

MINERAL POINT ELEMENTARY SCHOOL



**HANDBOOK
2024-2025**

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.

Tom Ingwell
Elementary Principal
611 Cothorn Street
Mineral Point, WI 53565

ADMINISTRATION

[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

[Notice of Child Find Activity](#)
[Entrance Age](#)

ATTENDANCE

[Compulsory Student Attendance](#)
[Responsibilities for Attendance](#)
[Procedure Toward Legal Referral](#)
[Legal Referral](#)
[Attendance Regulation](#)
[School Dismissal](#)
[Leaving School Grounds](#)
[Visitation](#)

SCHEDULE

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

SCHOOL SAFETY & EMERGENCY PROCEDURES

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

SCHOOL RULES

[Harassment Free Environment](#)
[Bullying Policy 411.2](#)
[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

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

SCHOOL SERVICES

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

MEALS, MILK AND SNACK

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

STUDENT HEALTH

Student Illness/Injuries

Emergency Information and Critical Health Conditions

Health Screenings

Physical Examinations

Immunizations

STUDENT ASSISTANCE, TESTING AND PROMOTION

Title I Program

Assignment of Students to Class

Family/Teacher Conferences

Report Cards

Testing

Promotion/Double Promotion/Retention of Students

MISCELLANEOUS

Telephone Numbers and Use of Phones

Lost and Found

Student Pictures

Volunteers

BUS PERMISSION SLIPS

TITLE IX NON DISCRIMINATION POLICY

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 from one to the other. 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, MPUSD 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 Unified 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

Aaron Dunn, President
Joni Heisner, Vice President
Will Harris, Clerk
Justin Skelding, Treasurer

Andy Busch, Member
Rachael Bergstom, Member
Christie Johnston, 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 6:00 p.m. in the District conference room. Student families and other interested community members are encouraged to attend the meetings.

Elementary School Staff

Elementary Principal	Tom Ingwell	X110
Assistant to the Elementary Principal	Jane Barr	X111
District Pupil Services Director	Angela Klein	X170
Assistant to Pupil Services Director	Shelby Sporle	X127
District Psychologist	Amy McDaniel	X137
Early Childhood & Preschool	Amanda Ingwell	X116
4K	Erin Leonard	X145
4K Assistant	TBD	
Kindergarten	Bridget Doney	X386
	Carmen McDonald	X117
	Jill McGuire	X143
Grade 1	Katelyn Dunham	X165
	Jessica Soots	X153
	Penny Wiegel	X177
Grade 2	Denise Gorgen	X125
Grade 2	Sue Niehaus	X187
	Keri Radtke	X150

Grade 3	Kaelyn Martin	X120
	Courtney Miess	X193
	Jenny Singer	X160
Grade 4	Laura Busch	X155
	Livia Doyle	X163
	Lynn Ross	X195
Grade 5	Chloe Muhlstein	X175
	Laurie Heimsoth	X157
	Jessie Sigg	X173
Art	Heather Moellers	X175
Music	Allison Keller	X135
Physical Education/Health Interventionist	Chad Martin	X112
Occupational Therapy	Kimberly Diefenbach	X197
Physical Therapy Integrated Title I Title I Assistant	Jillian Phillips	X185
	Alea Lindsey	
	Renee Weber	X185
Speech/Language Pathologists	Rachael Schroeder	X183
	Marla Martin	
	Jen DuBois	X123
Guidance and Counseling Nurse	Brianna Bennett	X130
	TBD	
	Alexandra Welsh	X115
Special Education Cross Categorical	Jayne Lindsey	X147
	Preston Dubey	X114
	Jodi Renwick	X197
Library Media Specialist Library Media Specialist Assistant Educational Assistants	Maddy Chapman	198
	Micki Uppena	X133
	Linda Hubbard	X133
	Kyon Buford	
	Gina Dochnahl	
	Adam Haas	
	Deb Hintz	
	Jenna Wedig	
	Kim Wedig	
	Tracy Wiegel	
Custodians	Dan Graber	X144
	Melissa Callaway	
	Michele Hughes	
Food Service	Leslie Rule	X166
	Sue McGettigan	
	TBD	

Citizenship

Good citizenship is a trait that we at the school strive to instill in children. We believe 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 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 your 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/guardians 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/guardians certain rights. By law, both parents/guardians, 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/guardian 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/guardians – married, separated, or divorced unless parental/guardian 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 the time of registration. **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 Unified 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 a safe environment. 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, unruly, or 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 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, unruly, or 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. The incident shall be documented in the behavior management software program 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 employment 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/guardians will

be called and asked to pick their children up immediately. To help reduce negative behaviors and make better decisions in the future, a student may be offered and provided additional support from administration, faculty, and/or staff.

