



“Poynette Schools...A positive, successful, safe learning environment for ALL”

# POYNETTE MIDDLE SCHOOL STUDENT & FAMILY HANDBOOK 2024-2025

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## School Calendar

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Monday, August 26 to Wednesday, August 28	All Teacher Inservice
Thursday, August 29	Great Start Conferences (K-12 10am-7pm)
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 Fall Conferences 1:30 p.m.- 7:00 p.m.
Friday, October 11	No School 4K-12 Fall Conferences 8:00 a.m.- 12:00 p.m.
Thursday, October 24 to Friday, October 25	No School, Staff Professional Development Day
Friday, November 1	First Quarter Ends Grades 5-12
Wednesday, November 27 to Friday, November 29	No School, Thanksgiving Break
Monday, December 23 to Wednesday, January 1	No School, Winter Break
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. 4K-12 Spring Conferences 1:30 p.m.- 7:00 p.m.
Friday, March 7	No School, Staff Professional Development Day
Friday, March 21	Third Quarter Ends Grades 5-12
Monday, March 24 to Friday, March 28	No School, Spring Break
Friday, April 18	No School, Friday Before Easter
Friday, April 21	No School, Staff Professional Development Day
Monday, May 26	No School, Memorial Day
Thursday, June 5	Early Release for All K-12 STUDENTS at 12:30 p.m. Last Day of School for Students & Teachers

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

### **Public Information**

Families 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 District newsletter, The PAD, is mailed to residents four to five times a year. Information about the School District can be found at the District website <http://www.poynette.k12.wi.us>. Families and members of the community who seek further information about Poynette Middle School can inquire through the office at 635-4347 extension 102 or 103.

### **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your family 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 your and your family's 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 Poynette 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**

*\*Families and students are encouraged to read the full text of the Board of Education policy 2260 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 School 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. Families 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 School 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 Poynette 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 listed below:

David Fischer  
Director of Pupil Services  
608 635 4347 Ext. 201

Krista Andringa  
Special Education Support Specialist  
608 635 4347 Ext. 177

The complaint procedure is described in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 5517 - Student Anti-Harassment. The policies are available in the 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 Board Policy 5517.01- Bullying, and not harassment under Board Policy 5517 - Student Anti-Harassment,, 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 gender 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, jokes 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 Poynette School District 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(s) are:

David Fischer  
Director of Pupil Services  
608 635 4347 Ext. 201  
[dfisc@poynette.k12.wi.us](mailto:dfisc@poynette.k12.wi.us)

Krista Andringa  
Special Education Support Specialist  
608 635 4347 Ext. 177  
[kandr@poynette.k12.wi.us](mailto: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(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, families, 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 of 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 sexual 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 either of the District's Title IX Coordinators listed below:

David Fischer  
Title IX Coordinator, Director of Student Services  
608-635-4347 x 201  
[dfisc@poynette.k12.wi.us](mailto: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](mailto: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](mailto:kandr@poynette.k12.wi.us)

A copy of the 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 District's web page. Board Policy 5517 – Student Anti-Harassment, as well as the 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**

*\*Families 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's 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. (Board Policy 5517.01)

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, the student 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

*\*Families 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 Poynette Schools or any staff person has discriminated against them in violation of the District's Section 504/ADA 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](mailto:dfisc@poynette.k12.wi.us)

Krista Andringa  
Special Education Support Specialist  
608 635 4347 Ext. 301  
[kandr@poynette.k12.wi.us](mailto: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

Under normal conditions school will run from 8:00 am to 3:17 pm each day. Middle School students can enter the building when it opens at 7:50 am. Students that choose to stay after school must be under the supervision of a staff member.

## Student Rights and Responsibilities

The rules and procedures of Poynette Middle 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.

Families 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. Families 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 their educational goals.

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, the minor's parents/guardians, 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 family; 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/guardians; 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 PMS staff member.

### **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 the student 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)

### **Homebound Instruction**

The School District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction. (Board Policy 2412 – Homebound Instruction)

## **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 Middle School are required to enroll with their parents or legal guardian unless the student is eighteen (18) years old. When enrolling, families 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, temporary enrollment may be permitted. If that is done, families 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 families in obtaining the official records from the previous school.

During the enrollment process, a parent/guardian (or adult student), may present information to the School District certifying that the parent/guardian (or adult student), their child, or a member of the parent/guardian'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/guardian 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 family, are encouraged to include their parents in the process. Adult students do carry the responsibilities of both the student and family and are expected to follow all School rules.

#### **Scheduling and Assignment**

Schedules are provided to each student prior to the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled by contacting the building Principal. It is important to note that some courses may be denied because of limited space. Students are expected to follow their schedules. Any variation should be approved with a pass or an official schedule change authorized by the Principal.

#### **Early Dismissal from School**

No student will be allowed to leave school prior to dismissal time without a written request from the parent or a person whose signature is on file in the school office or the parent 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 a permission note signed by 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 family 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. Families are encouraged to contact the Principal 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 periodically amended.(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 their family 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, the student 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 & 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 families, 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 stating that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian in order to participate in any activity off school grounds. This

includes field trips, spectator trips, athletic and other co-curricular activities.

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

#### **Emergency Nursing Services**

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

#### **Use of Prescribed Medications**

In circumstances where a student must take prescribed medication during the School day, the following guidelines of Board Policy 5330 - Administration of Medication/Emergency Care are to be observed.

- A. Families 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 Middle School office.

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

-Medication may be conveyed to school directly by the parent.

-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 their person, except for school-approved 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/guardian's written release.

#### **Asthma Inhalers and Epinephrine Auto-Injectors**

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a method of 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 School District and updated annually, as necessary.

#### **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/guardian 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 family's 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;
- E. special handling and storage directions;
- F. authorization for trained and authorized school staff to administer the medication; and
- G. health care practitioner's note authorizing administering medication in a dosage that varies from the label's recommended dosage, if applicable.

If a student is found using or possessing a nonprescribed drug product without parent/guardian authorization, the student will be brought to the school office and the family 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 School District property or at school activities:

No CBD products will be permitted for use at school.

#### **Essential Oils**

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

All students are prohibited from using essential oils at school.

#### **Head Lice (Policy Ref. 8451 Pediculosis)**

If a child in the School District is found to have lice, the child's family will be contacted to have the child treated and to pick up the student at the family's earliest convenience. 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 family 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 family.

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 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 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, families 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**

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 504/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. Family involvement in this procedure is generally required. More importantly, the school encourages families to be active participants. To inquire about Special Education programs and services, a family 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 School 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. (Board Policy 2260.02 – Services for Bilingual Students/English Learners)

To inquire about programs and services for bilingual students and/or English Learners, a parent should contact the middle school office at 608-635-4347.

#### **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, families 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 data can be given to any person or organization when requested, unless the family of the student objects in writing to the disclosure as required under school policy and State and Federal law. (Board Policy 8330) Directory data is specified in Board Policy 8330 and includes a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory data also includes a student ID number, user ID, other unique personal identifier used by the student when accessing or communicating in a School District's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is needed).

