

Potosi Schools Student Handbook 4K-12

2023-2024



Character Traits for the School Year

September - Respect
October - Responsibility
November - Citizenship
December - Caring
January - Self-Discipline
February - Honesty
March - Fairness
April - Courage
May - Perseverance

Character Counts PotosiA Community of Character

Refer to school website for complete listing of school staff. www.potosisd.k12.wi.us

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Student Meals

	Cost Per Day	Cost Per Week	Per 9 Weeks	Per Semester
Elementary Lunch	\$2.85	\$14.25	\$128.25	\$256.50
HS/MS Lunch	\$3.10	\$15.50	\$139.50	\$279.00
Reduced Lunch K-12	\$0.40	\$2.00	\$18.00	\$ 36.00
Breakfast	\$1.50	\$7.50	\$67.50	\$135.00
Reduced Breakfast K-12	\$0.30	\$1.50	\$13.5	\$27.00

Adult lunch - \$4.65 per day

Adult breakfast - \$2.56 per day

Extra milk \$.38 carton

Super-size portions will only be available after all students have been served and at an additional cost.

REGISTRATION FEES

Grades K-5 registration fee \$25

Gr. 6-8, middle school students \$35.

Gr. 9-12, high school students \$60.

Band Instrument Rental \$40 per semester.

A technology Fee for all K – 12th grade students of \$30 will occur to cover the cost of insurance on each device. The fee will be payable during registration online. This insurance covers the maintenance and repair on the device for one year and includes replacement if the device is lost or stolen. Signing the Device Policy Agreement and paying the fee is required prior to the student being issued their device. If you choose not to pay the fee and a student damages a device, that student would then be responsible for the damages.

ACTIVITY FEES

There is a Uniform Fee for all Athletic sports. Students in grades 6-12 must pay a uniform fee of **\$25.00** in order to participate. The exception is Middle School Football. That fee is **\$45.00**. Fees apply to all participants. Student athletes will not be allowed to participate in games unless the fee is paid.

Yearly Athletic Passes - located www.potosisd.k12.wi.us (District, forms)

Students \$30.

Adults \$60.

Family* \$150. *A yearly pass includes up to 2 parents and all Pk-12 students. Children who are adults & not current students must obtain a separate adult pass or pay entry fee per event. Each family member will be provided a personal laminated pass that is Non-Transferable.

Senior Citizen Athletic Pass: Senior citizens at least 62 years of age may obtain a free athletic pass to be used at any of the Six Rivers Conference Schools. This pass is not valid for tournament games.

FOOD SERVICE

Free or reduced cost meal programs are available. Application forms can be picked up at the office. Forms are also available online. Information is confidential. If you qualify for reduced meal prices, breakfast will cost - \$.30, and lunch will cost - \$.40. If you qualify for free meals, there is no cost for breakfast or lunch.. It is beneficial to the Potosi School District to have families apply and qualify for the National Lunch Program.

Many grants, programs, and monies are made available based upon this category. Everyone is encouraged to apply for this program, and you may apply at any time throughout the year.

Each student is issued an identification number used for all meal and milk purchases. Their number will be punched into the computer system at each meal. Money for breakfast, lunch and milk can be sent any day of the week and will be entered into your family account. Lunch account payments received after 10:00 a.m. will be applied the next school day.

8500.01 - SCHOOL LUNCH ACCOUNT BALANCES

The Potosi School District's food service program is a self-operating program. The district wishes to maintain low-cost meals for all students. In an effort to keep our meal prices low, the district closely monitors food service account balances to prevent negative balances from accumulating. Parents are encouraged to pre-pay meals for their children.

Parents are strongly encouraged to submit free/reduced lunch application forms yearly, as well as when their household information or income changes. Applications can be submitted at any time of the year and are available at school and on our website.

The Potosi School District needs to manage school food service account balances in a reasonable manner for all parties. In order to provide students and parents of the Potosi School District with the best possible service, clarity, and accountability surrounding the school lunch and breakfast program, the following procedures regarding student food service account balances will be implemented.

Once the family's food service account balance is in the negative:

Students will no longer be allowed to choose ala- carte items.

The first day of the week, a food balance report is printed in the morning for the principal to share with individual Free/Reduced students who have a negative balance and no longer are allowed to purchase ala- carte items.

Automated emails will occur notifying parents of a negative food service balance and the principal will be speaking with individual students who are at negative \$40.00 to notify them of their lunch balance.

The first day of the week, a food balance report is printed in the morning for the principal to share with individual students who have a negative \$40.00 balance.