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 Unified 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/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 believe 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 an 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 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 Unified School District may be sent to the director of pupil services 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/guardian specifies in writing that the records may be maintained for a longer period of time. The school district informs parents/guardian's when pupil records are no longer needed to provide special education. At the request of the child's parent/guardian, 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'/guardians' 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/family groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents/guardians 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'/guardians' 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/guardian 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 1118.125, Wisconsin Statutes, afford parents/guardians 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/guardian 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 Unified 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 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/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 or another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent/guardian 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

Entrance Age

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.

PreKindergarten (4k) - To be eligible for PK, a child must be four (4) years old on or before September 1 of the school year involved. Students entering four-year-old kindergarten will not be considered for early admission.

Kindergarten - 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.

Early Admission to Kindergarten (Policy 421)

Parents/guardians interested in enrolling a child in five-year-old kindergarten before the child is old enough according to statutory entrance age requirements may apply for early admittance. The child must be 5 years old prior to October 1st to be considered for early admission to kindergarten.

1. An application form for early entry to Kindergarten is available at the elementary school. A parent/guardian must submit the application to the director of special education and pupil services by March 1. Families moving into the district after that date may submit an application no later than August 1st.
2. After the application has been received the family will be invited for an interview with the school psychologist, the director of special education and pupil services, and the elementary building principal. Based upon the outcome of the interview an evaluation, which may include informal assessments, screeners and observations, will be conducted in order to determine the child's potential for success in, and ability to cope with, the school environment. The school psychologist will be looking for indicators to help determine the child's potential benefit from early admittance.
3. The team will reconvene with the parents/guardians to share results of the evaluation and to make a placement recommendation.
4. Appeal Procedure: If the evaluation team does not recommend early admission the family may appeal to the district administrator no later than May 15. The district administrator will provide a written response within 10 school days. If the district administrator upholds the team recommendation to deny early admittance, the family may appeal to the school board no later than the regular July board meeting. The school board has final authority for the admission decision.

First Grade - 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.

Early Admission to First Grade (Policy 421.1)

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 an educational team including the school psychologist, elementary building principal, and the director of special education and pupil services. The following process will be used:

1. An application form for early entry to first grade is available at the elementary school. A parent/guardian must submit the application to the director of special education and pupil services by March 1. Families moving into the district after that date may submit an application no later than August 1st.
2. After the application has been received the family will be invited for an interview with the school psychologist, the director of special education and pupil services, and the elementary building principal. Based upon the outcome of the interview an evaluation, which may include informal assessments, screeners and observations, will be conducted in order to determine the child's potential for success in, and ability to cope with, the school environment. The educational team may consult with other school staff, as appropriate, when making this decision. The school psychologist will be looking for indicators to help determine the child's potential benefit from early admittance.
3. The team will reconvene with the parents/guardians to share results of the evaluation and to make a placement recommendation.
4. Appeal Procedure: If the evaluation team does not recommend early admission the family may appeal to the district administrator no later than May 15. The district administrator will provide a written response within 10 school days. If the district administrator upholds the team recommendation to deny early admittance, the family may appeal to the school board no later than the regular July board meeting. The school board has final authority for the admission decision.

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

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/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an 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 opportunities for students to accompany their parents/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/guardians are requested to make all appointments during non-school hours whenever possible.
- Students taking the 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 a 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/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/guardian.
- Parents/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/guardians 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/guardians 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/guardians to discuss the student's truancy or have attempted to meet with the student's parent/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/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 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/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/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/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/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 absence 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/guardians to monitor and require the student's attendance. **Parents/guardians should call the elementary attendance line at 987-0717 before 9:00 am to report their children's absence. After 9:00 am and 1:00pm, an automated call will go out to parents/guardians whose child has been marked absent from school. If the parent/guardian 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/guardians of the growing problem. **Multiple tardies may be counted as an unexcused absence if they become excessive.**

School Dismissal

When parents/guardians 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 buses, student bus riders, and walkers.** Parents/guardians may wait outside by the front doors or in the lower parking lot for their child at dismissal time. Please do not arrive prior to 3:00pm, or 1:30 on Wednesdays.

