the request will not be honored if it causes deviation or overloading in the bus route(s).

**If there are any daily changes to your child(ren)'s AM or PM schedule,  
please call First Student to inform them at 987-3911**

## SCHOOL SERVICES

### Counseling Services

Guidance is part of the curriculum offered at Mineral Point Schools. Topics might include friendship, conflict resolution, and making good choices. The Guidance Department exists to help students, teachers, and parents. It is important that students become aware of the services available so they can take advantage of them. The counselor is available to assist each student with personal problems and academic problems. Parent permission will be obtained for any individual counseling.

### Special Education Programs and Services

Programs and services are available to meet special student needs such as speech/language, learning disabilities, guidance, psychological consultation, etc. Please contact the school psychologist or the principal for further information.

### Art, Music, Computer Proficiency, and Physical Education Instruction

Grade K-5 classes in art, general music, computer, and physical education are scheduled each week and are taught by teachers specially trained in the respective areas. The number of weekly sessions held and the length of sessions vary according to the grade level.

### School Nursing Services

The District employs a full-time school nurse who has responsibilities in the elementary, middle, and high schools each day. The nurse will be available for a wide variety of services, including day to day care, health screening, in class instruction during health classes, and emergency services dealing with injuries.

## MEALS, MILK AND SNACK

### Breakfast, Hot and Cold Lunch, Milk

MEAL AND MILK CHARGES:

**BREAKFAST: \$1.55**

**LUNCH: \$2.75**

MILK: .50

Semester 1	Semester 2
Hot Lunch \$239.25	Hot Lunch \$242.00
Breakfast \$134.85	Breakfast \$134.85
Milk break \$43.50	Milk break \$44.00

Children may purchase breakfast and/or lunch daily. Menus will be posted on the District website, in the Pointer Press and directly emailed to each family.

Breakfast is available beginning at 7:30 a.m. at the cost of \$1.55 per meal. Hot lunches, including milk, are available to all students at a per meal cost of \$2.75. Money may be placed in the student's lunch account, as well as for milk, for those with a cold lunch from home. The per-carton milk price is the prevailing dairy charge. Milk this year is .50 per carton. Each student is issued a unique 4-digit breakfast/lunch code which they will type into the computer. The cashier will enter the student's breakfast/lunch meal choices with the purchase being automatically recorded and deducted from their account.

**Meals are required to be paid for in advance.** Money should be deposited in each family's account to at least cover the cost of five meals (check or cash paid to the office or via online transaction through e-Funds). Payment notices are automatically sent via email/phone message when the balance is \$15 or less. Elementary parents with computer access are encouraged to use Skyward Family Access to sign up to receive low balance email notifications and to view balances online. Skyward Family Access can be found on the District website [www.mineralpointschools.org](http://www.mineralpointschools.org) under the Quick Links tab.

**Should your family account run to \$0.00 and your child(ren) need an unpaid lunch, we will allow for him/her to go through the regular food line once. After the one time, he/she will be given a sandwich and milk. We could not think of having our children go hungry.**

Here are some of the benefits you can expect from our food service management system. Please feel free to contact the office with any questions you may have.

- The system enables parents to prepay for as many lunches as is convenient. Prepayment may be done as frequently as you'd like; weekly, monthly, or any combination of weeks.
  - Parents need only pay one bill for all of their children attending school in the district.
  - The system protects the student's pride by handling free and reduced fee lunches confidentially.

- The system will generate emails/phone messages to parents when their account's balance reaches \$15.00. You may also view your balance online through Family Access.

### **Milk Break**

Grades PK-5 participate in a daily milk break. This is an optional activity in which children may or may not choose to participate. Cost of daily milk is the prevailing dairy charge. PK-5 students qualifying for free or reduced priced lunch automatically qualify for free milk during milk breaks. The PK milk fee is partially supplemented by a federal grant. Milk break fees will be deducted from family food service accounts.

### **Free and Reduced Priced Breakfast, Lunch and Milk Break**

The School Board of the Mineral Point Unified School District acknowledges its responsibility to supply breakfasts, lunches and/or milk breaks free or at reduced rates to those children whose parents are unable to pay the prevailing price of such goods on the basis of criteria of eligibility as specified by the National School Lunch Program.

Applications for free and reduced priced breakfast/lunch/milk are provided to all families along with registration materials. Additional copies are available in the school office. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted anytime during the school year. **By filling out the free and reduced breakfast/lunch/milk application forms, parents greatly help our school district to possibly receive more federal funding.**

All schools are required to complete direct certification. Households that are receiving FoodShare, FDPIR or W-2 cash benefits may not have to fill out an application. School officials will notify you of your child's eligibility and your child will be provided free benefits, unless you tell the school that you do not want benefits. If you are not notified by September 5, 2017, submit an application at that time.

### **Snacks and Treats**

Snacks served during the school day make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The Wellness Committee will disseminate a list of healthy snack items to teachers and parents throughout the upcoming school year. Sweet snacks are allowed on birthdays and special event days only.