If families and eligible students do not submit such written notification to the School District, or its designee, directory data 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 data 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 family consents in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent/guardian's written consent. If you have questions about the confidentiality of student records and/or the release or student records to third-parties, please contact the Director of Student Services, Mr. David Fischer, or consult the Board Policy 8330 - Student Records, and associated Administrative Guidelines.

Families and students are reminded of:

1. their rights to inspect, review and obtain copies of 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 data 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, the student's parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their family;
- B. mental or psychological problems of the student or their 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 their family; 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, families may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Principal to inspect such materials.

Further, families 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 family will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U. S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). families 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](http://www.ed.gov/offices/OM/fpco)

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

### **Student Fees, Fines, and Charges**

Fees will be charged for the following non curricular activities and programs:

#### **ATHLETIC**

A \$25.00 athletic fee per sport season is charged to any athlete who participates in any middle 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 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.

Fees may be waived in situations where there is financial hardship. (Board Policy 6152.01 Waiver of School Fees or Fines)

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 - Graduation Requirements)

### **Student Fund-Raising**

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 beverage 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 School 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 the student 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' families 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/guardian 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 safe-keeping and will not be liable for loss or damage to personal valuables.

### **Review of Instructional Materials**

Any family who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Families 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). Families' 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 are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

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, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. 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 responsible State or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling 866 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary of Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax: 833 256 1665 or 202 690 7442; or
3. E-mail: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov).

This institution is an equal opportunity provider.

### **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.

#### **Emergency Closing and Delays**

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 page.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 - School Day/School Closure)

#### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (Board Policy 8431 - Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

#### **Visitors**

Visitors, particularly families, 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, they 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 Policy 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 School District building, prohibit the entry of any person to a school of this School 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 Middle 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.

Requests for reconsideration of IMC materials shall be processed in accordance with Policy 2522 (Library Media Centers).

#### **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**

The lost and found area is in the entry lobby near the stairs. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

#### **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). These phones are for office use only. We discourage having students removed from classes for phone calls. Families are asked to call students

only in emergency situations and our staff will get the message to the student in a timely manner.

### **Use of Cell Phones, or Personal Communication Devices**

Use of personal communication devices (PCDs) during the school day, except those approved by a teacher or administrator, is prohibited and PCDs must be stored in student lockers.

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.

Under certain circumstances, a student may keep their PCD "On" with prior approval from the building principal.

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, 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 Board 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 (including sexual orientation/identity), 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 main 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 Board Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their 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. (Board Policy 5136 - Personal Communication Devices)

### **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 family 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

### **Video and Audio Surveillance**

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. 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:

- A. All visitors must enter through the designated visitor entrance and report to the School office when they arrive at School.
- B. All visitors are given and required to wear a visitor pass while they are in the building.
- C. 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.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors, except the main entrance, are locked during the School day.
- F. All School District employees are to wear photo-identification badges while on School 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 School 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 District does not determine the protectable nature of any particular work. (Board Policy 5870 - Student Production of Goods and Services)

### **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. 6 and ask to be transferred to the teacher's voice mail)
Curriculum questions	Jacob Hunter, Middle School Principal (ext. 101)
Special Education questions	David Fischer, Director of Student Services (ext. 201)
Transportation matters	Jerry Pritzl, Transportation Director (ext. 200)
Counseling needs	Gabrielle Morton, (School Counselor) (ext. 334)
Behavior Concerns	Lynn Sisco, Elem/Middle School Associate Principal (ext. 305) Jacob Hunter, Middle School Principal (ext. 101)
Infinite Campus Portal	Anna Velazquez, Curriculum & Instruction Coach (ext. 310)

### Passes

Middle School Students who are in the halls during class time must carry a pass at all times. Each pass must show the student's name, date, place coming from, destination, and time of departure. Students must be in possession of the designated classroom clipboard pass or a yellow paper pass except in an emergency or by staff request.

### Bikes, Skateboards, Scooters, Inline Skates

A bike rack is available on the east side of the building. **Students must store bikes in the bike rack during the school day.** Students are encouraged to use bike locks. The school is not responsible for stolen or damaged bicycles.

Due to the volume of bus and car traffic before and after school, students should walk their bikes, skateboards etc. once they are on school property and until they are off school property. Students are not allowed to ride bicycles, skateboards, scooters, inline skates etc. on school grounds during school hours (7:00 a.m. to 4:00 p.m.) or during the hours of any school activity.

### Beverages and Snacks

A designated nutrition break is a part of the normal school schedule. Middle school students can bring a *healthy snack* to have during this time, or purchase food in the cafeteria.

Students may have water bottles in class, but must adhere to the following guidelines:

- Water bottles must have secure caps.
- Students may not share water bottles.
- Empty bottles should be taken home and be recycled, cleaned, or sanitized for reuse on a regular basis.
- Students misusing water bottles will be subject to disciplinary actions and may have the privilege of having a water bottle during the school day revoked.
- Teachers have discretion to determine classroom use of water bottles.

### Lockers

The Board of Education retains ownership and control of all student lockers. Student lockers may be searched by the building principal or designee. Random locker searches may be conducted throughout the school year. Students must only use school approved locks on their lockers, unless otherwise approved. 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.

### 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.

- Students shall use the closest restroom on the same floor as their classroom.
- The restrooms are not to be used for loitering.

## Section 2 - Academics

### Course Offerings

<u>5th Grade</u>	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
English Language Arts (ELA)	English Language Arts (ELA)	English Language Arts (ELA)	English Language Arts (ELA)
Math 5	Math 6	Math 7	Math 8
Social Studies	Social Studies	Social Studies	Social Studies
Science	Science	Science	Science
Art	Art	Art	Art
Spanish	Spanish	Spanish	Spanish
STEAM	STEAM	STEAM	STEAM
Life Skills	Life Skills	Physical Education	Physical Education
Physical Education	Band	Band	Band
Music	Chorus	Chorus	Chorus
Library	General Music	General Music	General Music
	Library	Technology	Leadership
		Health	Intro to Agriculture
			Digital Art

### 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 grade 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).

### Course Changes

Middle school students may change elective courses after the school year begins by following the procedure below:

- Course changes will be allowed only if approved by the principal.
- Course change requests may only be granted during the first week of the semester.
- The student must have parental/guardian approval.

### 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 extracurricular program. No student may participate in any school-sponsored trip without parental/guardian 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 families 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 the student's 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 the student's 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 life-long 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 family to obtain information regarding progress toward the learning goals

- and standards of their courses or programs
- provide students the opportunity to self-assess achievement toward the learning goals and standards of courses or programs
- provide students the opportunity to self-assess achievement toward the learning goals and standards of courses or programs
- 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.

### **Report Cards**

Report cards will be reviewed by students in their Homeroom class, and then mailed home the week following the end of each semester. During each nine-week term, student progress grades are posted on Infinite Campus. If there are any questions concerning report cards or progress reports, contact the office as soon after receiving it as possible.

When a student appears to be at risk of failure, notifications will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

### **Promotion, Placement, and Retention**

Board Policy 5410 - Promotion, Placement, and Retention and related guidelines provide the framework for promotion, placement, and retention decisions.

