



POYNETTE HIGH SCHOOL STUDENT & PARENT HANDBOOK 2024-2025

Principal's Welcome Message

Welcome to Poynette High School.

The Student and Parent Handbook contains policies and procedures which facilitate the day-to-day operation of the building.

Please read this document!

Learning today, leading tomorrow is more than a phrase on our web page -- it is the essence of our mission. Our staff works to instill the critical thinking and communication skills that are required for success into every lesson. Students must work to hone these skills, taking advantage of every learning opportunity offered.

This educational partnership goes beyond student and teacher, it extends to the community. Home and school need to collaborate with one goal in mind: student preparedness. According to the Bureau of Labor Statistics, people will average over 10 jobs between the ages of 18-42. Preparing students for a specific job that may not last more than a few years shouldn't be our goal. Together we must create reflective learners who can be creative problem solvers, who can work in cooperative teams and who can apply their skills to master new concepts.

Gandhi's statement "*be the change you wish to see in the world*" is more true today than it has ever been. Our students will make their own future; we have to give them the tools and opportunities for success in a global marketplace.

Great things happen here!

Dr. Mark Hoernke

Dr. Mark Hoernke, Principal 635-4347 Ext. 400
Melissa Paynter, Assistant Principal/Athletic Director 635-4347 Ext. 401
Todd Anderson, Guidance Counselor 635-4347 Ext. 404
Andrea Kirschbaum, Guidance Counselor 635-4347 Ext. 448
Bonnie Malisch, Administrative Assistant 635-4347 Ext. 402
Vicky Leiterman, Administrative Assistant 635-4347 Ext. 403
Dr. Jerry Pritzl, District Administrator 635-4347 Ext. 200

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***School Calendar *Subject to change**

Monday, August 26 to Wednesday, August 28	All Teacher Inservice
Thursday, August 29	Great Start Conference for Grades K-12, 10:00 a.m. to 7:00 p.m.
Monday, September 2	NO SCHOOL - Labor Day
Tuesday, September 3	FIRST DAY OF SCHOOL! Welcome back!
Thursday, October 10	EARLY RELEASE ALL GRADES at 1:15 p.m. 4K-12 PARENT/TEACHER CONFERENCES 1:30 p.m.- 7:00 p.m.
Friday, October 11	NO SCHOOL 4K-12 PARENT/TEACHER CONFERENCES 8:00 a.m.-12:00 p.m.
Thursday, October 24	NO SCHOOL, Staff Professional Development Day
Friday, October 25	NO SCHOOL
Friday, November 1	First Quarter Ends Grades 5-12
Monday, November 6	NO SCHOOL, Staff Professional Development Day
Wednesday, November 27 to Friday, November 29	NO SCHOOL, Thanksgiving Break
Monday, December 23 to Wednesday, January 1	NO SCHOOL, Winter Break
Thursday, January 2	CLASSES RESUME
Friday, January 17	Second Quarter Ends Grades 5-12
Monday, January 20	NO SCHOOL, Staff Professional Development Day
Thursday, March 6	EARLY RELEASE ALL GRADES at 1:15 p.m. ALL GRADES PARENT/TEACHER CONFERENCES 1:30 p.m.- 7:00 p.m.
Friday, March 7	NO SCHOOL, Staff Professional Development
Friday, March 21	Third Quarter Ends Grades 5-12
Monday, March 24 - Friday, March 28	NO SCHOOL, Spring Break
Friday, April 18	NO SCHOOL, Friday before Easter
Monday, April 21	NO SCHOOL, Staff Professional Development
Monday, May 26	NO SCHOOL, Memorial Day
Sunday, June 1	Graduation
Wednesday, June 5	EARLY RELEASE for ALL K-12 STUDENTS at 12:30 p.m. Last Day of School for Students & Teachers, Professional Development Day Half Day

Public Information

Parents and community members are encouraged to attend the public Poynette School District Board of Education meetings. These meetings are generally held the third Monday of the month at 7:00 p.m. in the High School Library. Please see the school district website.

The School District of Poynette Newsletter is mailed to residents four to five times a year. Information about the High School and the School District can also be found at the District website <http://www.poynette.k12.wi.us>. Parents and members of the community who seek further information about Poynette High School can inquire through the High School office at 635-4347 extension 402 or 403.

School District of Poynette-Infinite Campus Parent Portal...

Making a Connection with Parents

The School District of Poynette proudly announces another communication tool for parents, students and their schools. The Infinite Campus Parent Portal, our district's student information system, connects parents/guardians to students' data online, anytime, from anywhere there is internet access. Once the portal is accessed, information about **only their child's** progress can be located. The portal offers the most current information for student schedules, attendance, courses and grades.

To use the Parent Portal, parents/guardians need a computer that can access the internet. (For more information see [system requirements](#)) Access to the Parent Portal can be gained from home, work, the public library or anywhere an internet connection can be established. The Parent Portal is a free service to our district families. Instructions and training for using the portal are available.

Districts already using the Parent Portal or similar programs are finding the practice greatly improves communication with parents. Districts using such programs have found that parents are utilizing the information to talk to their children about their school life, thus improving attendance, assignment completion, and overall progress in school.

Making this information-rich connection with parents is a clear way to improve communication between teachers, parents and students. This practice will ultimately help boost student achievement.

How do I sign up for the Parent Portal Account?

- 1) Read the Parent Portal Acceptable Use and Safety Policy
- 2) Complete the Parent Portal Activation Request Form and return it to your child's school office
- 3) Ensure that your computer meets the Computer System Hardware and Software Requirements
- 4) Read the Data Interpretation Instructions

You will receive a Navigation Packet to assist you in the Parent Portal access process. Additional assistance will be available through training sessions offered in the evening via the Information Technology Staff.

For more information call our Technology Integration Specialist

608-635-4347 ext. 310

or email: campushelp@poynette.k12.wi.us

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. This Handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. To the extent that the Handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This Handbook is effective immediately and supersedes any prior student handbook.

Because the Handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the Handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this Handbook, feel free to contact your Principal. This Handbook supersedes all prior handbooks and other written or oral statements regarding any item in this Handbook.

This Handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein is revised after June 30, 2024, the language in the most current policy or administrative guideline prevails.

District Mission Statement

The mission of the School District of Poyette is to provide an education that treats each person as an individual. We will instill within each student the love of learning and foster self-esteem and civic responsibility. Our educational program will impart the necessary skills to excel in a changing and progressing society.

Equal Education Opportunity/Anti-Harassment

**Parents and students are encouraged to read the full text of the Board of Education policy 5517 governing Anti-Harassment and Bullying available on the District web site or by contacting the school main office.*

It is the policy (Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity) race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the American with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact David Fischer at 608-635-4347 Ext. 201.

It is also the policy (Board Policy 5517 - Student Anti-Harassment) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the School District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the School District.

The School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the Poyette High School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a School District Compliance Officer/Complaint Coordinator listed below:

David Fischer
Director of Pupil Services
608 635 4347 Ext. 201
dfisc@poyette.k12.wi.us

Krista Andringa
Special Education Support Specialist
(608) 635-4347 Ext. 177
kandr@poyette.k12.wi.us

The complaint procedure is described in Board Policies 2260 *Nondiscrimination and Access to Equal Educational Opportunity* and 5517 *- Student Anti-Harassment*. The policies are available in the High School office and on the school district's website.

Due to the sensitivity surrounding complaints of harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed promptly. What

constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence.

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01- Bullying, and not harassment under this Policy (5517), because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the School District threaten or retaliate against anyone who raises or files a complaint.

Our school is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the traits of sex (including transgender status, change of sex, or gender identity) race, color, religion, national origin, ancestry, religion, creed, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics") which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, joke or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristics (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected Characteristic.

Nondiscrimination on the Basis of Sex

The Board of the School District of Poynette does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The School District's Title IX Coordinator and Title IX Compliance Officers are:

David Fischer
Title IX Coordinator, Director of Student Services
608-635-4347 x 201
dfisc@poynette.k12.wi.us

Ashley Ary
Title IX Compliance Officer, School Psychologist
Poynette Elementary School
608-635-4347 x 177
aary@poynette.k12.wi.us

Krista Andringa
Title IX Compliance Officer, Special Education Support Professional
Poynette Middle/High School
608-635-4347 x 177
kandr@poynette.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, Title IX Compliance Officers(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in *Board Policy 2264 – Nondiscrimination on the Basis of Sex in Education Programs or Activities*. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the School District will respond.

It is a violation of this policy for anyone to knowingly making false statements or knowingly submitting false information during the sex discrimination complaint process, including intentionally making a false report of sexual harassment, or submitting a false formal complaint. The School District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or *Board Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities*, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of *Board Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* that can result in the imposition of disciplinary sanctions, consequences, and/or other appropriate remedies.

All students, parents, and their representatives are advised to review *Board Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities* for more information and detail regarding the School District's commitment to nondiscrimination on the basis of sex.

Sexual Harassment

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with *Board Policy 5517 – Student Anti-Harassment*. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- A. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. rating a person's sexuality or attractiveness;
- C. staring or leering at various parts of another person's body;
- D. spreading rumors about a person's sexuality;
- E. letters, notes, telephone calls or materials of a sexual nature;
- F. displaying pictures, calendars, cartoons or other materials with sexual content;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a School District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact the School District's Title IX Coordinator or your schools Title IX Compliance Officer listed below:

David Fischer
 Title IX Coordinator, Director of Student Services
 608-635-4347 x 201
dfisc@poynette.k12.wi.us

Krista Andringa
 Title IX Compliance Officer, Special Education Support Professional
 Poynette Middle/High School
 608-635-4347 x 177
kandr@poynette.k12.wi.us

Any person may report sexual discrimination, including sexual harassment, to the School District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim of the reported conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during non business hours.

A copy of *Board Policy 2264 - Nondiscrimination of the Basis of Sex in Education Programs or Activities*, including the reporting, investigation, and resolution procedures, is available in the school office and on the School District's website. *Board Policy 5517 - Student Anti-Harassment*, as well as *Board Policy 2264*, both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal law. Any allegation of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the School District.