Additional automated emails will occur.

The principal will contact the parent to notify them of our Free/Reduced lunch application (and payment options) after higher than \$40.00 in the negative and is not paid within 5 days.

Once that negative balance reaches \$40.00 and is not paid within 5 days, the Superintendent will contact the parent and discuss collection options.

After 30 days of a negative balance, collection procedures may be initiated, starting with a formal collection letter from the District to the responsible party and the village police officer will be notified for collection. After it is determined that the usual methods to collect the money owed the District have failed, then action may be taken to collect in small claims court.

Graduating seniors and staff need to bring their accounts to a zero balance at the end of the school year. If refunds are requested, please contact the school. Otherwise, balances from senior's accounts are transferred to the other siblings in the family. Balances of underclassmen are carried over to the following year.

Elementary Daily Schedule

Grades 4K-5

7:55-3:25

High School/Middle School Schedule

HS SCHEDULE		MS SCHEDULE	
<u>PERIOD</u>	<u>TIME</u>	<u>PERIOD</u>	<u>TIME</u>
1	7:55-8:43	1	7:55-8:43
2	8:46-9:34	2	8:46-9:34
3	9:37-10:25	3	9:37-10:25
4	10:28-11:16	4	10:28-11:16
5	11:19 -12:07	5	11:19 -12:07
HS Lunch	12:10-12:40	MS Power Hour	12:10-12:40
Power Hour	12:43-1:13	MS Lunch	12:43-1:13
6	1:16-2:04	6	1:16-2:04
7	2:07-2:55	7	2:07-2:55
8	2:58-3:30	8	2:58-3:30

All students 4k-12 being dropped off by parents or a bus will enter school through their respective office doors. These doors will be unlocked for students to enter no earlier than 7:45 am All HS and MS students may go to the cafeteria to eat breakfast and/or take it to their 1st hour class. Elementary students will go directly to their classrooms upon arrival as breakfast will be brought to their classrooms. HS student drivers/siblings may enter the building through the North entrance from the student parking lot. All school doors will be secured at 7:55 a.m. Security cameras are set up in the hallways (and outside) throughout the school district.

This is a preventative measure as well as an effective means to overcome vandalism or other inappropriate behaviors. If you have any questions regarding the security upgrades to the school district, please feel free to contact the district office. Thank you for your support of these initiatives.

STUDENTS BEING PICKED UP FROM SCHOOL

For elementary students needing to be picked up from school, notify Debbie in the elementary school office 763-216 ext. 810 or e-mail leibfriedd@potosisd.k12.wi.us. If your child is in the middle school or high school, notify Tami Jo in the that office at 763-2163 Ext. 800 or email at taylort@potosisd.k12.wi.us. Please do not just text your son or daughter if/when they need to leave without first letting the office know. Students are not allowed to leave school without parent permission at any time. The office needs to know first and we will notify your child. The earlier in the day this is done, the better. For the safety of our students, parents or those designated must come into the building to pick up the elementary students during school hours. If you forget to send a note and you are picking up your child after school, we ask that you please be here by 3:10 and wait outside of school by main office.

BEFORE AND AFTER SCHOOL HOURS

Parents are reminded that teachers' hours are from 7:45 a.m. to 3:45 p.m.* The School day starts at 7:55. Bringing in your student at 7:55 and then expecting your student to go to breakfast puts your student at an academic disadvantage. Students are expected to be in their rooms ready to start at 7:55. If your son/daughter is not attending a scheduled meeting or activity immediately after school, there is no formal supervision in the school. Morning hallway supervision will begin at 7:45 a.m., when the main doors open. Elementary students will go right to their classrooms and will eat breakfast in their classrooms. If HS and MS students are going to eat breakfast, they can get their breakfast from the cafeteria and take it to their 1st hour classes and eat it there.

BICYCLES and WALKING

Students may not walk or ride their bicycles to or from school. All students ride the bus or attain alternate rides to or from school. If a special circumstance arises where walking is necessary on a particular day, permission must be obtained from the office for that day only. A parent must notify the office for each request.

PERSONAL BELONGINGS-LOST AND FOUND

Do not bring valuables to school. Elementary students do not have locking devices in the hallway. The school district will not be responsible for their security of any valuables – Valuables brought may be given to the office for safekeeping. Students in 6-12 grades have lockers with combinations assigned. It is recommended that each child should have his or her belongings marked. In cases where an item is lost, your child should check with the office or classroom teacher. Due to the number of unclaimed items – these can only be stored for a short period of time.

