

Mineral Point High School



2020-2021

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CLASS SCHEDULES

DAILY CLASS SCHEDULE

Doors Open	7:00am – 7:45am	High School Lunch A	11:15am – 11:45am
Warning Bell	7:55am	High School Period 5	11:48am – 12:33pm
Period 1	8:00am – 8:45am	<i>Middle School Period 5</i>	<i>11:18am – 12:03pm</i>
Period 2	8:48am – 9:33am	<i>Middle School Lunch B</i>	<i>12:03pm – 12:33pm</i>
Mid-Morning Break	9:33am – 9:37am	Period 6	12:36pm – 1:21pm
Period 3	9:42am – 10:27am	Period 7	1:24pm – 2:09pm
Period 4	10:30am – 11:15am	Period 8	2:12pm – 2:57pm
		RTI	3:00pm – 3:25pm

WEDNESDAY CRT EARLY RELEASE SCHEDULE

Doors Open	7:00am – 7:45am	Period 5	10:35am – 11:10am
Warning Bell	7:55am	High School Lunch A	11:10am – 11:40am
Period 1	8:00am – 8:35am	High School Period 6	11:43am – 12:18pm
Period 2	8:38am – 9:13am	<i>Middle School Period 6</i>	<i>11:13am – 11:48am</i>
Mid-Morning Break	9:13am – 9:16am	<i>Middle School Lunch B</i>	<i>11:48pm – 12:18pm</i>
Period 3	9:19am – 9:54am	Period 7	12:21pm – 12:56pm
Period 4	9:57am – 10:32am	Period 8	12:59pm – 1:34pm
		RTI	1:37pm - 2:00pm

2 HOUR LATE-START SCHEDULE

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

CLOSED CAMPUS POLICY

During the time designated by the Board as the school day, all students will be engaged in school-related or sponsored activities. Students will not be permitted to leave the school or engage in non-school-related activities during the school day without the permission of the principal or designee. Requests to leave the school must be submitted in writing to the office by the student's parent or guardian. A phone call from the student's parent or guardian will also be accepted. Students who are 18 years of age still need permission from a parent/guardian.

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

LUNCH PERIODS

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

SCHOOL, ATHLETIC, AND MUSIC FEES

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

LOCKERS

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

FAMILY NIGHT

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

BULLETINS AND ANNOUNCEMENTS

Announcements are created by the multimedia class and are distributed daily via Pointer Media. Anyone wishing to have announcements made regarding school activities, must have the written copy submitted to Mr. Burreson. Classroom teachers will prompt students to view the videos on the classroom SMARTBoard, student computers, TV monitors in the library and commons areas.

CARS

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

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

SCHOOL TRANSPORTATION

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

TELEPHONE

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

VISITORS

All visitors must register in the main office and obtain a visitor's pass. Mineral Point Middle/High School does not permit students to bring friends from other schools to visit during the school day. Only in special circumstances will this be permitted. Pre-approval must be obtained from the building principal.

LOST AND FOUND

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

STUDENT PUBLICATIONS

School newspapers, yearbooks, literary magazines, and similar publications are encouraged as learning experiences. They are produced under the supervision of qualified faculty advisors and shall strive to achieve the highest publication standards. All publications are considered closed forums and will be reviewed by the advisor and principal and will be revised according to legitimate pedagogical concerns. Material that is disruptive, vulgar, harmful, or libelous will not be permitted. The principal will approve distribution or sale of all publications produced or obtained by students without school sponsorship.

GRADUATION REQUIREMENTS

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

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

In order to participate in the Graduation ceremony at Mineral Point High School a student must:

- 1. Be enrolled in the district by the start of the second semester**
- 2. Have earned at least 20 credits prior to the start of the second semester**
- 3. Have earned at least 3 credits from Mineral Point**
- 4. Each case will be decided on an individual basis**

CLASS DROP AND ADD POLICY

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

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

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

GRADES AND GRADING PROCESS

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

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

student eligibility.

9. Each quarter grade will be determined by averaging the two quarter grades and the semester exam grade. The semester exam grade may count a maximum of one-third of the semester grade.