## **STUDENT HEALTH**

### **Student Illness/Accidents**

The school has a health/first aid room adjacent to the office that is equipped with a cot and first aid supplies and is available for use when children become ill or incur minor injuries such as abrasions, small cuts, nosebleeds, etc., while at school. The parent will be notified if necessary. In cases of student illnesses/injuries of considerable consequence, parents are contacted so they may pick up their children to take them home or to a medical facility.

Parents should carefully read the attendance policy for specific procedures to be followed when it is necessary that a child be kept out of school for medical reasons.

The school has the legal right to exclude any child from school if he/she is ill or has an infection that is contagious. This school system will adhere to the restrictions and regulations concerning contagious diseases issued by the Wis. State Board of Health. Below are examples of the most common reasons for exclusion:

- *Chicken Pox* - 7 days or until all pox are dry
- *Impetigo* - 24 hours after treatment begins
- *Pinkeye* - 24 hours after treatment begins
- *Head Lice* - If lice are present, parents will be asked to keep student home. The school nurse will check the student prior to admittance to the classroom.
- *Fleas* - As with head lice, if fleas are present, parents will be asked to keep student home. The school nurse will check the student prior to admittance to the classroom.

To protect our school community, students with known contagious diseases are excluded from attending school until they provide a doctor's release. When a student comes to the nurse's office during school hours with an illness, his/her temperature will be taken and other symptoms assessed. If the temperature is above 100 degrees or the student is vomiting, has diarrhea, an undiagnosed rash, discoloration or drainage of the eyes, suspected communicable disease, or head lice, the parent/guardian must pick up the student. **A student must be fever-free for 24 hours, without the use of medication, before returning to school.**

Prescription medication shall be given to students by school district personnel with written orders from a healthcare provider and with parent permission. Non prescription medication will be administered to students with written parent/guardian permission. Parents must deliver medication to school in the original container. We will do everything possible to ease symptoms without medication, and if are unable to do so, parents will be contacted so they may pick up their children to take them home.

If any questions please feel free to contact the school nurse at 987-0733

### **Allergies: Food, Medication or other Environmental Triggers**

The District requests to be notified when a student has been diagnosed with an allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular substance. It is important to disclose the food, medication and other environmental triggers to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or principal if your child has a known allergy.

### **Emergency Health Information**

Parents are asked to complete a Registration Update form and return it to the school during one of our designated Registration Nights or as soon after the start of the school year as possible. Information on the form includes home and cell phone numbers, emergency contacts, health problems the child has, if any, and directions as to handling emergency child illnesses and injuries, etc. It is most important that the school has this information and **that it is current at all times.**

### **Screenings**

Vision and hearing screenings will be conducted throughout the school year. Also, any new students will be screened as will those for whom the parents or teachers request screening. If there is a problem with the

screening, the parents will be notified and expected to take the student to the appropriate healthcare provider for a professional evaluation. Please notify the school nurse of the outcome.

## Physical Examinations

Children entering PK, kindergarten, or grades 1-5 for the first time in this district are requested to submit written evidence of a physical examination administered by a qualified healthcare provider. The schools make use of such health information in planning and implementing programs and activities for the students, particularly in cases where, for reasons of physical health and welfare, modified programs are required.

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants. For that schedule, contact your doctor or local health department.

### STUDENT IMMUNIZATION LAW SERVICES AGE/GRADE REQUIREMENTS 2018-2019 SCHOOL YEAR

DEPARTMENT OF HEALTH  
STATE OF WISCONSIN  
Division of Public Health s. 252.04  
Wis. Statutes, P-44021 (Rev. 07/11)

Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>2</sup>		3 Polio	3 Hep B	1 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grades K through 4	4 DTP/DTaP/DT/Td <sup>1</sup>		4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 5	4 DTP/DTaP/DT/Td <sup>2</sup>		4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grades 6 through 10	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>
Grades 11	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	1 Var <sup>6</sup>
Grade 12	4 DTP/DTaP/DT/Td <sup>2</sup>	1 Tdap <sup>3</sup>	4 Polio <sup>4</sup>	3 Hep B	2 MMR <sup>5</sup>	2 Var <sup>6</sup>

1. DTP/DTaP/DT vaccine **for children entering Kindergarten**: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: A dose four days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students **entering Pre K and grades 1 through 12**: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose four days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students **entering grades Kindergarten through 12**: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: A dose four days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).

6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Immunization requirements will be waived for students whose parents elect a religious or personal conviction waiver option on the Student Immunization Record form. A health waiver is also available and must be signed by a physician.

## STUDENT ASSISTANCE, TESTING AND PROMOTION

### Title I Program

The elementary school offers a special integrated instructional program for all students who might benefit from supplemental instruction in grades K-5 under the federally funded Title I Program. Students are selected for this program based on interim assessment results. The special program offers additional instruction to improve reading and/or mathematics performance of students and to provide the basis for lifelong learning interests.