REPORT CARDS

Please use Skyward Family Access to see grading, report cards and teacher contact. (Less paper)

After the first and third nine-week grading periods, elementary parents are asked to come to school to pick up report cards and attend a scheduled conference with their elementary student's teacher. Grades 6-12 fall conferences (Nov) and Spring (April) conferences are held in classrooms. Conferences may be scheduled for an in person meeting or through Zoom by parent request directly to the teacher. Student grades are always available through Skyward through the family access login. A hard copy report card will be available upon request. The teachers welcome contact with the parents. Email is typically a more effective way to communicate with our staff. The best time for a teacher phone call is either between 7:45-7:55 or 3:30-3:45. Leave a phone message. Teaching schedules vary – your Elementary child's classroom teacher will provide the best time to be contacted by phone.

SKYWARD FAMILY ACCESS

The following information provides directions to accessing the Skyward program. Information such as your student's schedule, teacher email addresses, provides an up-close look at your student's teacher's grade book to enable you to see assignment and test scores as well as the current grade, attendance information, lunch account balance, SkyAlert message center and school pay. Pay fees and lunch thru your skyward account.

Directions for using the Skyward Information System:

- On the Internet go to the Potosi Home Page – www.potosisd.k12.wi.us
- Click on Skyward [on the top tab](#)
- You will need a login and password. If you don't have one call the office.
Upon entering the correct login and password – you will be able to investigate your students information that we have already mentioned.

PHYSICAL EDUCATION

Physical education classes are a regular part of our school curriculum, and a program required by the Department of Public Instruction. ALL students are required to participate in physical education classes unless a doctor's excuse is presented, or permission is granted by the principal. Students are required to dress appropriately for physical activity.

4K-12 Library

Please read to your young child as often as you can. Students are allowed the privilege of checking out library books. Along with this privilege goes the responsibility of returning books on time and taking good care of the books. Please stress information to your children.

TEXTBOOKS, EQUIPMENT, PROPERTY, AND FACILITIES

All equipment, textbooks, property, and facilities are yours on loan. You are expected to keep them in the condition you receive them. This includes books, lockers, desks, classroom equipment, and extra-curricular equipment. Damage or loss of equipment will require replacement or fines. Students are responsible for the textbooks they are issued at the start of the year. If textbooks are lost or damaged, students will be expected to pay for the damage or replacement costs.

COMPLAINT CONCERNS

Issues/concerns, including those related directly to school operation, instructional practices, curriculum, and similar locally controlled processes may not be appealed to the DPI and follow the accompanying steps as provided by Potosi School District Policy. Concerns should be brought to the attention of the person/teacher with whom the original complaint exists. If resolution is not found the next step should be followed.

Step 1: A written complaint shall be submitted to the principal who shall immediately undertake an investigation of the suspected infraction, review the facts, A written acknowledgement of the complaint and an initial decision must be sent to the complainant-no later than 45 days after the complaint was filed.

Step 2: If the grievance is dissatisfied with the decision of the principal, he/she may appeal the decision in writing to the superintendent within 10 days of receipt of the initial decision findings. The superintendent will review the principal's response and further investigate the complaint. The superintendent shall make

every effort to finalize his/her decision in writing within 20 days. Copies of the written response shall be mailed or delivered to the grievant and the principal.

Step 3: If the grievant is dissatisfied with the Superintendent's decision, he/she may appeal the decision in writing to the school board.

The complainant has 30 days after the superintendent's decision to file a written complaint with the school board.

The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make every effort to finalize its decision in writing within 20 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.

PARENT CUSTODIAL SITUATIONS

The Potosi School District may need copies of any court orders or documentation if there are special circumstances or actions we need to follow. If you have any questions about this, contact the office.

ILLNESS

If a student is ill and/or cannot attend school, it is the responsibility of the parent(s) or guardian to notify the school of the absence by 8:30 a.m. on the day the student is absent. Please call or email Tami Jo for MS and HS attendance and Debbie for Elementary attendance by 8:30 a.m. in the school offices to report your child's absence or late arrival. If we do not receive notification by phone or note by 8:30 a.m. the school will attempt to contact the parents, guardians, and/or emergency contacts.

If a child becomes ill at school, the secretary will attempt to notify the parent or contact the designated emergency contact person listed in Skyward. Students should report to the office before contacting parents when ill.

STUDENT ATTENDANCE

The Potosi School Board recognizes the importance of regular school attendance in the overall process of education. Future employers often ask for the applicant's attendance record. Furthermore, the State of Wisconsin realizes that class work missed is difficult to make-up and that the makeup does not provide the same learning experience as being in class.