CLASS RANK SCALE - GRADE POINT AVERAGE

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

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

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

WISCONSIN ACADEMIC EXCELLENCE AWARD

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

The student with the highest grade point average based upon a 4.00 GPA scale after seven semesters will be named the recipient. If a tie exists with the grade point averages, the following criteria will be used in succession until the tie is broken:

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

VALEDICTORIAN AND SALUTATORIAN

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

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

HONOR ROLL

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

GRADING APPEAL PROCESS

A student and/or parent/guardian who wishes to challenge a grade must do so within three weeks following the grading period. Appeals started after this time period will be denied. All appeals will use the following procedure:

- STEP ONE:** The student and/or parent/guardian must first contact the teacher whose grade is at issue. If they come to an agreement, and no grade change is the result, no further action is needed. If the grade appeal in question will result in a grade change a change request form must be completed by the teacher and submitted to the Principal. The Principal will review the request and other pertinent information and will approve or disapprove the grade change request.
- STEP TWO:** If the Principal denies the grade change request, or if the teacher and student cannot come to an agreement regarding the grade awarded, the student and/or parent/guardian may request that the Principal review or reconsider the issue. This appeal must be initiated within four weeks of the end of the grading period. The Principal will review the teacher's grading policy, the grade awarded, and other relevant information and policies. A decision by the Principal to approve or disapprove the request to change the grade will be rendered within two weeks of receipt of the appeal. The decision will be based on whether the stated grading policy was adhered to by the teacher, the final grade was accurately computed, and other relevant policies were followed.
- STEP THREE:** If the Principal denies the grade change request, the student and/or parent/guardian may appeal the Principal's decision to the Superintendent. This appeal must be made within two weeks of the Principal's decision. The Superintendent will review the Principal's decision and either uphold or overturn that decision. The decision made by the Superintendent will be based upon procedural grounds relating to whether the Principal followed the prescribed procedure and arrived at a reasonable conclusion. The decision of the Superintendent is final.

ELIGIBILITY FOR EXTRA AND CO-CURRICULAR ACTIVITIES

Students will need to achieve satisfactory academic standing in order to be eligible to participate in any extra-curricular and co-curricular activities. In order to maintain eligibility for participation in activities, a student must be doing passing work in all classes and have all work completed for each nine week grading period. A listing of ineligible students will be distributed to the staff and appropriate coaches or advisors. The ineligible student will meet with the guidance counselor to develop a plan to improve grades. This plan may include suspension from practices. Their eligibility status will be re-assessed within a three week period or at the next grading period or mid-quarter reporting. *For more information, refer to the Activity Manual.*

NATIONAL HONOR SOCIETY

Students with a cumulative GPA of 3.65 or higher at the end of the first semester of their junior year will be considered for membership into National Honor Society (NHS). Students will be sent a letter and a questionnaire regarding possible admission. All students must be full-time attendees in order to be eligible for the Mineral Point NHS.

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

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

The following procedures will be followed if flagrant violation is committed:

1. The violation is reported to the NHS Advisor, who in turn will share the violation with the Faculty Council.
2. The NHS Advisor and Principal will communicate the violation and required hearing with the student and guardian.
3. A hearing (required for all cases with a pending dismissal and/or disciplinary actions) with the Faculty Council and the member will be held regarding the violation. (A member has the option to write a letter in place of attending the hearing.)
4. During this hearing a student will have the opportunity to state their case and answer any questions from the Faculty Council.
5. The Faculty Council shall determine and apply any disciplinary actions as they see fit. If the Faculty Council chooses to Dismiss the member, a majority vote is required by the Faculty Council.

INDIVIDUAL CURRICULUM OPPORTUNITIES

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

Interested students should contact the guidance counselor.

- | | |
|---|--------------------------|
| 1. Independent Study I (½ credit, ¼ credit) | 5. Extension Courses |
| 2. Virtual Learning Classes | 6. Homebound Instruction |
| 3. Work Experience | 7. APEX Classes |
| 4. Post-Secondary Enrollment Options | |

ATTENDANCE POLICY

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

Excused Absences

All excused absences require parent/guardian-written verification to be submitted to the school attendance officer, or designee in advance of the absence or prior to returning to school. When a student is absent, his/her parent/guardian must call the school by 9:00 a.m. Failure to notify the school will result in a phone call from the school to the home or the workplace. If an absence is not excused by the end of the following school day it will be counted as unexcused. Students who are 18 years of age still need permission from a parent/guardian.