Bullying

**Parents and students are encouraged to read the full text of the Board of Education policy 5517.01 governing Bullying available on the District web site or by contacting the school main office.*

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text

messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

All complaints about aggressive behavior that may violate this policy should be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. (Board Policy 5517.01 - Bullying)

Student Hazing

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. The Board prohibits all such activities at any time in school facilities, on school property, and at any School District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. [Policy 5516 – *Student Hazing*]

Section 504/ADA Complaint

**Parents and students are encouraged to read the full text of the Board of Education policy 2260 governing Nondiscrimination available on the District web site or by contacting the school main office.*

Any person who believes that the Poynette Schools or any staff person has discriminated against them in violation of policy (2260.01 – *Section 504/ADA Prohibition Against Discrimination Based on Disability*) may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

David Fischer
Director of Pupil Services
608 635 4347 Ext. 201
dfisc@poynette.k12.wi.us

Krista Andringa
Special Education Support Specialist
608 635 4347 Ext. 177
kandr@poynette.k12.wi.us

The complaint procedure is described in AG 2260.01A and AG 2260.01B and are available in the School office and on the School district's website.

School Day

School will be in session from 8:00 am to 3:17 pm each day. Students may enter the building at 7:45 am. The bell schedule is listed below.

Bell Schedule

Regular Daily Schedule	Start	End
Block 1	8:00	9:26
Nutrition Break	9:26	9:34
Flex Period	9:34	10:19
Block 2	10:23	11:49
Lunch	11:49	12:21
Block 3	12:21	1:47
Block 4	1:51	3:17

Student Rights and Responsibilities

The rules and procedures of Poynette High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal Law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, U.S. mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

No student shall be required, as a part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the minor's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or the student's parents; mental or psychological problems of the student or their family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). (*Board Policy 2416 – Student Privacy and Parental Access to Information*)

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from any PHS staff member.

Adult students [age eighteen (18) or older] are expected to follow all school rules. If residing at home, adult students should include their parents/guardians in their educational program.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, tornado, and emergency intruder drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident he/she must notify a staff person immediately.

All students must have an emergency medical information form completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Injury and Illness

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. (Board Policy 5340 – *Student Accidents/Illness/Concussion & Sudden Cardiac Arrest*)

If a student is running a fever, it is recommended that they be removed from school. All students who are sick at the office will be screened for potential pandemic illness per county, state and federal guidelines.

A student who has been diagnosed with a concussion should consult with administration (or designee) to coordinate the return to the classroom. The administration (or designee) will suggest using select "Academic Strategies for Return to Learning Following Concussion" guidelines with consultation from the district athletic trainer or school nurse.

Section 1 - General Information

Enrolling In The School

Wisconsin students generally enroll in the School District in which they live. However, the School District will release a resident student who is accepted as a student in another School District under that district's open enrollment program.

Students who are new to Poynette High School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, the parents will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate)
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another school will have their courses and grades evaluated by the school counseling department. The office staff will assist parents in obtaining the official records from the previous school.

During the enrollment process, a parent (or adult student), may present information to the School District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. In such cases the School District shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The School District shall place a copy of any certification provided by the parent in the enrollment files.

Students experiencing homelessness who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures (Board Policy 5111.01 - Homeless Students).

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures (Board Policy 5111.03 - Children and Youth in Foster Care).

Adult students (eighteen (18) years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

Scheduling and Assignment

Every effort will be made to develop a master schedule according to student needs and interests. All courses in the curriculum are open to students regardless of gender. The process does involve students, parents and the guidance counselor.

Each student must recognize that the scheduling process is a time-consuming task and that their selections determine curriculum

offerings, the final master schedule and teacher contracts. The amount of time and effort put into a flexible schedule is considerable and once final schedules have been established in May, schedule changes are strongly discouraged.

Any student-initiated course changes should be made prior to the first day of the term. All changes in student schedules should be initiated with the guidance counselor. Changes must be approved by a parent and the guidance counselor. The High School Principal may, in unusual situations, give approval for schedule changes not covered above.

Early Dismissal from School

No student will be allowed to leave school prior to dismissal time without a written request from the parent, telephone contact with a parent or student's emergency contact as shown on the student registration form, or the parent or student's emergency contact coming to the school office to verbally request the release. No student will be released to a person other than a custodial parent(s) or guardian without permission from the custodial parent(s) or guardian. (Board Policy 5200 - Attendance and Policy 5230 – Release of Students to Authorized Persons)

Transfer out of the District

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact Mr. Todd Anderson for specific details.

Open Enrollment

The School District of Poynette participates in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the School District, all as amended from time-to-time. (Board Policy 5113 - Open Enrollment and Policy 5113.01 - Part-Time Open Enrollment).

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

Immunizations

Each student must have the immunizations required by the Wisconsin Department of Health Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse (Board Policy 5320 - Immunization).

Student Accidents, Illness, Concussion, and Sudden Cardiac Arrest

The Poynette School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports (Board Policy 5340 – Student Accidents/Illness/Concussion & Sudden Cardiac Arrest).

Suicide Prevention

The School District values the mental health of every student and has counseling and prevention resources available for any student considering self-harm. Students may seek help from any staff member. In addition, students are urged to approach any staff member of their choice if they know of another student who is talking about death by suicide. (Board Policy 5350 – Suicide Prevention, Intervention, and Postvention)

Emergency Medical Authorization

The Board has established Board Policy 5341- Emergency Medical Authorization that requires every student to have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment. A student's failure to submit the completed form to school may jeopardize the student's participation in school activities.

Emergency Nursing Services

To provide for the protection of the students, the School District shall make available emergency nursing services during the regular school day and during all school sponsored student activities (Board Policy 5310.01 - Emergency Nursing Services).

School District of Poynette Medication Policy

The Poynette School District medication policy and procedures will comply with section 118.29 of Wisconsin Statutes, "Administration of Drugs to Pupils and Emergency Care", and 119.04 "Possession and Self-Administration of Inhalers by Asthmatics, while in School".

Understanding that school is primarily an educational setting rather than a healthcare facility, and staff and resources are limited, the school requests parents and physicians to limit the administration of medications at school whenever possible and that medications be given at home. The school district will act in accordance with the Wisconsin State statutes to address emergency medical situations.

No medication or drug will be administered to a student without the written authorization of a parent/guardian. A Medication Consent Form will be provided that must be completed and will be kept on file at the school office. The school has the right to refuse to administer any medication where a parent/guardian has not fully complied with the medication policy. Medication will only be given if prescribed within normal therapeutic ranges based on the Physician's Desk Reference.

In addition to the school health care professional, employees may be required to administer/supervise a drug by means other than ingestion if this is a part of their job duties. Employees will be taught to administer injectable emergency medications to selected students when other criteria in the policy are met. The employees are agents of the Poynette School District who are acting within the scope of their duties will be held harmless in any and all claims arising from the administration of medications at school.

No student is allowed to provide or sell any type of medication.

All student medications, except prescribed inhalers (for asthmatic use), insulin/glucagon, and epinephrine auto-injectors, will be kept at the office. Affected students with a signed permission from the student's parent/guardian and the prescribing physician may keep asthmatic inhalers, insulin/glucagon, and epi-pens where they are readily available. A parent/guardian of the affected student will notify the school nurse, at the beginning of each year or when an inhaler/epipen is prescribed, if the student is to use an inhaler or carry an epipen or insulin/glucagon. A parent/guardian is responsible for obtaining all medication. The school will attempt to notify a parent/guardian when a medication refill is needed. The school cannot administer an expired medication.

Students who suffer from severe allergic reactions may possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and Epinephrine can be administered by school officials only in accordance with conditions confirmed by the school principal, consistent with the approved plan adopted by the Board and updated annually.

It is the responsibility of the student, not the school personnel, to come to the office to get his/her medication at the designated time. School staff will attempt to locate a student who does not come to the office for their medications to ensure that a student receives their medications according to the signed medication form.

High School Medication Policy

An appropriately signed Medication Consent Form must be on file for each medication to be given at school. Students, with a school Medication Consent form, signed by a parent and on file in the high school office, may keep "over the counter" medications **for their personal use, in the front office. (Please clearly identify/label medication).** When a prescription medication is to be taken at school the prescribing physician must sign the School Medication Consent form. All medications must be in the unaltered original medication containers.

Prescription medications must have the name of the medication, dosage, directions for use, and the name of the prescribing physician

on the container. All prescription medications will be kept in the high school office. The principal, with the consent of the parents, may allow students with chronic health problems to keep their medication in their lockers. The quantity allowed will be determined on an individual basis. Please inform the office in writing. Any drugs, beyond their use date, are not to be kept in the student's locker.

It is the responsibility of the student to come to the office and ask for the prescribed medication at the appropriate time. The School District of Poynette, its employees and its agents who are acting within the scope of their duties, will not normally call students to the office to take their medications.

Use of Prescribed Medications

In those circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, Form 5330 F1a, and Form 5330 F1b must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the School office.

-All medications to be administered during school hours must be registered with the High School office.

-Medication that is brought to the High School office will be properly secured.

-For each prescribed medication, the container shall have a pharmacist's label with the following information:

1. student's name;
2. practitioner's name;
3. date;
4. pharmacy name and telephone;
5. name of medication;
6. prescribed dosage and frequency; and
7. special handling and storage directions.

-Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Asthma Inhalers and Epinephrine Auto-Injectors

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. (Board Policy 5330 - Administration of Medication/Emergency Care)

Students, who suffer from severe allergic reactions may, possess and use an epinephrine auto-injector when the student is required to carry the epinephrine auto-injector to prevent the onset of an allergic reaction, and the appropriate written permission from the medical practitioner and completed Parent Consent form have been submitted to the Principal.

Inhalers and epinephrine can be administered by school officials only in accordance with conditions confirmed by the Principal, consistent with the approved plan adopted by the District and updated annually.

Use of Nonprescribed (Drug Products)

Possession, administration, and use of nonprescription drug products shall be in accordance with Board Policy 5330 - Administration of Medication/Emergency Care.

Staff and volunteers will not be permitted to dispense non prescribed drug products to any student without written parental consent.

The Nonprescription Drug Product Request and Authorization Form (5330 Fla) must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parents request to administer a nonprescription drug product shall contain the following information:

- A. student's name;
- B. date;
- C. name of medication;
- D. dosage and frequency; and
- E. special handling and storage directions.