Therefore, the Wisconsin Statutes (Sec. 118.15) require all students between the ages of 6 and 18 years of age to attend school full-time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse or have completed the district's graduation requirements.

In accordance with state law (Wisc. Stat. 118.16) the Board of Education has established the attendance policy specifying the reasons for which pupils may be permitted to be absent from school.

WISCONSIN STAT.

Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child become 18 years of age, Wis. Stat. sec. 118.15(1)(a).

A child may not be excused for more than 5 days in a semester under this provision, Wis. Stat. sec. 118.15(3)(c).

Family leave time over the 5 days will be evaluated on a case by case basis.

The school attendance officer may request the parent or guardian of the child to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, nurse practitioner, as defined in Wis. Stat. sec. 255.06(1)(d) for any illness related absence.

TRUANCY

Under state statutes, an unexcused absence for all or part of a school day is considered truancy. (118.16) Each case will be considered individually, and counseling will be provided if deemed necessary. As a rule, truant students will be assigned make-up time at a rate equivalent to the amount of time missed. Truancy cases will be subject to additional consequences for violation of school rules, and parents will be sent truancy notices in accordance with state statutes.

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

The school attendance officer must notify the parent(s) and direct the parent to return the child to school or provide an excuse. Notification must occur by the end of the second school day after receiving a report of the unexcused absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given, Wis. Stat. sec. 118.16(2)(c). If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is “habitually truant” and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5), to the juvenile court intake worker or municipal court.

Parents or guardians can be found guilty of a misdemeanor under Wis. Stat. sec. 948.45. For the first offense they could be fined up to \$500 or imprisoned 30 days, Wis. Stat. sec. 118.15(5)(a)1. a. For the second and subsequent offense, the fine cannot exceed \$1,000 and/or imprisonment for 90 days. They could be required to perform community service in lieu of these penalties, Wis. Stat. sec. 118.15(5)(a)2. (They can also be ordered to participate in counseling at the person's own expense or to attend school with his or her child, or both, Wis. Stat. sec. 118.15(5) (am).) In addition, parents or guardians whose children have been found guilty of violating a truancy ordinance, can be ordered to participate in counseling at the parent or guardian's own expense and/or attend school with the truant child, Wis. Stat. sec. 118.163(2)(k) and 938.342(1m)(a). Parents and guardians can also be held responsible for any fines that their child receives under Wis. Stat. sec. 118.163(1m)(b) and 938.342(1d)(b), and for the cost of any counseling or for supervised work ordered under Wis. Stat. sec. 118.163(2)(b) and 938.342(1g)(b). Also, any adult who knowingly contributes to truancy can be found guilty of a Class C misdemeanor under Wis. Stat. sec. 948.45. Some exceptions exist for parents or guardians of a child who has been sanctioned under Wis. Stat. sec. 49.26(1)(h).

Municipal courts (in cities, villages, towns, or counties) may order the following if the child is determined by the court, to be habitually truant:

- Suspension of the student's driver's license for not less than 30 days nor more than one year, Wis. Stat. sec. 118.163(2)(a) and 938.342(1g)(a).
- Participation in counseling or supervised work (community service) program, Wis. Stat. sec. 118.163(2)(b) and 938.342(1g)(b).
- Home detention during specific hours, Wis. Stat. sec. 118.163(2)(c) and 938.342(1g) (c).
- Attendance in an education program as described in Wis. Stat. sec. 938.34(7d), 118.163(2)(d), and 938.342(1g) (d).
- (Department of Workforce Development) Revocation of the student's work permit, Wis. Stat. sec. 118.163(2)(e) and 938.342(1g) (e).
- Participation in a teen court program, Wis. Stat. sec. 118.163(2)(f) and 938.342(1g) (f).
- Court ordered school attendance, Wis. Stat. sec. 118.163(2)(g) and 938.342(1g) (g). A forfeiture (fine) of not more than \$500 plus court costs, Wis. Stat. sec. 118.163(2)(h) and 938.342(1g) (h).
- Any other reasonable conditions, including a curfew, restrictions as to places the student may be, or restrictions on associating with other children or adults, Wis. Stat. sec. 118.163(2)(i) and 938.342(1g) (i).
- Placement of the student on formal or informal supervision, Wis. Stat. sec. 118.163(2)(j) and 938.342(1g) (j).
- The student's parent, guardian, or legal custodian can be ordered to participate in counseling at their own expense or to attend school with the student, or both, Wis. Stat. sec. 118.163(2)(k) and 938.342(1m) (a).
- An order for the person to report to a youth report center after school, in the evening, on weekends, on other non-school days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center, Wis. Stat. sec. 118.163(2)(L).