If your child's after school plans have changed, all communication to the school should be done prior to 1:00 p.m. You must fill out an Elementary Dismissal Change form on the District website www.mineralpointschools.org under the "Forms" tab under "Families", or you may call the office with specific directions. PLEASE make sure to call First Student, 987-3911 and make them aware of any bus riding changes. The elementary school is not responsible for that communication.

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/guardian comes personally to the school office to sign them out. If parents/guardians use this procedure, we can avoid both unnecessary class interruptions and parents/guardians having to wait for students. The office should be notified along with a note 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/guardian 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.**

Visitors

Parents/guardians 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

Wednesday dismissal is at 2:00

Students should not arrive at school before 7:30 a.m. and should be picked up by 3:25 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 between 11:00 and 12:10 p.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>)
2:00 pm	Dismissal

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

SCHOOL SAFETY & EMERGENCY PROCEDURES

Student Safety

Student emergency information must be provided by parents/guardians and all supervising staff, coaches, and volunteers must have student emergency information available to them during school hours and for all co-curricular activities outside of school hours, on or off campus.

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, 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. All 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/guardian has any questions concerning crisis plans, please contact the building principal for more information.

School Delays, Cancellations, & Early Dismissals

When it is necessary to delay, call off, or end school early because of inclement weather, bad driving conditions, or other emergency situations, **you will receive a Skylert phone and email message as soon as possible. You will also receive a text alert if you have that option enabled in Skyward Family Access.** School delays and cancellations are also announced on radio stations WDMP 99.3 fm and WPVL 107.1 fm, as well as all of the local TV stations' websites.

Parents/guardians should have a plan in place for unforeseen emergency early dismissals completed in the Skyward registration so that their children know where to go or how to get into their homes in the event the parent/guardian might not be home. Emergency early school dismissals can be a hazard to students, especially the younger children, if parents/guardians have not planned ahead for them. **If the weather looks questionable, please do not call the school to ask about early closures. This only ties up the telephone lines at a time when important emergency calls must be made. Skylert messages will be sent as soon as possible.**

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 20 degrees below zero, or wind-chill factors are 30 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/guardians would receive an automated Skylert 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 PK-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 send student(s) to school rests with the parent/guardians or guardian. Students kept home due to this parental/guardian 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 Unified School District takes allegations of bullying seriously and will respond to complaints and allegations of bullying. Students, parents/guardians, 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 Unified 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 the 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. Please support your child by reminding them that toys are not allowed at school. This will help prevent distractions in the classroom.
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 lunchroom.
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 from 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/guardian should notify the child's teacher, school nurse, and office staff by email or 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/guardians and students should be aware:

Respect Yourself * Respect Others * Respect Equipment * Play Safely

Do	Do Not
<ul style="list-style-type: none"> ● 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 the Oak Savanna kiosk ● Come down the slide one at a time, feet first, on your bottom. ● Tell recess supervisor if a problem occurs ● Dress for the weather (coat, hat, mittens/gloves, snow pants, boots) ● Follow supervisor instruction regarding sledding 	<ul style="list-style-type: none"> ● Stand or jump off of swings ● Go after ball in street or Oak Savanna ● 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 ● Sit or climb on railings

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 through staff-student conferences. Multiple conversations about behavior choices will result in a referral to the office.

Student Dress Code

Students should dress in good taste at school and school activities. Suggested attire is pants, shirts, shorts, or dresses. All students will wear shoes while in school or on the playground. Please help us keep your child safe while on the playground and save the flip flops for home. 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 recognizes 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/guardian.
- “Hacking” and other illegal activities are prohibited. Using the district’s computer network and Internet access to gain or 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/guardians.
- 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 email 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, email and/or Internet privileges as stated below:

1st Offense – Range: from a warning up to 90 school days

2nd Offense – Range: up to 180 school days

3rd 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/guardian 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/guardian-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 Unified 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

Mineral Point School District and First Student require permission if a student wishes to ride a bus other than the one to which he/she is assigned OR if a student riding his/her assigned bus wishes to be dropped off at a location other than the one assigned OR if a student who is not normally bussed, wishes to ride. If children do not have permission, they will not be allowed to ride the bus.