If a student is found using or possessing a non prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

CBD Products

In accordance with Board Policy 5330 – Administration of Medication/Emergency Care, students and parents are reminded of the following regulation regarding CBD product use, possession, and distribution on District property or at school activities:

- No CBD products will be permitted for use at school.

Essential Oils

All students and staff are prohibited from using essential oils at school.

Pediculosis (HEAD LICE) (Policy Ref. 8451)

If a child in the School District is found to have lice, the child's parent will be contacted to have the child treated and to pick up the student as soon as possible. After treatment with an FDA-approved pediculicide/ovicide, treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal, and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school (Board Policy 8451 - Pediculosis).

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. In order to protect the health and safety of the students, School District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

In accordance with Board Policy 8450 - Control of Casual-Contact Communicable Diseases, a teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health Services.

Any student's removal from school will only be for the contagious period as specified in the school's administrative guidelines.

Direct Contact Communicable Diseases

In the case of direct contact communicable diseases, the school still has the obligation to protect the safety of the staff and students.

In these cases, the person in question will have their status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 - Direct Contact Communicable Diseases)

Direct contact communicable diseases include sexually-transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Students with Disabilities (Policy Ref. 2260.01 and 2260.02)

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 - Section/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the Director of Student Services, David Fischer, at 608-635-4347, ext. 201 (Board Policy 2460 - Programs for Students with Disabilities).

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Service Animals and Other Animals on District Property

Students, parents and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and Board Policy 8390 - Animals on District Property. Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal. An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. Therapy dogs which meet the certification and documentation requirements in Board Policy 8390 - Animals on District Property may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

Bilingual Students/English Learners

The District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and English Learners (ELs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum.

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact Lynn Sisco at 608-635-4347 ext. 305 or ext. 125.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the School District and meeting the educational interests of students. The rights and responsibilities of students, parents and the School District with respect to student records are governed by State and Federal law (Board Policy 8330 - Student Records). Many students' records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory data and confidential records.

"Directory Information" is specified in policy 8330 and includes a student's name, address, telephone number, date of and place of birth, photograph, major field of study; participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation; photographs, name of school most recently previously attended and degrees

or awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).

Directory information can be given to any person or organization when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law.

If parents and eligible students do not submit such written notification to the School District, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the Director of Student Services, David Fischer, or consult the Board's Policy 8330 - Student Records, and associated Administrative Guidelines.

Parents and students are reminded of:

1. their rights to inspect, review and obtain copies of the student's records;
2. their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading;
3. their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent;
4. the categories of student record information which have been designated as directory information and their right to deny the release of such information; and
5. their right to file a complaint with the Family Policy compliance Office of the U. S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as part of the school program or the School District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, antisocial, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling the information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U. S. Department of Education administers both the Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D. C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

In accordance with Federal and State law, the school shall release the names, addresses, School District assigned e-mail addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces who requests such information. A secondary school student, or parent of the student, may request in writing that the student's name, address, School District assigned email address, and telephone listing not be released without prior consent of the parent(s)/eligible student.

The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding the right to refuse disclosure to any or all directory information including in the armed forces of the United States and the service academies of the armed forces of the United States. (Board Policy 8330 - Student Records)

If parents and eligible students do not submit such written notification to the School District, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the School District's website. The directory information used will be properly verified and approved by the District Administrator.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Student Fees, Fines, and Charges

Fees will be charged for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property (Board Policy 6152 - Student Fees, Fines, and Charges). The school and staff do not make a profit.

ATHLETIC

A \$50.00 athletic fee per sport season is charged to any athlete who participates in any high school sport. Students will not be able to compete in any contest until this fee is paid. This fee is not refundable after participation in the first contest.

BAND

Contact the band director for specific fees associated with the band instruments, uniforms, etc.

REGISTRATION

A non-refundable registration fee of \$25.00 is collected at the beginning of the year or when the student enrolls. This money is used

to help defray the cost of student materials. Students will not be issued books until they have paid the registration fee. All books that are lost must be paid for in full.

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines for IMC materials can be avoided when students return borrowed checked-out materials promptly. Their use may be needed by others.

Students who fail to pay fines, fees, or charges may be denied participation in graduation ceremonies. (Board Policy 5460)

Student Fundraising

Students participating in school- sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (Board Policy 5830 - Student Fund-Raising). The following general rules will apply to all fundraisers.

- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- For fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- House-to-house canvassing by any student is not allowed for any fundraising activity.
- If the fundraising activity will involve students under age twelve (12) such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.
- Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent students from overextending themselves to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Fundraising by students on behalf of school- related organizations whose funds are not managed by the School District may be permitted on school grounds by the District Administrator.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Review of Instructional Materials

Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter (Board Policy 2414 - Human Growth and Development). Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Meal Service

The school participates in the National School Lunch Program and makes lunches available to students for a fee (Board Policy 8500 - Food Services). Ala carte items will also be available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students (Board Policy 8531 - Free and Reduced-Price Meals). Extra applications can be obtained in the School office.

The following nondiscrimination statement applies to all programs administered by the School District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

Specific PHS School Lunch Guidelines

- The cafeteria is provided for students as a place to eat a hot or cold lunch.
- The Board of Education operates a school lunch program on a non-profit basis. The program is subsidized by the Federal Government and must meet their requirements. The program is meant to be a well-balanced lunch and not a complete dinner. Students are not to share their hot lunch with other students.
- Students must have a positive balance in their lunch account in order to purchase lunch. Each student will scan their ID to access their account. Lunch money turned in at the office before 10:00 am will be credited to the student's account before lunch time. Students should write their first and last name, student ID number and the money amount on the envelope prior to turning it into the office. Checks are preferred over cash. Students are not to use a PIN that is not their own. On most days, lunch choices are in the form of hot lunch, salad bar, bag lunch and/or ala carte.
- It is expected that students will clean up after themselves in the cafeteria. Students who fail to cooperate in this regard will be subject to disciplinary measures.
- Students should line up for lunch, single file, in the appropriate line so as not to block the hallway.
- The cost for a student lunch is \$2.90.
- The cost for nutrition break is free
- The cost for an additional milk is \$0.40.
- The lunch line forms on a first-come, first-served basis. No unfair advancement of the line will be allowed.

- Students are to follow any further directions of the lunchroom supervisors and kitchen staff. Disciplinary consequences will result from infractions of any lunchroom rules.

Fire Drills, Tornado Drills, Lockdown Drills

The school has a comprehensive School Safety Plan (Board Policy 8420 - School Safety) that includes specifications for fire drills, tornado drills, and lockdown drills.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires.

Lock down drills in which the students are restricted to the interior of the school building and the building secured may occur during the school year.

School Closing Announcements

If inclement weather causes school to be closed for a day, the announcement will be made over:

WISC-Channel 3	Website Phone 635-4347, ext. 8
WMTV-Channel 15	WIBA – 1310 AM
WKOW- Channel 27	WIBA – 101.5 FM
WZEE (Madison) 104.1 FM	WJJO – 94.1 FM
WTSO-1070 AM	WTDY – 1480 AM
WBKY-95.9 FM	

Listen to the radio or watch television for the announcement.

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will send out to Infinite Campus Messenger contacts via phone call, text message, and email. Notifications will also be listed on local television and radio stations and the district’s Facebook and Twitter pages.

Visitors

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to register and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal and/or law enforcement.

If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to school, in order to prevent any loss of instructional time. Visitors' access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the Principal regarding these restrictions. Students may not bring visitors to school without first obtaining written permission from the Principal (Board Policies 7440 - Facility Security and Policy 9150 - School Visitors).

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a District building, prohibit the entry of any person to a school of this District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Use of the Instructional Media Center (IMC)

The High School IMC offers many learning resources for our students. We want our students to use our IMC often. Students are encouraged to borrow materials from the IMC. Library books and periodicals may be checked out for two weeks.

A replacement fee is charged for lost and/or damaged materials. If the materials are found and returned, the money will be refunded. Please note that we can only refund money for lost materials until October 1 of the next school year.

ALL MATERIALS OF ANY KIND THAT LEAVE THE IMC MUST BE CHECKED OUT!

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Lost and Found

- All lost and found items should be turned in to the office. Any item lost may be claimed in the office by identification of the item. All items not claimed by the end of one month will be disposed of through donation to a charitable organization.
- Books lost by students and turned in to the office may be reclaimed at the office.

Student Sales

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this rule may lead to disciplinary action.

Use of School Telephones

Students may only use the office telephone for emergencies (for example: not feeling well, canceled or delayed game times, etc). Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Use of Cell Phones, or Electronic Communication Devices

Students may use personal communication devices (PCDs) before and after school and during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be

in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a secured off and away cell phone plan to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or picture, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day with permission.

Weapons

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without written permission of the District Administrator.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921 (a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- Theatrical props used in appropriate settings

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

Video Surveillance

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school building. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action (Board Policy 7440.01 - Video Surveillance and Electronic Monitoring).

Safety and Security

The safety of our students requires the following precautions that are conducted in accordance with Board Policy 7440 - Facility Security and the School Safety Plan:

- All visitors must enter through the designated visitor entrance and report to the School office when they arrive at school.
- All visitors are given and required to wear a visitor pass while in the building.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a visitor pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All outside doors, including the main entrance, are locked during the School day.
- All District employees are to wear photo-identification badges while on District property.

Student Intellectual Property Rights

Students who develop ideas, concepts, or materials which may carry with them intellectual property characteristics may pursue protection of those rights on their own. No District staff may take steps to claim intellectual property rights relative to any work product created by student(s), except as expressly approved by the District Administrator and agreed to by participating students prior to the commencement of any projects. The School District does not determine the protectable nature of any particular work. (Board Policy 5870 - Student Production of Goods and Services)

Flex Period

All students are scheduled into a Flex Period. Each Flex Period is a time for students to build academic goals, work on school work, and receive assistance from their advising teacher to improve academic performance. The period will be held daily from 9:34 am - 10:19 am on normal schedule days. Students will either be scheduled by a teacher each day, or will have the ability to schedule themselves based on the flex period offerings each day.

Announcements

Announcements will be read once a day and important dates/events will be shown on the monitor in the hallway near the office. Students are responsible for all information shared in the announcements including days when they are absent. All announcements must be approved by a staff member or the principal and be briefly and legibly written on the forms provided in the office. Announcements should be turned in at the office at the beginning of the school day.