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity

### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the advisors/coaches for each activity. Recognition will be noted on the report card and Honor Board for the following achievements:

- Distinguished Academic Achievement - All grades either Proficient or Advanced on a quarter report card
- Distinguished Puma Pride - All Puma Pride grades scoring "Meets Expectations"
- On Time Every Time - No unexcused tardies

### **Homework**

Students may be assigned work that is to be completed outside the classroom. The purpose of this work is to supplement, support, and extend the learning that takes place in the classroom. Families play a key role in helping students complete this work.

*Tips for families to help students with homework:*

- Promote a positive attitude about homework.
- Provide a consistent time and a suitable study spot.
- Make resources available whenever possible.
- Congratulate your child when he or she does a good job!
- If your child does not have homework, encourage him or her to read a book or read with them. Research shows that a child will perform substantially better in school if he or she reads at least 20 minutes every night.(Board Policy 2330)

### **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 of 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 action (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)

#### **Virtual Instruction**

Students engaged in classes conducted in a virtual/online environment are considered, for conduct purposes, to be in attendance at school. Policies, rules, and expectations for student conduct while at school, or under the supervision of school authorities while at a school-sponsored activity, also apply to students when engaged in online learning activities.

Conduct that is not permitted at school is also not permitted during online learning in a virtual classroom setting. (Board Policy 5500.01 - Conduct in Virtual Classrooms)

#### **Student Assessment**

To measure student progress, students will be tested in accordance with State standards and District policy (Board Policy - Student Assessment).

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/guardian 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.(Board Policy 2623)

## Section 3 - Student Activities

### School-Sponsored Clubs and Activities

Students have the opportunity to broaden their learning through curricular-related activities. Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

The school has many student groups and extracurricular activities that are approved by the Board. Authorized groups and activities include:

ARCHERY CLUB	ART CLUB	BASKETBALL	BOARD GAME
CROSS COUNTRY	DANCE	DRAMA	FORENSICS
HOPE SQUAD	LIBRARY LEADERS	NO NAME VOLUNTEERS	SCIENCE OLYMPIAD
TRACK AND FIELD	VOLLEYBALL		

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. (Board Policy 2430 - District Sponsored Clubs and Activities)

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

### 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.

Upon request to the District Administrator, the District shall make reasonable accommodations including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated. See Board Policy 9160.

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 (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 the Board 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 since the approval of the Principal may be required prior to enrollment in a distance learning program.

### Excuse for Absence

The family 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 School District reserves the right to verify statements and investigate absences from school.

### Release of Students to Authorized Persons

If only one (1) parent/guardian is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent/guardian 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/guardian.

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

No student shall be released to anyone who is not authorized by a parent/guardian 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 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 Board Policy 5223 Absences for Religious Instruction for further details.

#### **Permission of Parent or Guardian**

The student may be excused by their 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

Families are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the families 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.

#### **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 family, 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 family.

#### **Procedure when students are going to be absent**

- We ask that families call the middle school office by 7:30 AM if a child is going to be absent. Attendance can be reported via our phone system by calling 635-4347 ext. 6.
- 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 family has not called, the school will make a telephone call to the telephone numbers listed on the student's registration form to assure the family knows the child is not in attendance.

#### **Unexcused Absences**

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Principal will determine on a case-by-case basis appropriate methods to deal with unexcused absences. The following methods may be considered:

- counseling the student
- may require the student to make-up course work and/or examinations, as permitted under this guideline
- conferring with the student's family
- referring the student to an appropriate agency for assistance

Administrative action to address unexcused absences shall be in accord with due process, as defined in Board Policy 5611 - Due Process Rights, the Student Code of Conduct, and other applicable Board policies.

#### **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.

#### **Leaving the School or School Grounds**

The Poynette Middle School operates on a "closed campus" policy. This means that students may not leave the school grounds in the morning after arriving at school. This rule applies to both bus riders and students who walk to school.

A student who needs to leave the building or grounds at any time during the school day must report to the office to receive an office pass. Students may only leave the school campus with permission from the principal or designee.

**IN CASE OF ILLNESS.** Report to the office and the secretaries will attempt to contact a parent or guardian to grant permission for a student to leave school.

**APPOINTMENTS.** If a student must attend an appointment that cannot be arranged outside the school day, it is helpful to get a prior written note. Students must sign out at the office when they leave and sign in at the office when they return.

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

### **Make-up Coursework and Examinations**

A student whose absence from school was excused or unexcused shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examination. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the Principal based upon extenuating circumstances.

### **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 on five or more occasions may be referred as a habitual truant as defined by statute 118.16.

#### **Morning Tardiness:**

- Students tardy for first period class should report to the office for a pass 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 can be considered truant.

#### **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 the student 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 Attendance at School Events**

The school encourages students to attend as many school events held after school as possible, as long as such attendance does not interfere with the student's school work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event. (Board Policy 5855 - Student Attendance at School Events)

However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event.

The school will not be able to supervise unaccompanied students not will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

### **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.

#### **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 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 family.

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 family 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 school strives 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 chemicals which release toxic vapors;
- all derivatives of hemp, 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 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";
- anabolic steroids
- any other illegal substance 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)

#### **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 their 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.

**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 School District policy for any student of the School 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 Board Policy 5330 - Administration of Medication.

**Discipline Procedures**

**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.

#### **Discipline Procedure 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 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

#### **Procedure for Student Removal From Class**

When a student is removed from class, the teacher shall send or escort the student to the Principal and inform the Principal of the reason for the student's removal from class. The teacher shall provide the Principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The Principal will generally give the student an opportunity to briefly explain the situation. The Principal shall then determine the appropriate educational placement for the student.

#### **Student Placement**

The Principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, time-out, in-school suspension, or out-of-school suspension; or
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the Principal determines that readmission to the class is the best or only alternative.

#### **Parent/Guardian Notification Procedures**

The Principal shall provide the parent or guardian of a student removed from class with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the Principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

#### **Students with Disabilities**

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

#### **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), in-school restrictions.

## **Detention**

A student may be detained after school or asked to come to school early by a teacher after giving the student and their parents one day's notice. The student or their parents are responsible for transportation.

## **Suspension and Expulsion**

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

### **Suspension**

#### **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. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- A. Non compliance with school or 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 School 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.

#### **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 their conduct.

The Principal, within their discretion, may also inform the student's family of the reason for the proposed suspension prior to suspending the student.

#### **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.

#### **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 the parent/guardian 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.

#### **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 Board.

#### **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 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 the District Administrator or designee, 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 District 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 District Administrator, or the administrator's designee, shall make a finding within fifteen (15) days of the conference.

#### **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.

### **Expulsion**

#### **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 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.

#### **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.

#### **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 their 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.

#### **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.

#### **Student Records**

The student's expulsion 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.

#### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **Search and Seizure**

Search of a student and their 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 School 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 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 a staff member or chaperone 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**

Our 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 material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or
5. 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.