To obtain permission, please call First Student at 987-3911. Once you have obtained permission, you must fill out an [Elementary Dismissal Change form](#) on the District website www.mineralpointschools.org under the “Forms” tab under “Families”, or you may call the office with specific directions.

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/guardians. 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/guardian 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: \$1.75

LUNCH: \$3.05

MILK: .60

Semester 1	Semester 2
Hot Lunch \$268.40	Hot Lunch \$271.45
Breakfast \$154.00	Breakfast \$155.75
K-5 Milk break \$52.80	K-5 Milk break \$53.40
EC & 4K Milk break \$42	EC & 4K Milk break \$42.60

Children may purchase breakfast and/or lunch daily. Menus will be posted on the District website and in the Pointer Press.

Breakfast is available beginning at 7:30 a.m. at the cost of \$1.75 per meal. Hot lunches, including milk, are available to all students at a per meal cost of \$3.05. 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 .60 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/guardians 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 under the Quick Links tab.

Should your family account run to \$0.00 and your child(ren) needs 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/guardians 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/guardians 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/guardians 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. 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/guardians 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/guardians 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 the second week of school, 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/guardians throughout the upcoming school year. Sweet snacks are allowed on birthdays and special event days only.

STUDENT HEALTH

Student Illness/Injuries

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/guardian will be notified if necessary. In cases of student illnesses/injuries of considerable consequence, parents/guardians are contacted so they may pick up their children to take them home or to a medical facility.

Parents/guardians 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 a known or suspected contagious infection. This school system will adhere to the restrictions and regulations concerning contagious diseases issued by the Wisconsin Department of Health Services, as well as be consistent with the most recent CDC recommendations and guidelines.

To protect our school community, students with known or suspected contagious infections 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 100.4 degrees or the student is vomiting, has diarrhea, an undiagnosed rash, or a suspected communicable disease, the parent/guardian must pick up the student. **A student must be fever-free for 24 hours, without the use of fever-reducing medication, before returning to school. A student must stay home for 24 hours after the last loose stool or episode of vomiting.**

PLEASE REFERENCE [Mineral Point Unified School District Health Services Website](#) for when to to keep your child home and when they may return.

Medication

Authorized school staff may administer:

- non-prescription medication with written consent from a parent/guardian
- prescription medication with written consent from a parent/guardian AND signed orders from a medical provider

ALL medications brought to school must come in its ORIGINAL CONTAINER and must not be expired. Medications must be administered by designated school staff and must be documented. For non-prescription medications, the recommended dose for age/weight will NOT be exceeded without signed orders from a medication provider.

Emergency Information and Critical Health Conditions

Parents/guardians are asked to complete an online registration prior to the start of the school year to provide phone numbers, emergency contacts, and health information for their children. It is most important the school be updated with any critical health conditions including but not limited to allergies, asthma, diabetes, or history of seizures so that the school nurse can work with the family and staff to develop an Emergency Action Plan if needed.

Health Screenings

Vision and hearing screenings may be conducted in certain grades, for students new to the district, or as requested by parents/guardians or staff. If a student fails a screening, or passes a screening but also exhibits signs that there may be a vision or hearing problem, parents/guardians will be notified and provided with a referral to see the appropriate healthcare specialist for a complete 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.

Immunizations

The Mineral Point Unified School District follows Wisconsin Student Immunization Law requirements. Parents/Guardians will be contacted if their child's immunization records have not been received by the school or if they do not meet the requirements. These requirements can be waived for health, religious, or personal conviction reasons.

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 a 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.

Family Conferences

Family conferences are scheduled during the year to enable teachers and parents/guardians to discuss student progress. First semester conferences will be held in November and second semester conferences will be held in March.

Families 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 uploaded to each family's Skyward Family Access account.

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/guardians will be notified as early as possible. If the parents/guardians 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 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/guardians 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 on the 2nd floor corridor between the hallway and the building exit above the library. Parents/guardians 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. Lost and Found items are emptied and donated three times a year. After fall conferences, during Spring Break and once more at the end of the year.