The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Personal illness or incapacitation of the student
2. Critical illness, death, or a funeral in the student's immediate family or close friends.
3. Family trips that can be taken only during the normal school term.
4. Medical, dental, chiropractic, optometry appointments with a doctor's note including appointment time.
5. Students taking the state driver's license test.
6. A court appearance or other legal procedure involving the student.
7. School-directed absences.
8. Extreme weather conditions.
9. Religious holidays or other religious reasons.
10. Special circumstances that are approved in advance.
11. A quarantine as imposed by a public health officer.

A child shall not be excused more than ten (10) days in a school year. As per Wisconsin State Statutes, all absences beyond ten (10) days would be deemed un-excused and treated accordingly. Special circumstances that show good cause may be approved in advance by the building principal.

All students with absences will be given the opportunity to make up work. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school. Students who know they will be absent more than two school days should pick up a Pre-Arranged Absence Request form from the office in advance. This applies to both school related and non-school related activities. This form requires signatures from a parent, classroom teachers, and the principal. Teachers will be asked to grant the number of school days absent plus one for make-up time. This provision applies to all work assigned during absence(s).

Students must be in school the day prior to and after a field trip. Monday and Friday trips would be the exception. If a student is involved in a school competition (FBLA, Skills USA, Forensics, FFA, etc.) a grade check must be done before a student is **allowed to miss school** for the competition. These days will not count towards the total days missed.

Students will need to provide a note from the Doctor's Office for all appointments. The building principal may require an excuse signed by a physician for re-entry to school if illness is the cause of the absence of three (3) or more consecutive days.

Unexcused Absences

Students who are absent from school with the consent of their parent/guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused. A student who is absent from school with no approved reason or

excuse is truant and will be considered unexcused. Truant students will be assigned detention time from zero to twice the amount of time missed. All make-up work and detention time must be completed by the end of each quarter or the student's grade may be lowered as a result of incomplete work.

Students may not participate in extra-curricular activities should they fail to **serve assigned detention** or complete make-up work as a result of an unexcused absence. All students with an unexcused absence will be permitted to make-up any exam missed during an absence.

Tardiness

Students who are tardy to school with the consent of their parent/guardian, but whose tardy does not fall under the reasons listed above under Excused Absences, shall be considered unexcused. Students should be in the classroom by the second bell in order to avoid being tardy for class.

If a student needs to use the restroom between classes or has a locker issue they should report to the classroom first and get permission from the teacher. If a student does not report to the classroom and is marked tardy, the prior period teacher must write a pass to excuse them.

Consequences

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

Student Leaving School

Students shall always check in and out of the school building office when they leave and return to school. Requests to leave the school must be submitted in writing to the office by the student's parent/guardian. A phone call from the student's parent/guardian will also be accepted. Students may not participate or practice after school hours if the student is absent for the afternoon of the school day for an illness reason. If the student's absence is for a non-illness reason, the student is ineligible for practice or competition unless the parent/guardian has requested permission for the student from the principal prior to 9:00 a.m. that day, and such reason is excused. Students are expected to return to school following their appointments.

Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

Individual schools within the district may develop attendance programs to encourage students to develop better attendance and punctuality. (i.e., attendance contracts, 210 Plan, etc.) A legal referral may be initiated if a poor attendance pattern has continued and if the principal or designee has completed the following:

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

Procedures for Iowa County Truancy Intervention Program

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

Forgery

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

STUDY HALL REGULATIONS

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

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

210-PLAN and Spring Semester Final Exams

The 210 Plan will be implemented for **all students** at the beginning of the 4th quarter. The plan will operate as follows:

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

If a student fulfills these requirements and completes **THREE (3) Enrichment Activities (Grades 9th-11th)** throughout the school year the student will not have to take spring semester exams for all classes that the student is earning a 70% or better in. If a student meets the requirements but has a grade below a 70% in a class, the student will be required to take the semester exam for that class only. If the student is earning a 70% or better in a class, the student may choose to take the semester exam in order to benefit from.