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 Middle School Principal 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 appearance 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 appearance 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 Dress and appearance)

### **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:

**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 the student. 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.

**Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and their 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 their 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 their parent may appeal the expulsion consistent with 120.13, Wis. Stats.

## **Section 5 - Transportation**

### **Bus Transportation to School**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Middle School Office at 608-635-4347.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change, and the Principal approves. (Board Policy 8600 - Transportation)

**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 loading (on the road and at school)**

Each student shall:

- be on time at the designated loading zone, 5 minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip**

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat, play games or play cards, etc.;
- not tamper with the bus or any of its equipment.

**Leaving the Bus**

Each student shall:

- remain seated until the bus has stopped;



- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

#### **Cameras on Buses**

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

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

#### **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.

**This Student/Family Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.**

### Middle School Staff Directory

<b>Extension</b>	<b>Last Name</b>	<b>First Name</b>	<b>Title</b>	<b>E-mail address</b>
177	<b>Andringa</b>	Krista	Student Services Support	<a href="mailto:kandr@poynette.k12.wi.us">kandr@poynette.k12.wi.us</a>
154	<b>Ammerman</b>	Stephanie	6th Grade Math/Sci Teacher	<a href="mailto:samme@poynette.k12.wi.us">samme@poynette.k12.wi.us</a>
6	<b>Arnold</b>	Stacy	Educational Assistant	<a href="mailto:sarno@poynette.k12.wi.us">sarno@poynette.k12.wi.us</a>
175	<b>Bahr</b>	Kerrie	Food Service	<a href="mailto:kbahr@poynette.k12.wi.us">kbahr@poynette.k12.wi.us</a>
178	<b>Bjork</b>	Cassie	Spanish Teacher	<a href="mailto:cbjork@poynette.k12.wi.us">cbjork@poynette.k12.wi.us</a>
6	<b>Bouchard</b>	Leigh	Educational Assistant	<a href="mailto:lbouc@poynette.k12.wi.us">lbouc@poynette.k12.wi.us</a>
144	<b>Christian</b>	Lexie	5th Grade ELA/Science Teacher	<a href="mailto:lstar@poynette.k12.wi.us">lstar@poynette.k12.wi.us</a>
329	<b>Crawford</b>	Anne	Art Teacher	<a href="mailto:acraw@poynette.k12.wi.us">acraw@poynette.k12.wi.us</a>
321	<b>Cross</b>	Jennifer	Physical Education Teacher	<a href="mailto:jcross@poynette.k12.wi.us">jcross@poynette.k12.wi.us</a>
432	<b>Digman</b>	Kevin	Physical Education Teacher	<a href="mailto:kdigm@poynette.k12.wi.us">kdigm@poynette.k12.wi.us</a>
162	<b>DuVall</b>	Michael	7th/8th Grade Social Studies Teacher	<a href="mailto:mduva@poynette.k12.wi.us">mduva@poynette.k12.wi.us</a>
175	<b>Dvorak</b>	Mike	Food Service	<a href="mailto:mdvor@poynette.k12.wi.us">mdvor@poynette.k12.wi.us</a>
6	<b>Elsing</b>	Jean	Custodian	<a href="mailto:jelsi@poynette.k12.wi.us">jelsi@poynette.k12.wi.us</a>
307	<b>Elsing</b>	Mary	Speech/Language Pathologist	<a href="mailto:melsi@poynette.k12.wi.us">melsi@poynette.k12.wi.us</a>
411	<b>Ferkovich</b>	Joel	General Music Teacher	<a href="mailto:jferk@poynette.wi.us">jferk@poynette.wi.us</a>
156	<b>Frehner</b>	Kevin	8th Grade Math Teacher	<a href="mailto:kfreh@poynette.k12.wi.us">kfreh@poynette.k12.wi.us</a>
127	<b>Geishirt</b>	Kristen	7th Grade ELA Teacher	<a href="mailto:kgeis@poynette.k12.wi.us">kgeis@poynette.k12.wi.us</a>
328	<b>Gibson</b>	Shilo	8th Grade ELA Teacher	<a href="mailto:sgibs@poynette.k12.wi.us">sgibs@poynette.k12.wi.us</a>
157	<b>Goldschmidt</b>	Lisa	5th Grade Special Education Teacher	<a href="mailto:lgold@poynette.k12.wi.us">lgold@poynette.k12.wi.us</a>
116	<b>Graeve</b>	Jill	Vocal Music Teacher	<a href="mailto:jgrae@poynette.k12.wi.us">jgrae@poynette.k12.wi.us</a>
6	<b>Hafeman</b>	Lisa	Educational Assistant	<a href="mailto:lhafe@poynette.k12.wi.us">lhafe@poynette.k12.wi.us</a>
124	<b>Homuth</b>	Katie	6th Grade Math/Science Teacher	<a href="mailto:khomu@poynette.k12.wi.us">khomu@poynette.k12.wi.us</a>
101	<b>Hunter</b>	Jacob	Middle School Principal	<a href="mailto:jhunt@poynett.k12.wi.us">jhunt@poynett.k12.wi.us</a>
103	<b>Hutchinson</b>	Patti	Administrative Assistant	<a href="mailto:phutc@poynette.k12.wi.us">phutc@poynette.k12.wi.us</a>
102	<b>Jackson</b>	Debbie	Clerical Assistant	<a href="mailto:djack@poynette.k12.wi.us">djack@poynette.k12.wi.us</a>
166	<b>Kallungi</b>	Greg	6th Grade Social Studies/ELA Teacher	<a href="mailto:gkall@poynette.k12.wi.us">gkall@poynette.k12.wi.us</a>
338	<b>Kartos</b>	Ryan	Physical Education Teacher	<a href="mailto:rkart@poynette.k12.wi.us">rkart@poynette.k12.wi.us</a>
6	<b>Keller</b>	Kim	Custodian	<a href="mailto:kkell@poynette.k12.wi.us">kkell@poynette.k12.wi.us</a>
173	<b>Kennedy</b>	Mary	EE Coordinator	<a href="mailto:mkenn@poynette.k12.wi.us">mkenn@poynette.k12.wi.us</a>
421	<b>LaBlanc</b>	Kessa	Agriculture Teacher	<a href="mailto:klebl@poynette.k12.wi.us">klebl@poynette.k12.wi.us</a>
150	<b>Larson</b>	Allison	7th/8th Grade Science Teacher	<a href="mailto:alars@poynette.k12.wi.us">alars@poynette.k12.wi.us</a>
134	<b>Lemke</b>	Liddia	6th Grade Special Education Teacher	<a href="mailto:llemk@poynette.k12.wi.us">llemk@poynette.k12.wi.us</a>
332	<b>Maurer</b>	Peggy	IMC Specialist	<a href="mailto:pmaur@poynette.k12.wi.us">pmaur@poynette.k12.wi.us</a>
135	<b>Milewski</b>	Katy	5th Grade Teacher	<a href="mailto:kmile@poynette.k12.wi.us">kmile@poynette.k12.wi.us</a>
334	<b>Morton</b>	Gabrielle	Guidance Counselor	<a href="mailto:gmort@poynette.k12.wi.us">gmort@poynette.k12.wi.us</a>
311	<b>Newell</b>	Kris	School Nurse	<a href="mailto:knewe@poynette.k12.wi.us">knewe@poynette.k12.wi.us</a>
164	<b>Rantala</b>	TJ	STEAM Teacher	<a href="mailto:prant@poynette.k12.wi.us">prant@poynette.k12.wi.us</a>
	<b>Reimer</b>	Ali	6th Grade ELA/Social Studies	<a href="mailto:areim@poynette.k12.wi.us">areim@poynette.k12.wi.us</a>
306	<b>Rogness</b>	Julie	Reading Instructional Interventionist	<a href="mailto:jrogn@poynette.k12.wi.us">jrogn@poynette.k12.wi.us</a>