Getting Help with a Concern

We strive to assist all individuals with concerns. To better help you get the proper information, we have developed the following list of contacts so that the best possible person can assist with concerns. The school's number is 635-4347.

Your child's grades and classroom performance	Your child's classroom teachers (dial ext. 7 and ask to be transferred to the teacher's voice mail)
Curriculum questions	Dr. Mark Hoernke, High School Principal (ext. 400)
Special Education questions	David Fischer, Director of Student Services (ext. 201)
Transportation matters	Jerry Pritzl, Transportation Director (ext. 200)
Counseling needs	Todd Anderson, Guidance Counselor (ext. 404) Andrea Kirschbaum, Guidance Counselor (ext. 448)
Behavior Concerns	Melissa Paynter, High School Assistant Principal (ext. 401)
Infinite Campus Portal	Anna Velazquez, Curriculum & Instruction Coach, Infinite Campus SIS Manager, Webmaster (ext. 310)
Athletic forms/Athletic Schedules/Attendance	Bonnie Malisch, Athletic Secretary/Attendance Secretary (ext. 402)
Food Service account/General School questions	Vicky Leiterman, High School Secretary (ext. 403)

Dances

School dances may be scheduled by school clubs and organizations with the prior approval of the principal. Final approval for any dance is not given until the sponsoring group/club receives approval by the principal. The following rules and procedures apply to all dances:

1. Dances shall end by 11:00 pm – Special dances, such as Homecoming and Prom, shall end by midnight.
2. Once you enter the dance, you cannot leave and re-enter without chaperone permission.
3. Inappropriate student behavior at dances will be dealt with as if the student were in any other school/class setting. Chaperone directives shall be immediately followed.
4. Special "Couples Rates" for dances will not be allowed.
5. It is expected that the advisor for the organization that sponsors the dance will serve as the primary chaperone.
6. Students who wish to have non-PHS student guests attend a Poynette High School dance are required to complete and submit a "Pre-Approved Dance Guest Form" to the office no later than 2 days prior to the dance. These forms are available in the office. Approval of guests is at the discretion of building administration.

Doors

In order to maintain order, safety, and security most of the building's doors are locked throughout the day. Students may enter doors at the following location at the beginning of each school day:

- Main entry (near the flagpole) (#1)

Door #1 will be unlocked during the lunch period. Students are not to open locked doors for any other students or non-staff members. Detentions may be assigned for students who fail to follow this rule.

Passes

If individual students are in the hallway during class time they must have a pass. Listed below is a description of the types of passes at Poynette High School:

- Yellow Pass: Used when a student is leaving a class or other school location for the remainder of that period.
- Hall Pass (1/2 sheet on orange or blue template): Used when a student requests to leave class to go to the restroom, locker,

bubbler, office, guidance, other classroom, or IMC for a brief period of time. Students fill out the majority of information and then must obtain staff signature before leaving the classroom. Only one (1) person may utilize a hall pass at any given time.

- “Permit to Leave Building”: Completed by the office staff upon student and parent request where appropriate attendance procedures have been followed.

Health and Safety Rules

Several departments in the school will require certain safety and/or health requirements, included but not limited to:

1. Science Labs – Safety goggles and aprons
2. Industrial Arts and Agriculture Labs – Safety goggles and aprons
3. Art Labs – Safety goggles and aprons
4. Physical Education – A physical education uniform is mandatory, but students have some flexibility in meeting this requirement.
 - a. Any clothing that is worn as part of a physical education uniform may not be worn in other classrooms during the same day. It is the student’s responsibility to keep his/her physical education uniform clean. (Uniforms should be washed a minimum of once a week).
 - b. Any article of apparel that is deemed dangerous or has the potential to damage or injure will not be allowed.
 - c. Body and clothing cleanliness is to be maintained.

Beverages and Snacks

- Beverages and snacks must not cause a distraction within the classroom. Teachers may regulate beverages and snacks within their classrooms.
- Capped beverages and snacks are allowed in the gymnasiums during extracurricular activities and/or events as long as they do not disrupt the activity or event. **Please no pizza or subs.**

Guidance

The guidance program provides personnel, materials and special services related to the present and future social, education, and career needs and planning.

Listed below are a few of the services available to students from the guidance office:

Counseling - advice and information for personal use.

Programming - information relative to course selection and graduation requirements.

Records - school progress records, including test scores and grades.

Testing - for school standardized testing programs as well as special related to achievement, college entrance, vocation, military, etc.

Library - current catalogs are available for post high school, vocational, occupational and college.

Applications - information and forms for students and parents as related to post high school programs.

Financial Aid - information concerning various alternatives for financial aid for post-high school education and training.

We welcome students to make use of these and other guidance office services.

Lockers

The Board of Education retains ownership and control of all student lockers. Student lockers may be searched by the building principal or his/her designee. Random locker searches may be conducted throughout the school year. Students must only use school approved locks on their lockers. No student is to enter or use another student’s locker. Students are only to use the locker assigned to them. Students are encouraged to keep their lockers clean. Neither the Board of Education, nor any of its representatives, is liable for any losses that may occur.

Report Cards

Report cards will be distributed during the week following the end of each 9-week grading period. During each nine-week term, three- and six-week progress reports are also posted on Infinite Campus. If there are any questions concerning report cards or progress reports, contact the high school office as soon after receiving it as possible.

Restrooms

Restrooms should be used during non-class times. However, if use is necessary during the school day, the following limitations are in place:

- Students must obtain a pass from their classroom teacher.
- The restrooms are not to be used for loitering.
- The locker rooms are not for use as restrooms during regular class time. This includes Physical Education classes.

Senior Class Treasury

Money in the Senior Class Treasury may be used for reasonable projects as recommended by the class. All projects must be approved by the principal. Any money in the treasury after the end of the year will be placed in the Memorial Fund to be used for student related projects.

Sportsmanship

Good sportsmanship on the part of all students is a necessary characteristic of a successful extracurricular and interscholastic program. Students have an important role to play in striving toward harmonious relationships with fellow students, opponents, and game officials at all times - win or lose. Inappropriate behavior will result in students not being allowed to attend one or more activities in the future as well as being removed from an activity at any time.

Vehicles

The following rules will govern a student or anyone who drives a motor vehicle onto district property:

1. In order to park on school property during the school day, students must purchase and display a school parking permit. Students must park only in designated areas.
2. Students may not drive their vehicles on or off of school grounds except during lunch unless they have a pass to leave school grounds.
3. All traffic directions and signs in the parking lots must be obeyed. The speed limit is 15 MPH in the school parking lot.
4. Caution is to be exercised when entering and leaving the school area. Excessive and unnecessary student driving through the school parking area is prohibited.
5. Vehicles are to be operated on designated roadways and parking lots only. Drivers are prohibited from driving or parking on any natural areas of District property.

Students who deviate from the rules listed above, or in the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions

- a. loss of parking privileges at school
- b. Prohibit the person from driving on District property
- c. Seek the assistance of law enforcement with the potential of:
 - i. monetary citations issued by the Poynette Police Department
 - ii. Vehicle towed from the premises at the operator's expense
- d. disciplinary procedures imposed by the school

If a vehicle is towed from the premises, the towing company shall inform the Poynette Police Department of the location of the vehicle. The owner/operator of the vehicle should then contact the Poynette Police Department to arrange for the vehicle's release. The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property. (Board Policy 5515A)

Wednesday Night Policy

Poynette High School attempts to refrain from scheduling activities on Wednesday night, as area organizations hold many youth activities on that evening. School activities for students, scheduled for after school on Wednesday, should conclude by 6:30 P.M.

Work Permits

Wisconsin laws require that all persons under 15 years of age must secure a work permit for each new job in which they are engaged after school hours, Saturdays, Sundays, and during vacation. Permits may be obtained online.

Student Accident Insurance

The Poynette School District provides student accident insurance for all students in preschool through grade twelve. This insurance is purchased from Student Assurance Services, Inc., and provides coverage to students who are (please refer to the Policy Schedule for exact coverages):

- attending regular school sessions;
- participating in or attending school-sponsored co-curricular activities;
- traveling in school-provided transportation directly to and from school for regular school session; and/or
- traveling to and from school sponsored and supervised co-curricular activities.

PLEASE BE ADVISED THAT THE COVERAGE THE SCHOOL DISTRICT IS PURCHASING IS A SUPPLEMENT TO YOUR FAMILY HEALTH INSURANCE. It pays only after your family health or auto policy and then within the limits of the policy's benefits. This Plan does not cover penalties imposed for failure to use providers preferred or designated by your primary coverage.

Claim Procedure

Filing of the claim is the parent's responsibility.

1. The school will issue a claim form with Part A completed;
2. Parents will complete Part B. Answer all questions;
3. Parents will submit copies of itemized bills to own family insurance first (even if you have a large deductible) and mail claim form to Student Assurance Services, Inc. within thirty (30) days of accident;
4. Parents will receive a report called an Explanation of Benefits (EOB) from family insurance company;
5. Parents will send the claim form, copies of itemized bills, and the EOB to:

STUDENT ASSURANCE SERVICES, INC.
PO BOX 196
STILLWATER MN 55082

6. The claim will be completed when all of the above documents have been provided. Should you have a question as to the status of a claim, you can contact Student Assurance Services, Inc. at 1-800-328-2739.

NOTE: Student must have been treated by a licensed physician within **60** days of the date of the injury. Proof of claim should be submitted within 90 days from the date of accident.

Section 2 - Academics

ACADEMIC AND CAREER PLANNING

Academic and career planning services, including individualized support and access to software tools and staff assistance, is provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation (Board Policy 2411 - School Counseling and Academic and Career Planning).

Program or Curriculum modifications

The Board recognizes that the regular school program may not be appropriate for all students. Student and parent requests for a program or curriculum modification may be submitted, in writing, in accordance with Board Policy 2451 – Program or Curriculum Modifications. School counselors are available with further information regarding program or curriculum modifications.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extra-curricular program. No student may participate in any school-sponsored trip without parental consent (Board Policy 2340 - District-Sponsored Trips).

Grades

The Board of Education recognizes its responsibility for providing a system of assessing student achievement that assists the student, teachers, and parents in understanding progress toward the learning goals and standards of the District's curriculum.