GENERAL REGULATIONS

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

1. While in the corridors and stairways, students should walk and avoid physical contact and other horseplay.
2. Card playing (on computers too) and gambling are not allowed in the school building, grounds or during school sponsored activities.
3. Students are expected to be in the classroom and in their assigned seat when the last bell rings.
4. Students are not permitted to drink soda or have food in the classrooms that include the library, gym, music rooms, art room, and the shops in the vocational building.
5. Music by cell phones, i-pods, and other music devices are not to be played during the regular school hours.
6. The use of cell phones or other two-way communication devices on school premises during the regular school day is prohibited.
7. Laser pointers are illegal and prohibited under the 1999 Wisconsin Act 157.
8. Students are expected to follow all reasonable directions of the staff. Failure to do so will be considered insubordination and will result in an appropriate disciplinary action.
9. Students are expected to truthfully answer questions from all staff members as related to student conduct.
10. Students may not forge the signatures of parent(s) and/or guardian or school personnel. Students are also prohibited from copying the work of other students or authors and presenting it as their own. Students who violate this policy will face disciplinary action.
11. Coats and backpacks must be left in lockers.

STUDENT CONDUCT CODE

The Mineral Point Board of Education does not condone the use of inappropriate language, gestures, or other types of

inappropriate student conduct. The manner in which such incidents are handled will vary according to the circumstances surrounding the incident and previous past practice. The administration shall make a concerted effort to communicate rules per student conduct to the student body each year.

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

VANDALISM AND PROPERTY DAMAGE

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

COMPUTER NETWORK USE

Computers networks, including the Internet, offer vast, diverse and unique resources to both students and teachers. The district's goal in providing these services to staff and students is to promote learning by facilitating resource sharing, innovation and communication.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical and legal utilization of the network resources for academic purposes only. As students and staff use this network, it is essential that each user on the network recognize his/her responsibility in having access to the vast services, sites and people. The user is ultimately responsible for his/her actions in accessing network services and for adhering to district use policies, procedures, and guidelines.

If a Mineral Point Unified School District user violates these provisions, his/her account may be terminated and 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, Board Policy 364.1 and Administrative Rule and Exhibit 364.1.

ELECTRONIC USE

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

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

Mobile Electronics and Social Networking

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

Expectations

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

Hand Held Devices

Students are permitted to bring their personal hand held electronic devices, but should turn them off and keep them in a locked locker or vehicle during the school day.

During Class

Use of the devices will solely be under the direction of the classroom teachers and staff. Students are not to use

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

Outside of Class

Wireless devices may be used in the halls or cafetorium before and after school when it will not interfere with the educational environment.

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

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

ALCOHOL AND DRUG ABUSE

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

PUPIL HARASSMENT

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

STUDENT SEXUAL HARASSMENT

The Mineral Point School District in compliance with Wisconsin Statutes 118.13, 111.32 (13), Title XI and Chapter 227, Board Policy 441.1, will maintain a learning environment free from any form of sexual harassment or intimidation toward and between students. The school will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Examples of prohibited conduct:

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

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

WEAPONS

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

DISORDERLY CONDUCT

Whoever, in a public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or

otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance is subject to disciplinary procedures and referral to legal authorities.

SCHOOL DISRUPTIONS

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

GENERAL DISCRIMINATION COMPLAINT PROCEDURES

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

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

DETENTION SUPERVISOR

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

SUSPENSION

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

EXPULSION

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

STUDENT SAFETY

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

DISCIPLINE POLICIES AND PROCEDURES

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

EXPECTATIONS OF MINERAL POINT HIGH SCHOOL STUDENTS

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

DISCIPLINE

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

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

Examples of classroom interventions may include:

- Remind/redirect
- Logical consequences
- Take a break - in the classroom
- Take a break - out of the classroom
- Parent/family phone calls

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

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

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a severe nature, the

incident shall be referred to the principal(s) for investigation and appropriate action.