327	<b>Romero</b>	Carib	Physical Education Teacher	<a href="mailto:crome@poynette.k12.wi.us">crome@poynette.k12.wi.us</a>
147	<b>Schultz</b>	Ryan	Band Director	<a href="mailto:rschu@poynette.k12.wi.us">rschu@poynette.k12.wi.us</a>
160	<b>Semrad</b>	Erin	7th Grade Special Education Teacher	<a href="mailto:esemr@poynette.k12.wi.us">esemr@poynette.k12.wi.us</a>
305	<b>Sisco</b>	Lynn	Associate Principal	<a href="mailto:lsisc@poynette.k12.wi.us">lsisc@poynette.k12.wi.us</a>
187	<b>Snyder</b>	Heather	8th Grade Special Education Teacher	<a href="mailto:hsnyd@poynette.k12.wi.us">hsnyd@poynette.k12.wi.us</a>
167	<b>Sullivan</b>	Kiley	7th Grade Math Teacher	<a href="mailto:ksull@poynette.k12.wi.us">ksull@poynette.k12.wi.us</a>
6	<b>Sweet</b>	Amber	Educational Assistant	<a href="mailto:asweet@poynette.k12.wi.us">asweet@poynette.k12.wi.us</a>
313	<b>Tomlinson</b>	Davy	Director of Computer Systems	<a href="mailto:davyt@poynette.k12.wi.us">davyt@poynette.k12.wi.us</a>
6	<b>Torrison</b>	Dean	Educational Assistant	<a href="mailto:dtorr@poynette.k12.wi.us">dtorr@poynette.k12.wi.us</a>
175	<b>Trojanowski</b>	Scott	Food Service	<a href="mailto:stroj@poynette.k12.wi.us">stroj@poynette.k12.wi.us</a>
142	<b>Wagner</b>	Sara	5th Grade Teacher	<a href="mailto:swagn@poynette.k12.wi.us">swagn@poynette.k12.wi.us</a>
306	<b>Weckerly</b>	Stephanie	Math Instructional Interventionist	<a href="mailto:sweck@poynette.k12.wi.us">sweck@poynette.k12.wi.us</a>
170	<b>Wheeler</b>	Shelby	5th Grade Teacher	<a href="mailto:swhee@poynette.k12.wi.us">swhee@poynette.k12.wi.us</a>
6	<b>Woelke</b>	Darci	Custodian	<a href="mailto:dwoel@poynette.k12.wi.us">dwoel@poynette.k12.wi.us</a>
310	<b>Velazquez</b>	Anna	Curriculum Specialist	<a href="mailto:avela@poynette.k12.wi.us">avela@poynette.k12.wi.us</a>
117	<b>Zembrycki</b>	Ebony	Educational/IMC Assistant	<a href="mailto:ezemb@poynette.k12.wi.us">ezemb@poynette.k12.wi.us</a>

### **Board of Education Members**

Jamie Pauli, President  
 Jody Bartnick, Vice President  
 Randy Tomlinson, Clerk  
 Sally Stewart, Treasurer  
 Amber Frieden, Member  
 Tricia Tveit, Member  
 Luke Walz, Member

### **Central Office Staff**

Dr. Jerry Prtizl, District Administrator  
 Ryan Nehmer, Business Manager  
 David Fischer, Director of Student Services  
 Lisa Hazard, Administrative Assistant  
 Pamela Puntney, Administrative Assistant



## **PUMA PRIDE**

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### **POYNETTE SCHOOL DISTRICT CO-CURRICULAR CODE OF CONDUCT**

#### **STATEMENT OF PHILOSOPHY**

Participation in Poynette School District co-curricular activities is an integral part of the Poynette School District curriculum; it is also a privilege that should elicit great pride in both the student and their family. By providing a strong co-curricular program, the Poynette School District extends the privilege of enriching the mind and body to any student meeting district, Wisconsin Interscholastic Athletic Association (WIAA), and any applicable governing body's requirements. Like anything of value, this privilege comes with a price tag. That price tag is a commitment by participants to follow established rules. Co-curricular participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of teammates/co-participants, advisors/coaches, and the school. If accepted, this privilege carries certain responsibilities – those responsibilities are presented in this co-curricular code.

#### **ELIGIBILITY**

These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented by Poynette School District rules. The following items are required for ALL co-curricular activities at the high school level:

1. Enrollment in the Poynette School District as a full-time student
2. Student AND Parent/Guardian attendance at a Co-Curricular Code meeting (1 per school year)
3. Student and Parent/Guardian signatures on the Co-Curricular Code of Conduct Contract
4. An emergency medical form must be completed
5. Student and Parent/Guardian signatures on the Concussion Awareness Form
6. \$50 athletic fee per season, as determined by the Poynette School District Board of Education.

At the Middle School level:

1. Board Policy states that home-schooled students may participate.
2. \$25 athletic fee per season.
3. Middle School students may play club and school sports at the same time.
4. Concussion awareness form signed for each season.

In addition to the items listed above, the following items are required for ATHLETIC participation:

1. A current physical exam form completed by a licensed physician, or alternate year card signed by a parent/guardian. The physical exam form must be completed every other year, with April 1st as the earliest day of the examination for the following school year. A physical is valid for two school years. The alternate year card with parent/guardian signature is used during the school year between physicals.
2. Student and Parent/Guardian signatures on a WIAA Guidelines H.S. Athletic Eligibility Information Bulletin Waiver.

### **WIAA GUIDELINES for Athletic Participation**

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standing in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash, or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, billfolds, balls, etc.
6. An athlete may not permit the use of their name, picture, or personal appearance as an athlete, in the promoting of any commercial endeavor.
7. An athlete may not play in a contest under a name other than their own.
8. An athlete may not play in a non-school contest at the same time that they are a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time (including summer) involving buying, selling, using, and/or possessing alcohol, tobacco or other drugs.
10. An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.