Grading and Assessment Policy

Academic achievement should be the primary factor in grades and is defined as the student's ability to exhibit progress in his/her ability to perform tasks, demonstrate skills, and apply knowledge to real world problems and situations. Achievement can include subject-specific content, thinking and reasoning skills, as well as general communication skills. The Board believes that the District's reporting structure should be a reliable system that ensures that each student's "grade" accurately reflects his/her degree of progress in achievement of the identified learning goals and standards. Progress of nonacademic factors such as effort, behavior, attendance, and late work shall be reported separately from academic factors. Extra credit will not be an option to improve a grade.

The Board directs the District Administrator to develop procedures for assessing and reporting progress which:

- develop clear and consistent criteria based on rubrics;
- reflect growth toward lifelong learning;
- separate academic and nonacademic factors such as effort, behavior, and attendance in the reporting of grades;
- provide for different "grading" options (pass/fail, advanced/proficient/developing/beginning) for different grade levels or programs;
- provide frequent opportunities for each student and parent to obtain information regarding progress toward the learning goals and standards of his/her courses or programs;
- provide students the opportunity to self-assess achievement toward the learning goals and standards of courses or programs; and
- recognize that a student's understanding or skill should increase over time and that overall grades should be calculated based on this learning trend rather than strictly on averages.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade based on the criteria listed above.

The School District issues letter grades for all courses taken for credit at Poynette High School. Letter grades awarded are A, B, C, D, F. Letter grades from another K-12 school district (public or private) will be evaluated for grade point calculation and credit. Classes taken as pass/fail, for audit, or from a facility other than previously stated will be awarded P-pass or F-fail and will not be calculated in grade point averages.

High School Grades are calculated on a plus (+) and minus (-) system as follows:

A & A+	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0 points
C+	2.33		
C	2.00	I	0 points

Students may retake classes under the following provisions:

- A. Students must submit a written request including a rationale for requesting to retake any elective course.
- B. A committee, including the high school principal, guidance counselor, and the teacher of the course shall review and approve requests.
- C. Students may retake a course only if a grade of lower than a "C" was earned in the first attempt. "C's" may be considered on some occasions.

1. Elective classes can be retaken one time.
 2. Required courses must be retaken until a passing grade is achieved.
 3. The higher grade shall be the grade that appears on the student's transcript.
- D. A course/class may not be retaken if the student has successfully completed the next elective course/class in the sequence.

Students may drop classes under the following provisions:

- A. Students may drop a class prior to the end of the fifth (5th) class day in a term without a grade appearing on any record for that term.
- B. Students dropping a class after five (5) days of any term will receive an "F" for the class and that grade will appear on the report card and will be part of the student's permanent record.
- C. A parent/guardian signature is required to drop a class.

"Incomplete" may be awarded as follows:

- A. Incomplete (I) grades can be given for each quarter when circumstances mandate such a grade.
- B. Incomplete grades must be made complete with ten (10) school days or within ten (10) business days after the last day of the school year. Please note that under the Academic Excellence Policy only five (5) days are allowed at the end of the 7th semester. With administrative approval, time periods may be extended under extreme circumstances. After the period, if requirements are not fulfilled, an "F" grade will be recorded.

Graduation Requirements

All students must attain 26.5 credits for graduation.

Requirements for graduation are:

- A. Four (4) credits of English
- B. Three (3) credits of Science and three (3) credits of Math (Health may be considered ½ Science credit)
- C. Four (4) credits of Social Studies
- D. One and one-half (1.5) credits of Physical Education
- E. One-half (1/2) credit of Health
- F. One-half (1/2) credit of Information Processing

Upon completion of all of the above requirements a student may be considered for graduation with less than four academic years of high school attendance, providing the student secures written approval of all of the following:

- A. Her or his parents/guardian
- B. High School Principal and District Administrator
- C. Board of Education

The High School Principal may grant alternate fulfillment of graduation requirements for students in unusual circumstances.

With approval of the High School Principal a senior student may enroll in courses at other educational institutions on a part-time basis, providing they will complete requirements for high school diploma by the end of the same year.

In recognizing its responsibility to uphold the minimum educational standards of the State of Wisconsin, the Board has established a policy and criteria regarding the acceptance of credits for students transferring to the high school from nonpublic schools, whether they are private schools, as defined by law, or other types of school. For credit or coursework to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Accepted credits from nonpublic schools will be entered on the student's transcript with a notation of the school at which the credits were earned.

*For more details on course offerings and credits granted, see the Poynette High School Scheduling Handbook.

Laude Recognition System

Goal for Laude Recognition System: To recognize and communicate a descriptive Honors System for graduating students that successfully completed the most rigorous classes.

Timeline: To begin with the PHS Class of 2026. The Class of 2025 is the last PHS Class with a weighted GPA.

Laude Score: Determined by multiplying a student's GPA (after Senior Year's 1st semester) by the total number of Laude points earned through recognized Laude courses.

$$\text{GPA} \times \text{Laude Points} = \text{Laude Score}$$

Laude Score Levels:

- Summa Cum Laude: 56 or more
- Magna Cum Laude: 42 - 55.999
- Cum Laude: 28 - 41.999

Why implement a PHS Laude System:

- Recognizes and motivates students to take challenging coursework.
- Rewards a student's GPA in combination with the rigor level of courses completed.
- Laude titles are recognized and more easily communicated to colleges, employers, and training programs than a weighted GPA.
- Less about competition between students and more about communicating a level of rigor and GPA achieved.
- Recognizes the diverse talents of students that excel in all curricular areas and departments. All departments have at least one path to a Laude point.

Draft of PHS Classes with Laude Point Awards:

- ELA
 - AP Language and Composition (1)
 - AP Literature (1)
 - Creative Writing (.5)
- Art
 - AP Art (1)
 - 6 Art classes and Portfolio/Capstone (1)
 - 3 Art classes and Portfolio/Capstone (.5)
- Chorus
 - 8 semesters of Choir and a Class A or B Solo or Ensemble with a 2 or better rating (1)
 - 4 semesters of Choir and a Performance Participation Award (1)
- Band
 - 8 semesters of Band and a Class A or B Solo with a 2 or better rating (1)
 - 4 semesters of Band and a Performance Participation Award (1)
- Spanish
 - Spanish III (I)
 - Spanish IV (1)
 - Spanish V (1)
- Social Studies
 - AP Government (1)
 - AP American History (1)
 - AP Psychology (1)
 - Sociology (.5)
 - The Hist. of Economics (.5)
- Math
 - Pre-Calculus (1)
 - AP Calculus (1)
 - AP Statistics (1)
- Science
 - Chemistry (.5)

- AP Biology (1)
- AP Chemistry (1)
- AP Physics (1)
- Anatomy/Physiology I (.5) and II (1)
- PE
 - 4 PE classes and a Portfolio/Capstone (1)
- Business Ed.
 - Accounting II (1)
- FCS
 - 4 Foods classes (1)
 - Child Development & Industry Certification (1)
- Agriculture
 - Ag. Leadership (1)
 - 4 Ag. classes (not including Ag. Leadership) (1)
- Tech. Ed. STEAM
 - Any 3 Tech. Ed. and/or STEAM classes (1)
 - Any 6 Tech. Ed and/or STEAM classes (1)
- College Courses 3+ credits per course= (1), < 3 credits = (.5)
- Online AP Course (1)
- Certification in Youth Apprenticeship One Year = (1) and Two Year = (1 pt. Per Year for 2 total points)
- Any industry certification not included above = (1)

	Summa Cum Laude	Magna Cum Laude	Cum Laude
	56.000+ Points	42.000-55.999 Points	28.000-41.999 Points
Cum. GPA	Laude points needed to reach the minimum Laude score.		
4.00	14	10.5	7
3.75	15	11.5	7.5
3.67	15.5	11.5	8
3.50	16	12	8
3.33	17	13	8.5
3.25	17.5	13	9
3.00	19	14	9.5
2.75	20.5	15.5	10.5
2.67	21	16	10.5
2.50	22.5	17	11.5
2.33	24.5	18.5	12.5
2.25	25	19	12.5
2.00	28	21	14

Children At Risk Of Not Graduating From High School

The Board shall establish programs to serve children in the School District who are identified as “children at risk” in compliance with State statutes.

The District shall identify all children at risk enrolled in the District and assure that a plan is developed for each such student that describes how the District will meet each student's needs. Each plan shall be completed on or before August 15th of each year. All programs and services developed of "children at risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or programs modifications which satisfactorily meet the School District's graduation requirement.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed (Board Policy 5461 - Children At-Risk of Not Graduating from High School).

Early College Credit Program

Any student in 9th, 10th, 11th, or 12th grade may enroll in the Early College Credit Program providing s/he meets the requirements established by law and by the School District and subject to the approval of the Board on an annual basis. A student or his/her parent must also complete and submit the Intent To Participate Form available from the Student Services Office or the Department of Public Instruction to the high school administration by February 1st if the student intends to enroll in the summer session, by March 1st if the student intends to enroll in the next fall semester and by October 1st if s/he intends to enroll in the spring semester. Any interested student should contact Todd Anderson to obtain the necessary information (Board Policy 2271 - Early College Credit Program).

Start College Now Program

Any student in 11th or 12th grade may enroll in a course at a Wisconsin Technical College System campus through the Start College Now Program providing s/he meets the requirements established by law and by the District and subject to approval of the Board of Education on an annual basis. A student or his/her parent must also complete the application form and submit it to the high school Student Services Office by March 1st if the student intends to enroll in the next fall semester or by October 1st if s/he intends to enroll in the spring semester. Any interested student should contact Todd Anderson to obtain the necessary information (Board Policy 2270.01 - Start College Now Program).

Part-Time Open Enrollment

The Board of Education will provide students enrolled in the District with the ability to take up to two (2) courses at any given time in a non-resident public school district. Any interested student should contact Todd Anderson to obtain the necessary information (Board Policy 5113.01 - Part Time Open Enrollment).

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation. (Board Policy 2330 - Homework).