### Assignment of Students to Class

Many variables are considered when assigning students to classes. Variables include student maturity level, independence, gender, language/motor/social developmental levels, academic strengths and weaknesses, personality needs, and previous friendships and associations. Student needs are then matched with teacher style and personality. This is a difficult process and is very time consuming, but we find that thoughtful, careful planning helps ensure all students the best opportunity to be successful at school.

### Parent/Teacher Conferences

Parent-teacher conferences are scheduled during the year to enable teachers and parents to discuss student progress. **First semester conferences will be held in November and second semester conferences will be held in March.**

**Parents should feel free to confer with their children's teachers at any time they have questions or concerns.** To arrange such a conference, please phone the school office or send a note with your child.

### Report Cards

Elementary students are graded two times during the school year. At the end of each grading period, report cards are sent home with the students. After the first grading period, a signed envelope must be returned to the child's teacher confirming that the parent/guardian has received the report card.

### Testing

STAR assessments will be administered to all grade 2-5 students three times per year. These tests allow teachers to evaluate students' abilities. Teachers then use information provided by the assessments to target instruction, provide students with the most appropriate instructional materials, and intervene with struggling students. There will also be a state test (summative assessment) administered in grades 3-5 every year.

## **Promotion/Double Promotion/Retention of Students**

Decisions relative to pupil promotion and retention at the grade PK-5 level will be made on the basis of what is best for the individual child. A thorough consideration of the child's academic achievement, chronological age, mental ability, social and emotional adjustment and maturity, physical maturity, and degree of academic progress will be made in making the decision in each case. In the event that retention is advisable, the parents will be notified as early as possible. If the parents are opposed to it, the child will not be retained. The retention does the child more harm than good under these circumstances.

Generally, retentions are more beneficial if they occur as early in the child's life as possible. Therefore, with few exceptions, the practice of retaining students will be limited to the primary grades.

As with regular promotion and retention, the matter of double-promoting K-5 students (skipping a grade) will be practiced only when it would seem advisable in the best interests of the individual child.

## **MISCELLANEOUS**

### **Telephone Numbers and Use of Phones**

The telephone number at the elementary school is 987-0710. School hours are 7:30 a.m. to 4:00 p.m. After hours, the phone is also activated for voice mail.

**To talk to a staff member directly, please call 987-0739. Staff extensions are listed earlier in this document. You can also be connected by typing the first or last name of the staff member on your phone's keypad.**

Children are not permitted to use the telephone except with very good reason and in the judgment of the teacher or office staff. Please work with your child in planning the day so that there is no need to call home for things which have been forgotten or to make decisions which could have been discussed at home previously.

Student cell phone usage is not allowed at school at any time. We respectfully request that parents refrain from using cell phones in the school building as well.

### **Lost and Found**

Items of clothing found in or around the school are placed in a "lost and found" area in the first floor corridor outside the kindergarten rooms. Parents should mark clothing and other articles with their children's name. Non-clothing items such as money, jewelry, keys, purses, toys, etc., are kept in the office.

### **Student Pictures**

As a convenience, fall pictures are taken during our District Registration in August. There is no obligation to purchase these pictures. Spring pictures are no longer offered.

## **Volunteers**

It is the feeling of Mineral Point Schools that parents are partners of the school system in our quest to provide our students with experiences that will lead them toward being good citizens. There are many ways that parents and other interested adults can be of assistance to teachers and the school -- supervising children in lunchroom and playground, assisting in vision and hearing screening, duplicating instructional materials on copying machines, working with small groups of children, etc. If you are interested in volunteering, please advise Mr. Renwick, elementary principal.





**ACCEPTABLE USE AND INTERNET SAFETY POLICY**  
**STUDENTS, STAFF AND GUEST AGREEMENT**

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy of the Mineral Point Unified School District. Should I commit any violation or in any way misuse my access to the school district's computer network, e-mail and/or Internet, I understand and agree that my access privilege may be revoked and school disciplinary and/or appropriate legal action may be taken against me.

\_\_\_\_\_ Home Phone  
Student, Staff or Guest (print clearly)

\_\_\_\_\_ Date  
Student, Staff or Guest (signature)

Address \_\_\_\_\_

User check one: \_\_\_\_\_ I am 18 or older \_\_\_\_\_ I am under 18

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in effect and I agree to abide by this policy.

**Parent or Guardian Agreement**

**To be read and signed by parents/guardians of students or guests who are under 18 year of age.**

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Mineral Point Unified School District's Acceptable Use and Internet Safety Policy for the student's access to the District's computer network, e-mail, and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding the policy. I am therefore, signing this policy and I will not hold responsible the school, the school district and the Internet provider for computer network, e-mail and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access if and when such access is not in the school setting. I hereby give permission for my child or ward to use an account authorized by the school district to access the district's computer network, e-mail and the Internet.

\_\_\_\_\_ Home Phone  
Parent or Guardian (print clearly)

\_\_\_\_\_ Date  
Parent or Guardian (signature)

Address \_\_\_\_\_