Note: A complete list of WIAA guidelines and procedures is available at [www.wiaawi.org](http://www.wiaawi.org)

### **GOALS**

Co-curricular activities are an integral part of our educational curriculum. They provide opportunities for learning experiences difficult to duplicate in other school activities. Poynette School District co-curricular activities have the following goals regarding learning outcomes for participants:

1. To develop leadership skills and responsibility
2. To show team spirit, to encourage others, and to contribute to good morale in our schools
3. To keep commitments to a team
4. To experience a variety of activities
5. To treat all persons respectfully regardless of individual differences
6. To show respect for legitimate authority (e.g. Coaches, Officials, Captains)
7. To accept responsibility to set a good example for teammates, peers, younger students, fans, and the community
8. To understand the necessity of abstaining from the use of alcohol, tobacco, and other drugs in order to achieve the positive benefits of co-curricular activities
9. To help students realize that participation in co-curricular activities is a privilege with accompanying responsibilities
10. To generate a sense of pride and unity in co-curricular programs for students, staff, and community

### **RESPONSIBILITIES**

It is important to understand that participating in co-curricular activities is a privilege and not a right. This privilege carries

with it significant responsibilities, including the following:

**Responsibilities to Self:** The most important of these responsibilities is to broaden and develop strength of character in co-curricular participants. Participants owe it to themselves to derive the greatest benefit from their high school experiences by living a healthy lifestyle and respecting their health, both physically and mentally, at all times.

**Responsibilities to Academic Studies:** Academic studies are the key to education. While co-curricular activities are important, they are, in fact, just one part of the overall education needed for future success. Academics must come first.

**Responsibilities to School:** The attitudes and behaviors of co-curricular participants, on and off the field, stage, etc., reflect on the entire Poynette School District. Therefore, all co-curricular participants are responsible for doing their best and being good role models at all times. Poynette School District co-curricular participants will be a class act, and Poynette schools will be known as places of character and excellence.

**Responsibilities to Community:** The community and school tax monies make co-curricular activities possible. For that reason, co-curricular participants must remember that they hold a clear responsibility to their community. Co-curricular participants are leaders, simply because participation puts a spotlight on them. The attitudes and behaviors of co-curricular participants, on and off the field, stage, etc., reflect on all the communities served by the entire Poynette School District. This leadership role gives co-curricular participants the ability to contribute significantly to school spirit and community pride. By representing our schools and our communities positively, other communities and school districts will understand that Poynette schools are places of character and excellence.

**Responsibilities to Others:** Co-curricular participants also bear a heavy responsibility to their families. When participants live up to this Co-Curricular Code by letter and spirit, when they have practiced to the best of their ability every day, and when they have participated in the activity “all out,” their families can be justly proud of them, win or lose.

**Responsibilities to Younger Students:** The younger students in Poynette High School and Poynette Middle/Elementary School watch the co-curricular participants. These younger students know who the athletes and performers are and what they do. There is tremendous power in a positive example. Younger people will be proud of older co-curricular participants who do the right things. They will be very disappointed if those older participants do the wrong things. Each co-curricular participant must ask himself/herself a very simple question: “What do I want to be remembered for?”

## **CODE OF CONDUCT RULES, MINOR INFRACTIONS AND MAJOR VIOLATIONS**

Co-curricular participants should understand that this code of conduct program is not designed to be a punishment, but, rather, a deterrent to becoming involved in risky and dangerous behaviors. Because mental and physical well-being is essential for anyone to reach full potential, the Poynette School District wants co-curricular participants to use their place in the spotlight to become an active part of the solution to these issues, and not to become a part of the problem.

### **CODE OF CONDUCT RULES**

The following rules will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. Each activity advisor/coach also has the prerogative to establish and implement additional rules specific to their particular program. Advisors/coaches are expected to share these in writing with their participants and their family on or before the first day of practice. A copy of these additional guidelines and expectations will be on file in the High School Office or Middle School office.

**Academic:** Maintain an academic standard that allows for no failing grades in high school and middle school in the most recent grading period. Scholastic eligibility is based on grades earned at each progress report time. In the case of incoming freshmen, middle school course grades from the 8th grade 4th quarter will not be used. Consequences for failure to meet the above criteria will be administered as follows:

1. High school students involved in co-extracurricular activities who receive an F at either the 3rd or 6th week progress report (middle school students at mid-term), will have one week from the school day after report cards are printed to improve their grades or will lose eligibility to participate until the grades have improved to meet the criteria.

2. If a student receives a failing grade at the end of the term, they will be ineligible for fifteen (15) consecutive school days and nights beginning with the school day after report cards are printed. Coaches should encourage players to spend their time from the end of the day until 3:30 working with their teacher on improving classroom performance, and students should attend all practices and events provided their grades are back on track. Students should turn in a grade verification sheet to the Athletic Director after the period of ineligibility. Students earning a passing grade in ALL classes after the ineligibility period may return to participation.

3. Students involved in non-athletic co-extracurricular activities whose 9-week grading period final grades do not meet the eligibility criteria will be ineligible to participate in the first co-extracurricular event that occurs in the following quarter and ineligibility will remain in effect until there is evidence that the student is meeting the eligibility criteria.

\*The ineligibility status described in the introduction to this Section (a) will be adjusted as follows for students in fall sports in which the date of earliest allowed competition is before the first day students are in class.

Fall Sports - The minimum ineligibility period shall be the lesser of

- (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport
- (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

4. It is the student's responsibility to initiate any reinstatement process. Students may consult the guidance counselor or Athletic Director for direction.

5. All incomplete grades will be treated as a failing grade, unless documentation to the contrary is provided by the instructor.

SUMMER SCHOOL enrollment may make the student eligible for the fall sports season providing the following two conditions are met:

1. The Summer School course earns  $\frac{1}{2}$  credit in the same discipline as the course failed and erases the need for the student to retake the course the following year.

2. The Summer School course is successfully completed with a grade of "D-" or higher.

**Attendance at school:** Students are required to be in school on the day of a co-curricular meeting, practice, or contest. If a student is ill in the morning, they must report to school by 11:00 a.m., and the morning hours missed must be **EXCUSED**, by parent/guardian, according to school policy, before participation in Co-Curricular Activities. Exceptions to this attendance rule:

1. Attendance at an off-campus school-sponsored activity (job shadow, field trip, etc.)
2. Absences that have been pre-excused by the building principal or designee (doctor/dentist appointments known by student/parent/guardian ahead of time, funerals, college visit, etc.)

**Attendance at activity events:** When a student joins a co-curricular activity, they are expected to dedicate the time specified for practice by the advisor/coach. If practice is required, regular attendance at practice is required to remain a part of the team. It is the athlete's responsibility to notify the coach, in advance, of any circumstances that would prohibit attendance at practice(s) or contest(s). In the case of a student's absence from school, families notifying the school of student's absence should notify coaches/advisors directly via email or phone call/text.

**Dress:** Every co-curricular participant is expected to maintain appropriate standards of dress and appearance while representing their school and/or team.

**Cell Phone Privacy:** It is the practice of the Poynette School District to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school-sponsored events. Any use of cell phones is prohibited in any school locker room. If a cell phone is found, the advisor/coach has the right to confiscate the phone. If compromising photos are found to have been taken with the phone, this may result in immediate removal from the co-curricular activity; criminal and/or civil charges could also result.