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Academic Honesty

Honesty and integrity are expected at all times. Students are prohibited from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. Also, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students. Students who engage in cheating or academic dishonesty will be subject to disciplinary consequences. (Board Policy 5505 – Academic Honesty)

Student Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District

Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and building principals as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources. (Board Policy 7540.03 Student Technology Acceptable Use and Safety)

Student Assessment

To measure student progress, students will be tested in accordance with State standards and School District policy (Board Policy 2623). Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign course grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counseling staff.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the School's Counseling office.

Section 3 - Student Activities

Extra-Curricular Activities

Poynette High School offers the following extracurricular activities to students. We encourage all students to participate in extracurricular activities.

ACADEMIC DECATHLON
ART CLUB
ARCHERY
CROSS COUNTRY
CURLING
FOOTBALL
FORENSICS
HOCKEY
ICE FISHING CLUB
MATH TEAM
GSA (Gay Straight Alliance)
SOFTBALL
SCIENCE OLYMPIAD
SOCCER
SWIM TEAM
VARSITY CLUB
WRESTLING

AFS CLUB (American Field Service)
BASEBALL
BASKETBALL
CONSERVATION CLUB
DRAMA
FFA (Future Farmers of America)
GOLF CLUB
HORSEMANSHIP
LITERACY ARTS COUNCIL
PHOTO CLUB
NHS (National Honor Society)
SADD (Students Against Destructive Decisions)
SPANISH CLUB
STUDENT COUNCIL
TRACK AND FIELD
VOLLEYBALL
YEARBOOK

*Please refer to the "Extracurricular Code of Conduct" as it applies to the extracurricular activities listed above.

Activity Coach/Advisor Roster

AFS Club	-	
Archery Club	-	Mr. Scott Hazard
Art Club	-	Mrs. Kaitlyn Heintz
Baseball	-	Head Coach: Mr. Davy Tomlinson
	-	Asst. Coach: Mr. Kevin Digman
	-	Asst. Coach: Mr. Carib Romero Rivera
Basketball	-	Boys Head Coach: Mr. Cody Odegaard
	-	Boys Asst. Coach: Mr. Jason Nelson
	-	Boys Asst. Coach: Mr. Aaron Freimuth
	-	Girls Head Coach: Mr. Sam Gerard
	-	Girls Asst. Coach: Mr. Joel Ferkovich
	-	Girls Asst. Coach: Mr. Justus Johnson
Class Advisors	-	2023 Ms. Courtney Moen
	-	2024 Mrs. Jill Graeve
	-	2025 Mrs. Jennifer Cross
	-	2026 Mr. Gage Rataczak
Conservation Club	-	Mr. Ed Sommers
Cross Country	-	Boys/Girls Head Coach: Mr. Kevin Frehner
	-	Boys/Girls Asst. Coach: Mrs. Jennifer Cross
Curling	-	Boys Coach: Mr. Jeff Schliesman
	-	Girls Coach:
Drama	-	Mrs. Courtney Moen
FFA	-	Mrs. Kessa LaBlanc
Football	-	Head Coach: Mr. Greg Kallungi
	-	Asst. Coach: Mr. Tom Tenpas
	-	Asst. Coach: Mr. Cody Odegaard
	-	Asst. Coach: Mr. Jonathan Santibanez
	-	Asst. Coach: Mr. Jackson Elsing
	-	Asst. Coach: Mr. Diego Santibanez
Forensics	-	Ms. Darcy Miller
Golf Club	-	Mr. Kevin Digman
GSA	-	Mr. Connor Becka & Ms. Laura Smith
Hockey	-	Mr. Brady DeBouche
Hope Squad	-	Mr. Todd Anderson
	-	Mrs. Ann Kirschbaum
Horsemanship	-	Ms. Beth Mislivecek
Ice Fishing	-	Mr. Kevin Digman
Jazz Band	-	Mr. Joel Ferkovich
Literacy Arts Council	-	Mr. Colin Bazsali
	-	Mrs. Kaitlyn Heintz
Math Team	-	Mrs. Mary Kennedy
NHS	-	Mrs. Mary Kennedy
Photo Club	-	Mrs. Kaitlyn Heintz
SADD	-	
Science Olympiad	-	Mr. Connor Becka
Soccer	-	Boys Coach: Mr. Dan Rolling
	-	Boys Asst. Coach: Mr. Alex Taft
	-	Girls Coach: Mr. Dan Rolling
	-	Girls Asst. Coach: Mr. Alex Taft
Softball	-	Head Coach: Mr. Matt Ramberg

	-	Asst. Coach: Ms. Erin Barnharst
	-	Asst. Coach: Ms. Peyton Gest
Spanish Club	-	
Student Council	-	Ms. Kaitlyn Heintz
Swim Team	-	Head Coach: Ms. Anna Koch
	-	Asst. Coach: Mr. Jeff Melby
Varsity Club	-	Mr. Kevin Digman
Track & Field	-	Head Coach: Mr. Kevin Frehner
	-	Asst. Coach: Mr. Tom Tenpas
	-	Asst. Coach: Ms. Megan Reddeman
	-	Asst. Coach:
Volleyball	-	Head Coach: Mr. Jesse Atkins
	-	Asst. Coach: Ms. Caiti Lindert
	-	Asst. Coach:
Wrestling	-	Head Coach: Mr. Nate Leu
	-	Asst. Coach: Mr. Gordy Blackburn
	-	Asst. Coach: Mr. Joey Cibulka
Yearbook	-	

School Sponsored Publications and Productions

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society (Board Policy 5722 - School-Sponsored Publications and Productions).

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or online form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by email, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

The Board expressly authorizes the publication/performance of a student media outside the school community (i.e. to the general public). See Board Policy 9160.

The Board expressly authorizes the publication/performance of only the following student media outside the immediate school community (i.e. to the general public): high school yearbook. See Board Policy 9160.

Section 4 - Student Conduct

Attendance

The School District requires all students to attend school regularly in accordance with the laws of Wisconsin and Board Policy 5200 - Attendance. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well planned instructional activity under the guidance of a competent teacher are vital to this purpose.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in Policy 5200 - Attendance. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

- Attendance is also defined as participation in the various forms of distance learning including videoconference, satellite, Internet or other electronic information and telecommunications technologies. Discuss these alternatives with your school counselor.

Excuse for Absence

A parent of a student who is absent shall provide either a written or oral notification stating the reason for and time period of absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the School Attendance Office and filed in the student's school record. The District serves the right to verify statements and investigate absences from school.

Release of Students to Authorized Persons

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

Excused Absences

A student shall be excused from school for the following reasons:

Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds (3) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty (30) days.

Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the Principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names who attended such weekly religious instruction. See Policy 5223- Religious Instruction for further details.

Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. A student may not be excused

for more than ten (10) days under this paragraph and must complete any coursework missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but not limited to, the following:

- Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- To attend the funeral
- Legal proceedings that require the student's presence
- College visits
- Job fairs
- Vacations

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.

Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion

The student has been suspended or expelled.

A student may be excused from school, as determined by the School Attendance Officer, for the following reasons:

- Quarantine
- Quarantine of the student's home by a public health officer.
- Illness of an Immediate Family Member.
- Emergency- that requires the student to be absent because of family responsibilities or other appropriate reasons.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

- As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences written or verbal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Procedure when students are going to be absent

- We ask that parents call/email the HS by 8:15 AM if a child is going to be absent. Attendance can be reported via our phone system by calling 635-4347 ext.402 or by emailing hs-attendance@poynette.k12.wi.us.
- Teachers are expected to take attendance within the first fifteen minutes of class.
- Absences are reported to the office by 8:15 AM. The secretaries will compare the classroom attendance to the phone calls received. If a student is absent and the parent has not called, the school will make a telephone call to the telephone numbers listed on the student's registration form to assure the parent knows the child is not in attendance.

Truancy

A student will be considered truant if he or she is absent part or all of one or more days from school during which the School Attendance Officer, Principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if the student has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute (118.15, Wis. Stats).

When a student is truant, the School Attendance Officer shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

Unexcused Absences

All absences that do not comply with any of the above excused absence definitions and procedures will be considered unexcused.

- For each unexcused absence, the administration will contact or attempt to contact the student and their parent/guardian. Communication between the guidance office, teachers, administration, student and parent/guardian will occur in the effort to prevent further unexcused absences.
- A student may be issued a truancy citation by the Poynette Police Department according to city ordinance 14.07 if their absence is unexcused for part or all of any school day.
- As defined by Wisconsin Act 285, a "habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and S. 118.15 for the following: Part or all of 5 or more days on which school is held during a school semester. Students who are identified as a habitual truant will be referred to the Poynette Police Department and the High School Student Services Team.
- Withdrawal procedures may commence for any student 18 years of age or older who obtains a number of unexcused absences. In these circumstances, a conference with the 18 year old (or older) student will be attempted with administration and a guidance counselor where an attendance contract will be created.
- A student who is absent for more than 20 minutes in a given school day for an unexcused reason will be marked absent for that class period and will not be able to participate in or attend that day's after-school activities. Practice/event observation by that student may be required by the respective coach/advisor.
- Seniors with poor attendance during the second semester may be withheld from participating in graduation activities. The High School Student Services Team has the responsibility for reviewing the attendance of graduating seniors.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

- As an agent for the education of the children of this District, the Board shall require that the school be notified in advance of such absences written or verbal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

Habitual Truancy

A student is considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the School District's Truancy Plan are carried out.

Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

Tardiness

All students must be in their assigned area when school begins unless they have a legitimate excuse for being late. Students who are late to class without a legitimate excuse are considered unexcused tardy. If a student is unexcused tardy, the student may be required to make up the time or may be assigned a detention. Students who are unexcused tardy to their classes for more than 20 minutes will be marked as unexcused absence .

Morning Tardiness:

- Students tardy for first period class should report to the office BEFORE going to class. A note from a parent or guardian regarding the tardiness should be brought to the office. If a student is more than 20 minutes late, the student will be marked absent.

Tardy Arriving at Class from Previous Class:

- Students will need to obtain a pass from the teacher whose class they were late leaving, and the pass must state the reason why the student was detained and the time he/she left. Students must get a pass from the teacher whose class they were leaving in order for it to be valid.
- Teachers are requested to refer cases of chronic tardiness to the principal.
- Student with chronic tardiness may be referred as a habitual truant as defined by statute 118.16

Student Behavior

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Academic Honesty

The School District of Poynette expects academic honesty from all students. It is expected that all school work represents the original work of the individual student. Some examples of cheating that will not be tolerated include plagiarism, copying another student's work, giving or receiving unauthorized assistance on tests or other work, altering grades, altering names or signatures, giving or selling work to other students, and downloading other's work from the internet or other sources. Students who violate these guidelines will be subject to disciplinary measures.