A student missing any part of any day will be recorded as missing a half-day (unless tardy and arrival is prior to 8:30 am.). A student missing over a half-day of school will be recorded as missing a full day (a half day is 4 periods).

Three days of illness in a row requires a medical excuse to return to school. Unlimited Medical visits – these are not counted as one of the 5 days of absence per semester a parent can excuse if verification from the facility is provided to the office following a medical visit.

- Parent/Guardian informing the school of a student's absence – **The school must be informed (email, writing, or a phone call followed by a note upon student return) by 8:00 on the day of absence.**

Steps to follow when absent from school:

1. A parent or guardian must contact the school before 8:30 a.m. on the day of the absence and give their name and the reason for the absence (leave a voice message). Debbie Leibfried leibfriedd@potosisd.k12.wi.us 763-2163 Ext. 810 or for elementary, or Tami Jo Taylor taylort@potosisd.k12.wi.us for HS and MS.

NOTE: Students and Parents can view the teacher's gradebook for your student via Skyward family access to see current grade, assignment status, lunch account balance, attendance totals and it also provides easy email teacher contact.

2. A written note from the parents/guardians stating the date(s) and the reason for the absence should be provided to the middle/high school office before school on the day of return.
3. It is the student's responsibility to check with their teachers regarding the completion of missing assignments or classwork.
4. The school may require the parent or guardian to obtain a written statement from physician as proof of the student's condition if an illness persists or occur regularly.

UNEXCUSED ABSENCES

A student whose absence does not fall under the reasons or guidelines listed as excused, shall be considered unexcused. **Unexcused absences may result in detention time plus lost instructional time and the issuance of truancy violation.**

Any absence slip marked unexcused will be handled in the following ways:

1. The student will be required to make up class work for the time missed.
2. Students will not be allowed to make up quizzes.
3. The student will receive a zero for any class discussion.
4. Students will make up tests on the day of return.

In addition to the above, students will not be allowed to attend **ANY** after school activity on the evening of the unexcused absence.

Students absent for reasons not identified as excused by the Wisconsin Statutes and Board of Education shall be considered unexcused and truant. **Truancy cases will be subject to additional consequences and parents will be sent truancy notices in accordance with state statutes.**

CONSEQUENCES FOR TRUANCY

- 1st Offense - Detention equal to class time missed & parental notification – Letter sent to law enforcement. **A full day of truancy will require six hours of make-up time.**
- 2nd Offense - In-school-suspension (ISS), Detention equal to class time missed, parental notification, including a second truancy warning, letter to law enforcement (**citation issued**) and referral to the counselor.
- 3rd Offense - ISS, detention equal to class time missed, parental notification, and referral to the counselor. Letter to law enforcement (**citation issued**).

****Saturday detentions may be assigned for trancies and instances of multiple detentions.**

For full and partial day trancies, may result in the student/parent receiving a citation.

Trancies beyond three occurrences will result in further consequences.

For a third offense, this would include a report to the Dept. of Social Services as specified by state statutes.

TARDY POLICY

Tardy To School - First period only – The office will allow one tardy warning per semester for a minor late – 20 minutes or less. Tardiness 2 and 3 times in one semester will result in a half hour office detention plus time missed. Additional tardiness will result in increased detention time plus time missed. Truancy rules will/may apply.

PET POLICY

THE POTOSI SCHOOL DISTRICT DOES NOT ALLOW ANIMALS TO BE BROUGHT TO SCHOOL WITHOUT THE CLASSROOM TEACHER'S APPROVAL AND THE ADMINISTRATION'S APPROVAL ACCORDING TO BOARD POLICY 833.

WARCO BUS SERVICE

Bus manager Jan Vaassen may be contacted at Cell – 608-778-3483

For immediate questions or concerns regarding the bus operations call Jan Vaassen.

Owners – Tom or Tim Hoffman may be contacted at 1-800-796-7961

PARENTS ARE ASKED TO REVIEW THE BUS RIDER RULES WITH THEIR CHILDREN TO HELP KEEP OUR STUDENTS SAFE.

It is greatly appreciated to call the bus garage by 6:45 am. if your child will not be riding the bus – thank you. 608-763-2412

While waiting for the bus, either at roadside or school:

Be on time at the designated bus stop. Keep the bus on schedule.

Always stay off the road while waiting for the bus.