Student & Family Handbook (p. 16): Cell phones and other electronic devices with photographic or audio capabilities shall

not be used to photograph or record others without their permission and shall not be used to photograph items that are confidential (e.g. testing materials). Statutory laws and/or the Academic Honesty consequences will cover these infractions.

Legal Ref: Section 175.22 Wisconsin Statutes

**Transportation:** It is the practice of the Poynette School District that all students participating in school-sponsored events shall ride to and from such events on transportation provided by the school. Requests for alternative arrangements to an event shall be made in writing by the family in advance of the trip, and be approved at the discretion of the Athletic Director or the Principal. Families may sign out their son/daughter on a sign-out sheet with the coach from an event. Students may only leave with their parent/guardian.

**Injury:** Every participant in athletics is required to report any injury, however slight, to the coach at the time it occurs.

**Equipment:** Co-curricular participants are responsible for any uniforms and/or equipment issued to them. Each co-curricular participant is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until they have returned or paid for all uniforms and equipment that was issued to them in a previous season.

**Quitting:** A student who quits, or is dropped from a team/activity for disciplinary reasons, is not eligible to compete in another activity for the same season without the mutual agreement by both Advisors/Coaches and the Athletic Director. A student who quits does not receive credit for serving a suspension. Any student who is cut, or does not earn a uniform, role, etc., for an activity for non-disciplinary reasons may compete/participate in another activity during that season.

## CODE OF CONDUCT MINOR INFRACTIONS

The following Minor Infractions will apply to each co-curricular participant and will be in effect at all times during the co-curricular season. These violations accumulate only during each school year. The following Minor Infractions are unacceptable and the Advisor/Coach, Principal, and/or Athletic Director reserves the right to impose a penalty as deemed appropriate by the severity of the Infractions – penalties may include suspension from practice(s) and/or competition(s). Each activity Advisor/Coach also has the prerogative to establish and implement additional Minor Infractions and consequences specific to their particular program.

**Behavior and Conduct:** Respect, courtesy, manners, and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since co-curricular participants represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of co-curricular participants will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of a co-curricular participant (it is not intended to be a complete list):

1. Unexcused absences
2. Academic Dishonesty
3. Vandalism or Property Destruction
4. Poor sportsmanship including name-calling, obscene gestures, arguing and/or fighting
5. Suspension from school
6. Engaging in, or being an accomplice to, any other immoral or unacceptable conduct contrary to the philosophy of the Co-Curricular Code, the regulations within the WIAA, or the ideals, principles, and standards of the Poynette School District.
7. Bullying/Cyber-bullying/Harassment. \* This includes being a "silent by-stander." \*\*
8. Hazing/Initiation Ceremony. \* The Poynette School District will not permit, nor will any co-curricular participant stage, any type of "initiation ceremony" or hazing for co-curricular participants at any time and on any level. This prohibition includes locker/shower pranks, etc. This includes being a "silent by-stander." \*\*

\*NOTE: Any bullying/cyber-bullying/harassment/hazing/initiation that rises to a level that results in arrest or criminal charges against the perpetrators will be dealt with as a Major Violation.

\*\*NOTE regarding the "silent by-stander" clause: While it may be difficult to step forward to confront someone



who is bullying/harassing someone else, it is the right thing to do. The potential human costs of this behavior are too great to excuse witnesses from the responsibility to step forward.

## CODE OF CONDUCT MAJOR VIOLATIONS

Code of Conduct Major Violations will apply to each co-curricular participant on a year-round (12-month) basis in all locations, including non-school activities. Violation of the Code will result in penalties consistent with this Code as determined by the Board of Education, the Principal, and/or the Athletic Director. All Code of Conduct Major Violations will be cumulative beginning with a student's entry into the Poynette School District. Code of Conduct Major Violations will be cumulative from grades 6-12. If a student receives a violation while they are in grades 6-8, they can earn the right to be bumped back a step provided they go two calendar years without a violation.

**Criminal Behavior:** If a co-curricular participant is involved in activities resulting in their arrest or in formal charges being filed against him/her in a court of law; and if the Poynette School District has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. **If the Poynette School District does not have such evidence and the student is convicted of a crime (misdemeanor or felony), the penalty pursuant to this code will be imposed upon conviction.** In the latter case, the co-curricular participant may continue to participate in their activities until resolution of the matter by the judicial system.

**Chemical Health Violation:** A chemical health violation includes possession, use, buying, selling and/or being under the influence of any drugs, drug paraphernalia, or any legal substance used for obtaining a high or for illicit purposes. (Note: Drugs are defined as tobacco or other nicotine products; alcohol; illegal drugs; performance-enhancing drugs, including supplements such as creatine, HGH, etc.; or medications not prescribed to the user, or used not in accordance with prescription directions.)

**Presence in a bar or tavern:** Being present or loitering in a bar or tavern without the student's parent/guardian.

**Presence at a party or gathering where alcohol or drugs are being illegally consumed:** If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, they must **LEAVE IMMEDIATELY**. To remain in the presence of this illegal activity shall constitute a violation of the Code of Conduct.\* Co-curricular participants should encourage as many classmates/teammates/co-curricular participants as possible to leave with them.

\*The intent of the "presence at a party" is not to deny participation with adult family members in gatherings such as weddings, anniversaries, or other family gatherings.

**Hosts of Parties Lose the Most:** There may be a **greater consequence** for a co-curricular participant who is determined to have been involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol or drugs were known to be available and/or used.

**Cyber Image Policy:** Any identifiable image, photo, or video which implicates a co-curricular participant to have been in possession or presence of alcohol and/or drugs or portrays actual use, or to have displayed behavior reflecting poor character or potential criminal activity, shall be confirmation of a Major Violation of the Code. Since there is no way to establish the authenticity of such images, all co-curricular participants must assume the responsibility of avoiding situations where such images could be recorded. It must also be noted that there may be persons who would attempt to implicate a co-curricular participant, by taking such images, to place them in a situation where they might be in violation of this Code standard. This is the Poynette School District's rationale for demanding that co-curricular participants not place themselves in such environments.

## PENALTIES FOR CODE OF CONDUCT MAJOR VIOLATIONS

1. The penalty for that season will be imposed immediately following the violation.
2. When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .5 or greater will be rounded to the next whole number.
3. The student will be ineligible for all co-curricular activities during the period of suspension and prior to a

reinstatement request. If a student is involved in more than one activity at the time the Major Violation occurs (i.e., a sport and the school musical, etc.), the student will be suspended from EACH ACTIVITY in accordance with this policy.