Student Pictures

As a convenience, school pictures will be taken during the year. There is no obligation to purchase these pictures.

Volunteers

It is the feeling of Mineral Point Schools that parents/guardians 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/guardians and other interested adults can be of assistance to teachers and the school -- assisting in vision and hearing screening, the fall influenza vaccine clinic, duplicating instructional materials on copying machines, working with small groups of children, etc. If you are interested in volunteering, please advise our elementary principal.

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 to the district. Such reports may be submitted as follows:

To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

2. The District Title IX Coordinator, 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 complaint 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. Appeals 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.

**NOTICE OF SCHOOL DISTRICT POLICIES ON SEX DISCRIMINATION,
THE DISTRICT'S TITLE IX COORDINATOR(S), AND PROCEDURES FOR REPORTING
OR FILING A COMPLAINT OF SEX DISCRIMINATION**

Title IX Non Discrimination Policy Statement –

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

The District’s commitment to nondiscrimination under Title IX and under other state and federal laws is further defined in the following policies of the School Board: Policy 113.

District Title IX Coordinators –

The District employee who holds the position identified below serve as Title IX Coordinator for the District:

Angela Klein
Director of Special Education & Pupil Services
Elementary Office: 611 Cothorn Street, Mineral Point, WI 53565
MS/HS Office: 705 Ross Street, Mineral Point, WI 53565
Phone: 608.987.0712
Email: angela.klein@mp.k12.wi.us

Reporting Sex Discrimination –

Any person (including a person who is not claiming to have been personally harmed/victimized by the alleged discrimination) may report a concern or allegation regarding prohibited sex discrimination (including sexual harassment) to the District. Such reports may be submitted as follows:

To a District Title IX Coordinator, either in person, by U.S. mail, by telephone, or by electronic mail, using the contact information listed above. In person reports should be made when the Title IX Coordinator is reasonably available during regular working hours. Reports submitted by telephone, mail, or electronic mail may be made at any time.

By any other means that results in a Title IX Coordinator actually receiving the person's verbal or written report.

Filing Formal Complaints of Title IX Sexual Harassment –

As required by the federal Title IX regulations, the District has established a formal grievance process for investigating and resolving “formal complaints” of “sexual harassment,” as those terms are defined in the regulations.

An individual who is alleged to be the victim of conduct that could constitute sexual harassment under the federal Title IX regulations (i.e., a Title IX “complainant”), or a parent or guardian who has a legal right to act on behalf of such an individual, may file a formal complaint of sexual harassment. No Title IX complainant is obligated to file a formal complaint, but a qualifying formal complaint is necessary for the District to start an investigation using the District’s formal Title IX grievance process.

Complainants are expected to file formal complaints of sexual harassment with a District Title IX Coordinator by electronic submission within the Safe School Alert Online Tip Reporting, submitting a document or electronic submission in person, by U.S. mail, or by electronic mail, using the contact information specified above.

Additional requirements for formal complaints of Title IX sexual harassment, including a description of the required content for a formal complaint, are set forth in Policy 113 within the School Board policies.

District Response to Reports and Complaints of Sex Discrimination and to Formal Complaints of Sexual Harassment under Title IX –

The District has established grievance procedures through which the District structures its response to reports that allege unlawful discrimination on the basis of sex in any education program or activity of the District. Those procedures are set forth in 411-Rule and 511-Rule within the School Board policies published on the District’s website. The purpose of such procedures is to provide for the prompt and equitable resolution of any report or complaint of alleged sex discrimination, excluding formal complaints of sexual harassment under Title IX (which are subject to a different process).

Any time that the District has actual knowledge of sexual harassment or allegations of sexual harassment that could constitute a violation of Title IX, the District has obligations to respond to such knowledge in a manner that is not deliberately indifferent and in a manner that treats the alleged victim(s) of sexual harassment and the alleged perpetrator(s) of sexual harassment equitably. Such a response includes, but is not limited to, offering supportive measures to a complainant and investigating and resolving any formal complaint that presents allegations of Title IX sexual harassment using the formal grievance process that the District has adopted for such formal complaints. District procedures for responding to alleged sexual harassment under Title IX, including the formal grievance process, are set forth in Policy 113 within the School Board policies published on the District’s website.