Conduct yourself in a safe manner while waiting.

Wait until the bus comes to a complete stop before attempting to enter the school bus.

Do not move toward the bus at the loading zone until the bus is brought to a complete stop.

Etiquette on the bus:

The school bus driver has, essentially, the same authority as any staff member.

Any failure to comply with rules may result in the student's loss of bus riding privileges:

Assist in always keeping the bus safe and sanitary.

Always keep hands and head inside the bus.

Loud talking or unnecessary confusion may divert the driver's attention.

Damage to seats, etc. must be paid for by the offender and student may be assigned additional consequences from the school.

Never tamper with the bus or any of its equipment.

Do not throw anything out of the bus windows.

Horseplay is not permitted around or on the school bus.

Bus riders are not permitted to leave their seats while the bus is in motion.

In case of a road emergency, students are to remain on the bus unless indicated otherwise.

After leaving the bus:

Cross the road when necessary after getting off the bus (at least ten feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.

The driver will not discharge riders at places other than the regular bus stop, at home, or school unless he/she has been properly authorized to do so by the school.

A student riding to a school event must return on the bus unless the school otherwise grants permission.

Use of Video Cameras on School Buses

The Potosi School District approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students.

The bus company shall determine the rotation of the video cameras and will maintain a log with dates, bus numbers and bus drivers. Bus drivers do not need to be informed on which bus the video camera is operating. Individual drivers, administrators, and parents/guardians may request that the video camera be on a specific bus on designated dates (to be decided by Potosi Administration).

Only the bus company manager, bus drivers and administrators of the district shall be authorized to view the videotape for the purpose of documenting a problem and determining which students may be involved. Disciplinary action may be taken with students based on a video documentation. The isolated segment of the videotape that documents the incident may be viewed by the identified student and his/her parent/guardian. The bus company designee or school administrators shall view the videotape with the student and parent/guardian and document the date and names of all individuals viewing the videotape.

The videotape shall not be available for viewing by the public in general, the media, or other individuals. The school administration may authorize other individuals, such as a guidance counselor, school psychologist, or social worker, to view segments of a specific videotape if such individuals are working with the student on the videotape because of a behavioral, emotional, or learning problems and viewing the videotape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

If there are no reported bus problems pertaining to the date a videotape was recorded, the bus company may erase or re-use the videotape after ten school days. If there was a bus problem recorded on videotape, then that tape will be kept until approved by Potosi Administration to re-use.

BUS RIDER SAFETY RULES

Students are not to ride their bikes or walk to school or from school. Each student is expected to ride the bus or secure an alternate method. To ride a different bus other than assigned the student must have a written note signed by the parent indicating the request for that student to ride another bus and submit a note to the office for a bus slip.

The Potosi School District contracts with the Warco Bus Service for our bus transportation needs.

Bus manager Jan Vaassen at 608-778-3483 for questions and concerns.

Tom or Tim – owners - may be contacted at Warco Bus Service Inc. 1-888-285-5409

****State law states “No animals can be transported by School Bus”**

****Video cameras may be used on busses to monitor the actions of the riders.**

While waiting for the bus either at the roadside or school: Be on time at the designated bus stop. Keep the bus on schedule.

BUS DISCIPLINE

Each student who rides a school bus is expected to behave in a manner, which will help to make the ride safe and pleasant for passengers and the driver. The school is responsible for discipline on the bus in the same manner as if students were in the classroom, hallways, lunchroom, or on the playground. In the event a student does not obey the bus rider rules, consequences will be assigned.

*Special Note - Any behavior that endangers the safety of others shall permit the immediate removal of the student from the bus. Also, at the discretion of the school administration, circumstances may necessitate extreme consequences due to the severity of a student's actions.

BUSSING EXPECTATIONS:

Please refer to Board Policy 751 regarding busing expectations. Some of these expectations include:

- Students must be at their designated bus stop at least five (5) minutes before the scheduled pick up.
- It is the parent's responsibility to escort their child(ren) to and from the bus stop as well as supervise them while waiting for the bus.
- Students are not allowed to switch bus routes or drop off points without a signed note.
- There is no after school transportation for birthday parties, etc. Students attending after school parties will need to be transported to the event by parents.
- Bus drivers are not permitted to make route changes.
- If a child needs a bus pass to go somewhere other than home after school, a signed note from the parent or legal guardian must be delivered to school. Under unforeseen extenuating circumstances a telephone call or email will be accepted before 2:00 pm dependent on administration's discretion. Please know that telephone calls, voice mails messages, and emails are not accepted after 2:00 pm except in an emergency situation – due to the fact that there is no guarantee it will be received prior to bus time.