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

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

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

ADMINISTRATIVE DISCIPLINE PLAN

Step 1	Lunch Detention	Students report to lunch detention in the assigned room. No cell phones or other communication/music devices will be permitted.
Step 2	After School Detention	After School Detention takes place in the assigned room Monday - Thursday from 3:30 to 4:00pm and in the office on Wednesdays from 2:00 to 4:00pm. No cell phones or other communication/music devices will be permitted.
Step 3	In School Suspension <ul style="list-style-type: none"> • Failure to follow rules will result in an OSS 	Students who are assigned to the ISS will spend the day in a supervised area for in-school suspension and are required to bring assignments and materials to last the entire day. No cell phones or other communication/music devices will be permitted.
Step 4	Out of School Suspension & Parent Conference with administration.	Students who are assigned OSS are not allowed on school grounds for any reason for the entire day (or days) they are suspended. They may not participate in any school related activities during said suspension time.
Step 5	Request for expulsion hearing with the Board of Education	
Other	Community Service Project	As part of, or instead of, disciplinary action, the school board, superintendent, principal or designee, may allow a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours.

PROVISIONS FOR THE USE OF THE ADMINISTRATIVE DISCIPLINE POLICY

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

DISCIPLINE INFRACTIONS AND CONSEQUENCES

A. SCHOOL ATTENDANCE

Code	Description	Administrative Discipline Plan
A-1 A	Truancy/Unexcused Absence: The act of being absent from school part or all of a school day without permission of parents or school administrators. Absences must be cleared up within 48 hours.	Step 2-4
A-2a	Leaving Campus Without a Pass: The act of being absent from school without a pass or permission from the office.	Step 1-2
A-2b	Excessive Leaving Campus Without a Pass: If a student repeats A-2a three or more times in a quarter.	Step 4
A-3a	Tardiness: The act of reporting late for school, class or other required activities without an acceptable excuse.	Step 1-2
A-3b	Excessive Tardiness: If a student repeats A-3a more than five or more times in a quarter.	5 tardies = 1 unexcused absence

B. STUDENT/STUDENT RELATIONSHIPS

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

B-6	Scuffle	Step 2
B-7	Property Damage	Step 3 (restitution required through parental contact)
B-8	Theft	Step 4 (restitution required through parental contact and referral to police when appropriate)
B-9	Horseplay: The act of tripping, shoving, misusing other students' books, etc.	Step 1-2

C. STUDENT/STAFF RELATIONSHIPS

Code	Description	Administrative Discipline Plan
C-1	Insubordination: The act of willfully failing to respond or carry out a reasonable request by authorized school personnel.	Step 2-4
C-2	Threatening or Intimidating Acts: The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff.	Step 4-5 (referral to police when appropriate)
C-3	Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship.	Step 5 (notification to police)
C-4	Disrespect: The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff.	Step 3-4 (referral to police when appropriate)
C-5	Disrespect for the Property of Others:	See specific behaviors below
C-5a	Damage	Step 3 (restitution required through parental contact)
C-5b	Theft	Step 4 (referral to police when appropriate)
C-5C	Major Theft/Damage	Step 5 (restitution required/referral to police)

D. SCHOOL PROPERTY

Code	Description	Administrative Discipline Plan
D-1	Vandalism: The act of willfully destroying public property.	See specific behaviors below
D-1a	Destruction: The act of rendering property unusable.	Step 4 (restitution required and referral to police)
D-1b	Defacing: The act of damaging property requiring cleaning or repair.	Step 3 (restitution required and possible police referral)
D-1c	Misuse of Printed Material/Inappropriate computer use/Abuse of Technology: The act of destroying or defacing magazines, books, or other printed material. The act of searching, downloading, or printing inappropriate items off of the internet.	Step 2 (restitution required), loss of technology privileges.
D-2	Theft	See specific behaviors below
D-2a	Theft: Not serious enough to report to police.	Step 3 (restitution required)
D-2b	Major Theft: Considerable enough to be reported to police.	Step 4-5 (restitution required and referral to police)
D-3	Abuse of School Grounds:	Step 4-5 (restitution required and referral to police when appropriate)
D-4	Littering	Step 1
D-5	Misuse of Food: The act of consuming food or drink other than in assigned areas or disposing of it improperly.	Step 1-3