4. A student will not be eligible for all-conference recognition in the season in which the violation occurs. (This applies to sports that have a nomination/voting process to determine all-conference honors)
5. During the period of suspension, the student is required to attend team/group meetings and practices, and must participate in every team/group activity, but may not compete or perform.
6. A self-referral is defined as a student who turns himself/herself in by the end of the next regular scheduled school day after the occurrence of the violation. During the summer months, a student has seven (7) days after the violation to turn himself/herself in to be considered a self-referral.
7. Community Service or Educational Component will be arranged by the Athletic Director. The service component must be completed before the athlete can return to competition.
8. FOR ATHLETIC ACTIVITIES in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sporting season in which the athlete participates. Number of contests may vary yearly. The specific penalty will be determined using the schedule for the current school year. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect. A violation that occurs between seasons of athletic participation will incur a suspension during the athlete's next season of athletic participation.
9. POST SEASON PLAY AND SUSPENSIONS: The number of contests suspended is determined on the basis of regular-season contests. However, if that number of contests stretches into the tournament series for that season, games through which the athlete's team advances will count toward the suspension, and the number of contests the athlete is suspended in the next season will be prorated accordingly. WIAA policy also addresses this issue: "Any suspension which results in a student missing a WIAA tournament contest, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport." (WIAA High School Rules at a Glance, Item I)

**First Violation:** Automatic suspension from the competitive team or any performance for 20% of that season's scheduled contests or performances, completion of service component (5 hours), and an educational component associated with the violation. A self-referral would drop the suspension to 10% of that season's scheduled contests or performances and service component (2.5 hours). If a co-curricular participant receives a violation due to alcohol or drug-related issues, the co-curricular participant will be required to meet with the school's AODA Coordinator, who may facilitate a short-form drug/alcohol assessment. After this meeting, the co-curricular participant will follow the recommendations of the AODA Coordinator. The AODA Coordinator will sign a written acknowledgment that the co-curricular participant has followed through with their responsibilities under this section of the Code. If treatment is recommended, it is the financial responsibility of the family to provide for that treatment.

**Second Violation:** Automatic suspension from the competitive team or any performance for 50% of that season's scheduled contests or performances and completion of service component (10 hours). A self-referral would drop the suspension to 33% of that season's scheduled contests or performances. If a co-curricular participant receives a 2nd violation due to alcohol or drug-related issues, the co-curricular participant will be required to receive an Alcohol/Drug Assessment. The assessment must be completed by a licensed independent agency – a list of acceptable agencies is available upon request from the Poynette High School Office. The co-curricular participant must provide written acknowledgment, signed by a representative of the agency, stating that they have completed the Alcohol/Drug Assessment. If treatment is recommended it is the responsibility of the family to provide for that treatment.

**Third Violation:** Automatic suspension from the competitive team or any performance for 100% of that season's scheduled contests or performances. The athlete must participate in at least 85% of team's scheduled practices and follow all team rules in order for the suspension to be accepted.

**Fourth Violation:** Automatic suspension from competitive team participation for one full calendar year.

## **CODE OF CONDUCT MAJOR VIOLATIONS REINSTATEMENT**

Reinstatement follows the Poynette School District's commitment to the "restorative justice" model – it is not intended to be a punitive approach. It is intended to hold co-curricular participants accountable for their actions and to help them consider the many consequences of negative choices, and aid them in "restoring" relationships with those affected by their actions.

All students must seek reinstatement after any Code of Conduct Major Violation to regain eligibility.

1. For a 1st Violation, the student must attend all practices/meetings and be present at all competitions while under suspension. For a 2nd Violation, the student must attend all practices/meetings and be present at all competitions for the sport and/or activity of re-entry, starting with the beginning of the re-entry season.
2. A written request for reinstatement must be submitted by the student to the Athletic Director. The letter must demonstrate understanding of why the student was suspended; it must include a plan to remain in good standing in the future; and it must explain the benefits for the student to return to competition and/or the activity.
3. The student must make a verbal apology to the team. At that time, the student will re-sign the Code of Conduct Contract.

#### **CODE OF CONDUCT MAJOR VIOLATIONS REPORTING PROCEDURE**

A Major Violation of the Co-Curricular Code of Conduct must be reported to a Coach/Advisor, Principal, or Athletic Director within the school year of the alleged Violation. Coaches/Advisors receiving such allegations will report them to the Principal or Athletic Director. The report should indicate the nature, date and time (if appropriate) of the Violation. The name of the reporting witnesses will be kept confidential, if possible.

#### **CODE OF CONDUCT MAJOR VIOLATIONS SUSPENSION PROCEDURE**

When an alleged Major Violation of the Co-Curricular Code is reported to the Principal or Athletic Director, the Principal or Athletic Director shall meet with the co-curricular participant – participation in co-curricular activities may continue until this meeting is held.

1. In the event that the co-curricular participant admits to the allegation of a Violation at this meeting, the Principal or Athletic Director shall impose the appropriate penalty for the Violation as specified, effective immediately. The co-curricular participant and their guardians shall be given written notice of the Violation and the consequences imposed.
2. In the event that the student denies the alleged Violation, the Principal or Athletic Director shall conduct an investigation to determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged Violation, the Principal or Athletic Director shall impose the penalty for the Violation as specified, which begins immediately. If the student's denial is deemed to have been dishonest, the Honesty Clause will be put into effect. The student and their guardians shall be given written notice of the Violation and the consequences imposed, and they shall be informed of the opportunity for appeal to the Co-Curricular Appeals Committee.

#### **CODE OF CONDUCT VIOLATIONS APPEAL PROCESS**

In the case of a dispute regarding the circumstances that led to a suspension, a co-curricular participant may request, in writing, an Appeal Hearing. The request needs to be made within one week (7 days) after the decision has been rendered. The Appeal Hearing will be held as soon as it is practical to do so, but no later than two (2) weeks from the time the appeal request is received.

- 1.) The Appeal Committee will be made up of:
  - An Administrator not involved in the decision – (voting member – Chair of the Hearing)
  - Three coaches (voting members) (not to include the current season coach of the student) chosen by the Athletic Director.
  - One teaching staff member (voting member) who does not coach, chosen by the Athletic Director\*
  - The building's twelve-month secretary (non-voting member), who shall take minutes of the proceeding
- 2.) Notification of the hearing shall be presented in writing to the co-curricular participant and their parents/guardians. The participant may have their parents/guardians and one student of their choice present at the Appeal Hearing.
- 3.) The Hearing should allow for open discussion of the allegation. After the Chair has determined that the allegation

has been discussed sufficiently with the co-curricular participant and their parents/guardians, everyone but the voting members of the Appeal Committee shall be excused. The Chair shall call for a written ballot from the five voting members of the Appeal Committee. The question for the ballot is "Is the co-curricular suspension to be upheld?" A "yes" or "no" should be recorded for each voting member. The Athletic Director or the Building Principal (the non-voting member of the Appeal Committee) and secretary will count the ballots, and the final tally will be recorded in the minutes.

- 4.) The secretary will produce minutes of the meeting, and copies will be given to the Athletic Director, the Building Principal.
- 5.) Either the Athletic Director or the Building Principal (the non-voting member of the Appeal Committee) will mail the decision of the Appeal Committee to the student's home address on file.
- 6.) All discussion, results of the vote, and minutes of the hearing are confidential to the extent permitted by law.
- 7.) If the co-curricular participant does not agree with the outcome of the Appeal Hearing, they may appeal the decision to the District Administrator.

**School District Of Poynette**  
**Student Handbook Review Acknowledgement Form**

I have read and discussed the student handbook and co-curricular code with my student,  
\_\_\_\_\_, and my signature below acknowledges this.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**For Students**

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date