Bus Driver Dropping Students Off:

The bus drivers will not drop students off at homes by themselves unless:

1. The student is at least in 2nd grade.
2. There is more than 1 sibling at the drop-off point, the oldest is in 2nd grade.
3. There have been other arrangements made between the parents and the bus driver.

Dropping a student off or not dropping a student off depending on the concern for student safety is up to the discretion of the bus driver at the time the student is dropped off. The safety of the student is the most important thing.

STUDENT DRIVERS

All students who hold a valid driver's license are allowed to drive to school provided they follow the established laws, rules, and procedures when driving on school grounds. Anyone who chooses not to drive in a "reasonable and prudent" manner or parks in a non-parking area will not be accorded this privilege. Farm, off-road and recreational vehicles are not acceptable transportation to school and should not be parked on school property. **Park only in the spaces indicated. Do not park on the grass.**

Student parking is allowed only in the designated student lot (North & West side of the school building) unless specific office permission is obtained. After school hours for events and activities, students may park in the front area. **Students arriving late to school are expected to park in the designated student parking area.**

SCHOOL CLOSINGS

In the event severe weather conditions require school to be called off either before starting or through early dismissal, this information will be relayed via the school's autodial (SkyAlert) system. The auto dial system will send a recorded message to the phone number that we have on file for each family. Delays and cancellations will also be announced on WGLR, WPVL, KAT-FM/KDTH, KGRR AND WDBQ/KLYV, and the following TV stations: WMTV, WKOW, and WISC out of Madison. If there is a two-hour delay – school will begin at 10:00 a.m.

Elementary RECESS

All students will have at least one scheduled recess during the school day. Times may vary in length for each grade and classroom. During this time students are expected to play in a safe and respectful manner. In case of inclement weather – students will attend indoor recess. All students are expected to participate in recess unless the following is provided:

A note from a parent excusing their child from recess for a particular day.

This request may be for a particular illness or other reason. This request will be honored for one day only.

If a child is to be kept inside for more than one day, a note from a doctor is needed.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY ACTIONS FOR ELEMENTARY STUDENTS

The best discipline is self-discipline. Our chief aim is the development of self-control by students. It is also necessary for good classroom teaching conditions.

The following are the rights the students in our school have:

1. Students who want to learn have the right to instruction without distraction.
2. Students have a right to a clean, safe, orderly, non-disruptive classroom.
3. Students have a right to a teacher who is not distracted by disruptive students.

It is important that our elementary students learn the proper conduct that is expected of them. Improper conduct on the part of an individual will detract from another's opportunity and right (as well as the misbehaving students) to take advantage of the time spent in school. The following is a list of acceptable and unacceptable behaviors:

Acceptable Behavior:

Courtesy, politeness, and respect
Attentive cooperation
Walking in the building
Quiet and orderly
Following directions and instructions

Unacceptable Behavior:

Fighting, pushing, shoving
Cheating and/or lying
Running and being careless
Swearing
Insubordinate or rude comments

Teachers will be dealing with routine behavior problems and be contacting parents when the need arises. Should the problem be of a serious nature (fighting, insubordination, swearing, etc.) the office will be involved. We believe our school's purpose is teaching and learning. For learning to occur order and discipline must exist. Thus, proper conduct is expected of all students. Discipline is a process that strengthens, molds, and corrects students through a program of teaching and a system of essential rules, and when necessary, involves just consequences. The purpose of all consequences is to make an impact on the child to change their behavior.

All children need structure and boundaries. This is accomplished by way of rules and consistency. Discipline is essential to constructive teaching as well as to a positive school climate. Disruptive behavior will not be allowed to occur. Students who continually disrupt instruction will be removed. Our discipline program focuses on making students aware that they choose their behavior, and as a result, choose the consequences of their behavior.

Behavioral Procedures

Self-discipline is the responsibility taken for a person's own actions. It is the ultimate goal of education. For students unable to take responsibility for their own actions, assertive discipline steps have been established at Potosi Elementary School. These are systematic and logical actions based on how a student chooses to behave.