E. PROTECTION OF THE PUBLIC SAFETY

Code	Description	Administrative Discipline Plan
E-1	Detonation of Firecrackers or Other Explosive Devices:	Step 4-5 (referral to police)
E-2	False Alarms	See specific behaviors below

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

F. ALCOHOL, TOBACCO, DRUGS and SYNTHETICS

Code	Description	Administrative Discipline Plan
F-1	Alcohol and Drugs:	See specific behaviors below
F-1a	Possession:	Step 5 (police involved in readmission conference)
F-1b	Selling or Transmitting:	Step 5 (referral to the police for prosecution)
F-1c	Noticeably Under the Influence:	Step 5 (referral to police when appropriate)
F-1d	Observed Use:	Step 5 (referral to police when appropriate)
F-1e	Paraphernalia:	Step 4-5 (referral to police when appropriate)
F-2	Tobacco	See specific behaviors below
F-2a	Possession	Step 3 (the tobacco substance will be confiscated and not returned to the student and referral to police for ordinance violation)

F-2b	Use	Step 3-4 (referral to police for ordinance violation)
F-2c	Electronic cigarettes or any vaping devices are banned on MP MS/HS campus	Step 3-4 (referral to police for ordinance violation)

G. OTHER DISCIPLINARY INFRACTIONS

Code	Description	Administrative Discipline Plan
G-1	Repeated or Serious Classroom Disruption:	Step 3-4
G-2	Disruption of Meeting or Assembly:	Step 3 (possible exclusion from future assemblies)
G-3	Cheating: The act of stealing a test, tampering with gradebook, copying work, etc.	Step 3-4
G-4	Forgery: The act, written or spoken, of misrepresenting the truth (i.e. forged passes, parent signatures, false phone calls, misinformation to school personnel, etc.)	Step 3
G-5	Carrying Laser Pointers, Music Devices, and Video Devices: (Except for educational purposes.) Unauthorized devices will be confiscated for the remainder of the school day.	Step 1-2
G-6	Being in an Unauthorized Area: The parking lots are unauthorized areas during the school day. Students must possess a hall pass when in a non-scheduled area.	Step 1-2
G-7	Being an Accessory to a School Violation	Step assignment at the administration's discretion depending upon offense and level of involvement.
G-8	Abusive or Offensive Language: The act of using such language in the presence of staff members and/or students, including written notes and published material.	Step 1-4 (referral to police when appropriate)
G-9	Inappropriate Displays of Public Affection	Step 1-2
G-10	Not following the Cell Phone Policy	After 1st Offense - Step 1-2

	<p>1st Offense The electronic device taken away for the remainder of the school day. Students may pick up the device in the office at the end of the school day.</p> <p>2nd Offense The device is taken away for three (3) school days. Parents/guardians would be notified of a second offense. The student must check the device into the office before school and may pick it up at the end of the school day.</p> <p>3rd Offense The device is taken away for five (5) school days. Parents/guardians would be notified of a third offense. The student must check the device into the office before school and may pick it up at the end of the school day.</p>	
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- Cell Phones are allowed in all common areas of MP High School during passing time, but not at lunch. Classroom use is the individual teacher's discretion. For the privacy of all students and adults, cell phones cannot be used in locker rooms or bathrooms.
- Any situation not specifically covered by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.
- The MP MS/HS Administrative Team reserves the right to modify any of the aforementioned behavioral consequences.

H. STANDARDS OF GOOD GROOMING

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

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

CONSEQUENCES FOR INAPPROPRIATE DRESS

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

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

ACCIDENT INSURANCE

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

For more information regarding the voluntary student accident insurance plan or to obtain an application form, please contact the District office.

MEDICATION

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

FIRE AND TORNADO DRILLS

Fire drills are held monthly with tornado drills held periodically. Teachers will give students instructions as to the exits and stairways to use. When a fire alarm is sounded, all people in the building should exit. Students and staff are instructed to move as quickly and orderly as possible from their rooms to the assigned exits. Once everyone is outside, they should keep at least 50 feet from the building.