Expected Behaviors

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family and in the school.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. *(Board Policy 5513 – Care of District Property)*

Prohibited Use or Possession of Intoxicants, Drugs, or Paraphernalia

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, our schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For purposes of this policy, "drugs" shall mean:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All derivatives of hemp, including Delta including Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-O, and all other forms that cause psychosis; in all forms of delivery (i.e. inhalation, ingestion, injection, etc.) except those permitted by the school in accordance with Board Policy 5330 – Administration of Medications/Emergency Care

- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- “Look-alikes”
- Essential oils and oil like products that may be mistaken for a drug
- anabolic steroids;
- any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school’s drug abuse guidelines (Board Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia).

In order to contribute to a safe, drug-free environment the district will periodically conduct unannounced locker inspections and searches. This will include the use of dogs trained in illegal and controlled substance identification. Cars will also be subject to drug dog searches according to law enforcement regulations.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy and implementing rule. Such test shall be administered by a law enforcement officer and shall meet state law requirements. A student may be disciplined for refusing to submit to such a test.

The District recognizes its responsibility to educate students regarding the immediate, intermediate and long-term effects of alcohol and other drug use. Alcohol and other drug education will be incorporated in the school curriculum, where appropriate, with input from health teachers, guidance counselors, social workers, the Human Growth and Development Advisory Committee, outside professionals, and other knowledgeable persons. The District also endorses student assistance programming for such individuals, when needed and resources are available.

Follow-Up Procedures

1. The principal or designee will investigate to determine actual violations of District policy or this rule immediately upon receiving such information.
2. The student’s parent(s)/guardian will be notified as soon as possible if the student has not reached the age of majority.
3. A conference will be held with the student and his/her parent(s)/guardian.

Discipline Procedures

Distribution or Manufacture of Alcohol, Illegal Substances, Mood or Mood Altering Substances, Controlled Substances, Drug Paraphernalia:

FIRST OFFENSE:

1. The principal shall notify the police and commence expulsion proceedings.
2. The student will be suspended for a time period not to exceed 15 school days, pending an expulsion hearing. The School Board may discipline up to and including expelling any student(s) involved in the distribution (including sale) or manufacture of alcohol, illegal substances, mood and mind-altering substances (including inhalants), controlled substances or drug paraphernalia. The general length for the expulsion shall be for not less than one calendar year from the date of the expulsion hearing subject to the expulsion provisions outlined in state law. Students with disabilities may be suspended or expelled from school for these policy violations only to the extent authorized by applicable state and federal laws and regulations.

Possession or Use (including being under the influence) of Alcohol, Illegal Substances, “Look-Alikes”, Mood or Mind-Altering Substances (including inhalants), Controlled Substances or Drug Paraphernalia or Refusal to Take Test:

FIRST OFFENSE:

1. The student will meet with the school administration, Student Assistance Program Coordinator and parent(s)/guardian to set up a behavioral plan, which may include assessment, referral, in-school AODA education or whatever else is deemed appropriate by the administration consistent with legal requirements.
2. The student will be suspended for a minimum of five school days and may be subject to expulsion.

REPEATED OFFENSES:

1. The student will be suspended for a time period not to exceed 15 school days, pending an expulsion hearing.
2. The principal will commence expulsion proceedings. The Board may discipline up to and including expelling any student(s) who commits additional violations of District policy regarding the use or possession of alcohol, illegal substances, mood or mind-altering substances (including inhalants), controlled substances or drug paraphernalia. The general length for the expulsions shall be for not less than one calendar year from the date of the expulsion hearing, subject to the expulsion provisions outlined in state law.
3. Students with disabilities may be suspended or expelled from school for policy violations addressed in this section of the disciplinary procedures only to the extent authorized by applicable state and federal laws and regulations.

Student Support

The following procedures will be implemented if a staff member, student, or another person becomes concerned about possible chemical use because of the following:

- Class performance
 - Tardiness/ absenteeism
 - Behavior in and out of class
 - Family or peer contact
 - Observation of alcohol and other drug abuse signs and symptoms
1. The staff member, student or concerned person will contact the Student Assistance Coordinator or guidance counselor to share concerns.
 2. The guidance counselor or Student Assistance Coordinator will contact the student indicating that someone is concerned about the student. (The staff member, student or concerned person can choose whether or not they want their name used in the referral process).
 3. The Student Assistance Coordinator will provide the student with information concerning drugs and alcohol, and offer services such as: referral to an outside agency, individual counseling, involvement in a support group, or contacting significant others in an attempt to develop a support system. An informal screening may be conducted at this time. Confidentiality will be maintained at all times.
 4. The person who referred will be notified that a contact has been made but no details will be released unless the student gives his/her permission.

Support for Students From Chemically-Dependent Families

Our school, in conjunction with community treatment resources, offers the following services to students from families where there is a member who is or is believed to be chemically dependent:

- Individual counseling for the student.
- In-school support group activities.
- Assistance in locating an Ala-Teen group for support.
- Assistance to the family in dealing with chemical dependency.

The Student Assistance Coordinator will be contacted by a student, staff member, family member or another concerned person.

The Student Assistance Coordinator will contact the student and conduct one or more assessment interviews. The purpose of the interviews is to determine:

- The effects of living in a chemically-dependent family on the student.
- Which family member is believed to be chemically dependent.
- Whether or not the dependent person is receiving or has received treatment.
- Involvement of the family in any treatment activities.
- The most appropriate role for the school in assisting the student and family.

Based on the screening interview(s), the Student Assistance Coordinator will recommend an assistance program for the student and family. This may include information and evaluation sessions for the family at community agencies. All student/family participation in assistance programs shall be on a voluntary basis.

Use of Tobacco/Nicotine is Prohibited

The Board is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of District policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication/Emergency Care.

Accordingly, the Board prohibits students from using or possessing tobacco or nicotine in any form on District premises, in District vehicles, within any indoor or outdoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events (Board Policy 5512).

Age Appropriate Consequences That May Occur for Students Using or Possessing Tobacco Products on School Property

FIRST OFFENSE

1. Three-day suspension or one day with completion of tobacco education packet.
2. Parent/guardian will be notified

SECOND OFFENSE

1. Three-day suspension
2. Parent/guardian will be notified
3. Parent meeting required prior to readmission
4. Social Services may be contacted

THIRD OFFENSE

1. Three-day suspension
2. Parent/guardian conference required prior to readmission
3. Possible pre-expulsion contract written

FOURTH OFFENSE

Appear before the Board of Education for consideration of expulsion for consistent disregard of school rules.

*All steps may involve law enforcement. Law enforcement may issue citations for use or possession on school grounds.

If a student has no violations for a one-year (12 month) period the student would return to the previous step of the progressive discipline outline.

Consequences for Possession or Use of Incendiary Devices (including Lighters, Matches, etc.) on School Property

FIRST OFFENSE

1. Written warning
2. Parent/guardian contact

SECOND OFFENSE

1. ½ day suspension
2. Parent/guardian contact

THIRD OFFENSE

1. Three-day suspension or one day with completion of tobacco education packet
2. Parent/guardian will be notified

Student Code of Classroom Conduct

The Poynette High School is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a

manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and their classroom teachers. Such rules of behavior include a prohibition on knowingly making false statements or knowingly submitting false information during a sex discrimination complaint process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. Providing false information is a violation of the Student Code of Conduct.

To ensure adherence to these expectations and principles, the Board has adopted a Code of Classroom Conduct, which applies to all students (Board Policy 5500 - Student Code of Classroom Conduct).

Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time at the discretion of the Principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. would result in suspension or expulsion under the Board's policies and procedures;
- B. violates the behavioral rules and expectations of the school;
- C. is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
 1. possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;
 2. being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy;
 3. behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment;
 4. arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations;
 5. disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations;
 6. pushing, striking, or other inappropriate physical contact with a student or staff member;
 7. 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 disruptive means;
 8. Using dress or appearance in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder;
 9. restricting another person's freedom to properly utilize classroom facilities or equipment;
 10. repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions;
 11. throwing objects in the classroom;
 12. repeated disruptions or violations of classroom rules, or excessive or disruptive talking;
 13. behavior that causes the teacher or other students fear of physical or psychological harm;
 14. willful damage to or theft of school property or the property of others; or
 15. repeated use of profanity.
- D. interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
 1. repeated reporting to class without bringing necessary materials to participate in class activities; or
 2. possession of personal property by school rules or otherwise disruptive to the teaching and learning of others.
- E. shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior; or
- F. is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.
- G. use of artificial intelligence (AI), including AI image or voice generator technology, to violate school rules or district policies is

prohibited

Other Forms of Discipline

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Informal Discipline

Informal discipline takes place within the school. It includes: writing assignments, change of seating or location, or detention (lunch or after-school).

Detention

A student may be required to stay after school.

Suspension and Expulsion

Board Policy 5610 - Suspension and Expulsion authorizes the use of suspension and/or expulsion as follows:

A. Suspension

1. Duration and Grounds for Suspension

The Principal or a person designated by the Principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stat., if the suspension is reasonably justified and based upon any of the following misconduct:

- a) Non compliance with school Board rules;
- b) Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c) Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the School District in which the student is enrolled.
- f) Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any Principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days". Thus, a suspension period does not include weekend days or vacation days.

2. Suspension Procedure

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The Principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. Notice of Suspension

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. Sending a Student Home on the day of the Suspension

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the Principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. Opportunity to Complete School Work

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. Reference to the Suspension in the Student's Record

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with an Administrator, who shall be someone other than a Principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the administrator finds that:

- a) the student was suspended unfairly or unjustly;
- b) the suspension was inappropriate, given the nature of the alleged offense; or
- c) the student suffered undue consequences or penalties as a result of the suspension.

The administrator shall make a finding within fifteen (15) days of the conference.

7. Co-Curricular or Extracurricular Participation

A student's participation in co-curricular or extracurricular activities during a suspension shall be determined on a case-by-case basis.