BOMB THREATS AND FALSE ALARMS

In case of a bomb threat, the school administration will immediately convene and decide if evacuation is necessary. If evacuation is necessary, students and staff will be sent to the Iowa County Fairgrounds. Students will be sent home only if their parents have made previous arrangements. The building will be searched by law enforcement and students will return when the clear signal is given.

Making a bomb threat or a false fire alarm is considered an extremely serious and dangerous situation. Students who make a bomb threat or false fire alarm will be immediately suspended and referred for criminal prosecution and will be considered for expulsion from school, pursuant to state statute 120.13(1)(c).

REASONABLE AND NECESSARY FORCE

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

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

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

BULLYING

Introduction/Prohibition

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

Definition

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

Procedure for Reporting

The Mineral Point School District takes allegations of bullying seriously and will respond to complaints 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 are available at both the elementary and middle school/high school offices. **We have also implemented the Safe Schools Alert system which can be found on the District website. Anyone can report an incident via text, email, the web, or by phone.** All complaints will be investigated promptly and kept confidential 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 impose corrective action, which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, and/or disciplinary action where appropriate, which may include law enforcement intervention, suspension, expulsion and/or court involvement.

SCHOOL CALENDAR

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

NON-DISCRIMINATION POLICY

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

NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Ms. Angela Klein, IEP Team Coordinator, Mineral Point School District, at (608) 987-0710 Ext. 170, or by writing her at the Mineral Point Elementary School, 611 Cothorn Street, Mineral Point, WI 53565.

Annually the district conducts developmental screening of preschool children.

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

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school

district in which the child resides. Before referring the child, the person making the referral must inform the child's parent/guardian that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the Mineral Point School District may be sent to Ms. Angela Klein at the school district address above.

The school district maintains pupil records, including information from screening and special education referral.

All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent/guardian specifies in writing that the records may be maintained for a longer period of time. The school district informs parents/guardians when pupil records are no longer needed to provide special education. At the request of the child's parents/guardians, the school district destroys the information that is no longer needed.
- The school district designates the following items as directory information. No directory data of students shall be given to individuals, organizations, or vendors not affiliated with the District for the purpose of distributing marketing materials.
General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; participation in officially recognized activities and sports; dates of attendance; major field of study, degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purpose of encouraging membership or participation in the group or club; governmental entities including, but not limited to, law enforcement, Department of Social Services for official governmental purposes: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses. The district may require a person or entity that requires limited directory information to certify in writing that the information will not be re-disclosed without the prior written consent of the parent or eligible student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening tests, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

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

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents/guardians 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/guardian 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/guardians 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/guardian 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/guardian 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/guardian or eligible student believes are inaccurate or misleading.** Parents/guardians or eligible students may ask the Mineral Point School District to amend a record that they believe is inaccurate or misleading. They should write to 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/guardian 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/guardian or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left-Behind Act of 2001; and section 118.125(2) (a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosure 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/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental/guardian 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

COVID-19

- Staff and families will be educated about when they/their child(ren) should stay home and when they can return to school.
 - Students who are sick or who have recently had close contact with a person with COVID-19 are to stay home and monitor their health. Students should stay home if they have tested positive for or are showing COVID-19 symptoms.
- **Hand Hygiene and Respiratory Etiquette**
 - Hand wash with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
 - Students are encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in

the trash and hands washed immediately with soap and water for at least 20 seconds.

- If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).

- **Cloth Face Coverings**

- Face coverings should be worn by students as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff on proper use, removal, and washing of cloth face coverings.
 - Note: Cloth face coverings should **not** be placed on:
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
 - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

- **Families of Sick Students and Home Isolation Criteria**

- Sick students should not return until they have met CDC's criteria to discontinue home isolation.

- **Isolate and Transport Those Who are Sick**

- Make sure that families know that their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school will be separated and should go home or to a healthcare facility depending on how severe their symptoms are.

- **Notify Health Officials and Close Contacts**

- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

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