B. Expulsion

1. Grounds for Expulsion

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- A. repeatedly refused or neglected to obey the rules established by the School District;
- B. knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- C. engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- D. engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- E. was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. Expulsion for Bringing a Firearm to School

The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. Expulsion Hearing

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

4. Expulsion Order

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The School District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

All computers located in classrooms, labs, and offices of the School District are the School District's property and are to be used by students, where appropriate, for educational purposes. The School District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School District's computer system, network, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the School District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the School District, but may be conducted by law enforcement officials, if deemed necessary.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with this handbook.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated (Board Policy 5771 - Search and Seizure).

Student's Rights of Expression

Poynette High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
- is obscene to minors, libelous, indecent, or vulgar;
 - advertises any product or service not permitted to minors by law;
 - intends to be insulting or harassing;
 - intends to incite fighting or presents a likelihood of disrupting school or a school event; or
 - presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Poynette High School administration twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

Student Dress and Appearance

The school recognizes that each student's mode of dress and appearance is a manifestation of personal style and individual preference. The school will not interfere with the right of students and their families to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

The school has established grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Accordingly, the school prohibits student dress or appearance practices that:

- A. present a hazard to the health or safety of the student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the school at a public event. A uniform or specific dress requirement may be enforced for students when representing the school.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is otherwise protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by school officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.(Board Policy 5511)

Student Suggestions and Complaints

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal () or to the student government. (Board Policy 5710 - Student Complaints)

Student Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with an Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with 120.13, Wis. Stats.

Section 5 - Transportation

Buses

1. The Board of Education provides transportation for all students requiring these services. Buses leave from the bus loading area shortly after dismissal time. If a student is late or misses the bus, he/she must provide their own transportation. All buses which operate in the district operate as private carriers – the buses are not owned by the School District. Conduct while riding these buses is under the supervision of the drivers and owner. Drivers have full charge of the buses and are instructed to take appropriate measures to maintain order when the occasion demands.
2. Permission for the use of a school bus on a school-connected activity must be obtained from the office. School buses on a

- school-connected activity are required to have an adult chaperone. The name of the chaperone must be registered in the office.
3. Parent(s)/Guardian(s) present at the school activity may transport their son or daughter home after giving written permission to the activity advisor the day of said activity. A parent/guardian must personally present written permission to the activity advisor. The administration or athletic director may grant approval for special circumstances.
 4. No use of tobacco, alcoholic beverages or illegal drugs is allowed in connection with bus transportation for school-connected activities. Penalty for violation of any of the above rules will result in the loss of bus-ride privileges to school activities and imposition of school disciplinary action regarding these activities as outlined in this handbook.
 5. Students wishing to ride on the late route must have permission and a pass from a teacher which then needs to be taken to an office secretary to receive a bus pass. Students will not be taken home if their house is off the route, but will be dropped at the closest spot in the normal route.
 6. If a spectator bus is provided, all spectator bus riders must be registered in the office on the sign-up sheet provided. Students will be responsible for following all school bus rules. (See Bus Rider Rules) If a student wishes to ride the spectator bus, he/she must pay for the bus transportation by noon of the day of the activity. If for any reason he/she cannot go, he/she will forfeit the bus money.
 7. Team buses are for the team and student members and staff who are associated with the specific team.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Previous to boarding the bus at any location:

- Be on time at the designated school bus stop. Keep the bus on schedule. The bus will not wait.
- Stay off the road at all times while waiting for the bus. Bus riders are to conduct themselves in a safe manner while waiting.
- Always wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly single-file fashion.
- Do not move toward the bus at the school loading zone until the buses have come to a complete stop.
- Do not cross the road until the bus flashers are on or the driver signals giving safe passage.

While on the bus:

- Keep head and hands inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
- Assist in keeping the bus safe and sanitary at all times.
- Be aware that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Be respectful of bus equipment and treat it with care. Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Books, lunches, or other articles are not to be left on the bus.
- Keep books, packages, coats and all other articles out of the aisles.
- In case of road emergency, remain in the bus unless directed to do otherwise by the driver.
- Always remain in the seat while the bus is in motion.
- Be courteous and respectful to fellow pupils, the bus driver, the driver's assistants and to passersby. Inform drivers, if possible, when you will not be riding.
- Keep absolutely quiet when approaching a railroad crossing stop.
- The driver is responsible for controlling the bus riders. Riders must obey him/her promptly and cheerfully.
- Pupils shall respect any directives or requests of chaperones designated to accompany students on extra-curricular trips.

After leaving the bus:

- If it is necessary to cross the road after getting off the bus, do so at least 10 feet in front of the bus, but only after checking to be sure that no traffic is approaching and after receiving the signal from the driver.

- Help look after the safety and comfort of small children.
- Be alert to a danger signal from the driver.
- Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by a parent and school official.

FIRST OFFENSE

1. Student is contacted by the principal or assistant principal and a report is mailed to parent
2. Disciplinary Referral is recorded on Infinite Campus by administration

SECOND OFFENSE

1. Student is contacted and the report discussed
2. Riding privileges may be withdrawn for three (3) or more days, depending on the offense
3. Parent will be contacted
4. Disciplinary Referral is recorded on Infinite Campus by administration

THIRD and SUBSEQUENT OFFENSES

1. Steps in "Second Offense" are followed with longer loss of riding privileges
2. Possible expulsion from bus for the rest of the school year
3. Disciplinary Referral is recorded on Infinite Campus by administration

Cameras on School Buses

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law (Board Policy 8600).

Penalties for Infractions

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

High School Staff Directory

Extension	Last Name	First Name	Title	E-mail address
408	Anderson	Kelly	English Teacher	kande@poynette.k12.wi.us
404	Anderson	Todd	Guidance Counselor	tande@poynette.k12.wi.us
430	Atkins	Jesse	Social Studies Teacher	jatki@poynette.k12.wi.us
406	Barney	Lexi	Math Teacher	lbarn@poynette.k12.wi.us
428	Bartelt	James	Special Education Teacher	jabart@poynette.k12.wi.us
443	Bazsali	Colin	English Teacher	cbazs@poynette.k12.wi.us
423	Becka	Conner	Science Teacher	cbeck@poynette.k12.wi.us
446	Chernak	Jada	Math Teacher	jcher@poynette.k12.wi.us
434	Conklin	Ben	Special Education Teacher	bconk@poynette.k12.wi.us
321	Cross	Jennifer	Phys. Ed. Teacher/ Health Teacher	jecros@poynette.k12.wi.us

432	Digman	Kevin	Physical Education Teacher	kdigm@poynette.k12.wi.us
411	Ferkovich	Joel	Band Teacher	jferk@poynette.k12.wi.us
405	Gerard	Sam	Social Studies Teachers	sgera@poynette.k12.wi.us
323	Graeve	Jill	Vocal Music Teacher	jgrae@poynette.k12.wi.us
448	Kirschbaum	Andrea	Guidance Counselor	akirs@poynette.k12.wi.us
340	Hazard	Lisa	District Administrative Assistant	lhaza@poynette.k12.wi.us
417	Heintz	Kaitlyn	Art Teacher	khein@poynette.k12.wi.us
400	Hoerneke	Mark	Principal	mhoer@poynette.k12.wi.us
416	Jennings	Jason	Business Information Technology Teacher	jjenn@poynette.k12.wi.us
312	Jensen	Wendy	Food Service	wjens@poynette.k12.wi.us
421	LaBlanc	Kessa	Agriculture & Technology Education Teacher	klabl@poynette.k12.wi.us
312	Larrabee	Paula	Food Service	plarr@poynette.k12.wi.us
403	Leiterman	Vicky	High School Administrative Assistant	vleit@poynette.k12.wi.us
420	Zembrycki	Ashley	Library Assistant	azemb@poynette.k12.wi.us
415	Leu	Nathan	Math Teacher	nleu@poynette.k12.wi.us
402	Malisch	Bonnie	High School Administrative Assistant	bmali@poynette.k12.wi.us
332	Maurer	Peggy	Media Specialist	pmaur@poynette.k12.wi.us
407	Miller	Darcy	Family & Consumer Education Teacher	dmill@poynette.k12.wi.us
426	Miller	Patricia	Custodian	pmill@poynette.k12.wi.us
418	Moen	Courtney	Social Studies Teacher	cmoen@poynette.k12.wi.us
401	Paynter	Melissa	Assistant Principal/Athletic Director	mpayn@poynette.k12.wi.us
409	Rataczak	Gage	STEAM Teacher	grata@poynette.k12.wi.us
425	Ripp	Azyiah	Custodian	aripp@poynette.k12.wi.us
424	Rogness	Julie	Interventionist	jrogn@poynette.k12.wi.us
422	Schlobohm	Jennifer	Science Teacher	jschl@poynette.k12.wi.us
419	Smith	Laura	English Teacher	lsmit@poynette.k12.wi.us
429	Sommers	Edwin	Science Teacher	esomm@poynette.k12.wi.us
425	Starker	Toni	Custodian	tstar@poynette.k12.wi.us
428	Stoy	Meg	Special Education Assistant	mstoy@poynette.k12.wi.us

313	Tomlinson	Davy	Director of Computer Systems	davyt@poynette.k12.wi.us
410	Udell	Carrie	Special Education Teacher	cudel@poynette.k12.wi.us
310	Velazquez	Anna	Curriculum and Instruction Coach, Infinite Campus SIS Manager, Webmaster	avela@poynette.k12.wi.us
424	Weckerly	Stephanie	Interventionist	sweck@poynette.k12.wi.us
425	Wells	Aaron	Spanish Teacher	aawell@poynette.k12.wi.us

Board of Education Members

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 Jody Bartnick, Vice President
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 Ryan Nehmer, Business Director
 David Fischer, Director of Student Services
 Lisa Hazard, Administrative Assistant
 Pamela Puntney, Administrative Assistant
 Maureen Shaffer, Administrative Assistant

School District Of Poynette
Student Handbook Review Acknowledgement Form

Please have your student return this form to the High School Office or fill out the google acknowledgement form by September 13, 2024.

I have read and discussed the student handbook with my child, _____, and my signature below acknowledges this.

Signature of Parent/Guardian

Date

For Students

I have read the handbook and understand what is expected of me while at school.

Student Signature

Date