One or more of the following actions will be used to promote responsible behavior:

Office Procedure:

- Parent Contact
- Complete a "Work-It-Out" form (to try to help the student understand what s/he did wrong, why, and how to prevent it from happening again).
- Lose privileges (i.e., Quiet Room, lunch recess, a.m. & p.m. recess).
- Detention – after school
- Sent home for the day
- Behavioral Staffing
- Parent - Administrative - Staff - Student Meeting
- In-School-Suspension (ISS)
- Suspension
- Expulsion

It is also important to illustrate that students must be treated as fairly as possible. This does not always mean equally. **Numerous variables come into play when determining an appropriate consequence for a child.** Some of these variables include: the circumstances of the situation, the circumstances of the environment the behavior occurred in, the reasons and motivation for the behavior, antecedents leading to the behavior, prior conduct code offenses, student attitude, student empathy, the student's social skill development, the student's prior experiences, the student's ability to accept responsibility for his/her actions, other eyewitness observations, etc.

The following is a **guide** the administrator will use when issuing consequences to students for inappropriate behavior. Remember, this is only a guide. Common sense and good judgment will also be factored into all discipline decisions by the administrator. The main question when issuing a consequence is: Will the consequence aid in changing the student's inappropriate behavior? With all of the above said, **consistency still needs to occur.** Without consistency the discipline program will deteriorate. Students need to know what consequences will follow their inappropriate behavior. That is the purpose of the below guide. **It is a framework to assist in the decision making process and an instrument for students to reflect on when learning how to practice self-control.**

Example of possible progression:

Type A

(more serious)

Examples of inappropriate behavior

Type B

(less serious)

Examples of inappropriate behavior horseplay

theft, forgery, bullying
fight/assault, harassment
insubordination, threats
illegal-drugs/weapons, language
pornography, vandalism

not following directions
disruptive
littering

1. Quiet room 3-5 days
&/or 1-2 hr. Detention
2. Quiet room 3-5 days
& lose eligibility to attend EOY
& lose eligibility to attend EOY reward day
&/or 2-3 hr. Detention
3. Quiet room 5 days
& 2-3 hr. detentions
&/or ½ day ISS
& parent conf. with Principal
4. Quiet room 5 days
& 2 hour detention
& 1-2 days OSS
& parent conf. with Principal
5. Quiet room 5 days
& 2-3 days OSS
& parent conf. with Staffing team

1. Quiet room 1 day
2. Quiet room 3 days
3. Quiet room 3-5 days
& 1 hour detention
4. Quiet room 5 days
& parent conf. with Principal
5. Quiet room 5 days
& 1-2 days ISS
& parent conf. with Principal

Definitions of terms:

Quiet room: Loss of noon-hour privileges **and/or** loss of any a.m. or p.m. recess privileges (on the wall during teacher supervised outside recess or remain in their classroom seat working during teacher supervised inside recess). Also, students whose behavior warrants time in the Quiet room will not eat the school's hot meal for the day, but will eat the school's standard cold lunch of equal nutrition.

BEHAVIOR CODE PHILOSOPHY FOR STUDENTS IN GRADES 6-12

The Potosi School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning process. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers.

CODE OF CONDUCT - CRITERIA FOR CONDUCT

General School Wide Rules

1. Respectfully follow the directions of all personnel.
2. No use of loud, abusive, or profane language or non-verbal actions.
3. No provoking, fighting, or other actions, which threaten the safety of yourself or others.
4. No theft, destruction, defacing, abusing, or littering the school of personal property.

5. No possession of dangerous objects, tobacco, alcohol, or other drugs on school property.
6. Passes are required of students who are out of their assigned areas.
7. Gum and candy are to be used responsibly in the hallway and in the classrooms, if permitted by a teacher.
8. Be aware that we do not permit some things to be brought or worn to school. If something disrupts the educational process or distracts/possibly endangers students, it is not welcome. **Examples – but not limited to - laser pointers, squirt guns, lighters, cards, wallet chains, or any other inappropriate items.**

Cafeteria Rules – All students are expected to go to the cafeteria during the lunch hour unless there is an announced meeting with advisor/coach or permission from the office.

If you need to leave the area – ask permission from the lunchroom supervisor.

All general school rules apply.

SOCIAL RELATIONSHIPS - PDA.....Public display of affection is not acceptable at any time on school grounds or under Potosi School District supervision.

USE OF DISTRICT COMPUTERS AND TECHNOLOGY

1. Respect the equipment and do not abuse the system. (Hardware or Software)
2. Do not let other users on the system. You are responsible for your own passwords and could lose access privileges if your login name and password are used inappropriately.

All students must sign the computer use and internet use agreement guidelines and follow all rules listed – failure to do so will result in the removal of rights.

CONSEQUENCES FOR GENERAL SCHOOL RULE VIOLATIONS

Consequences for misbehavior or violation of school rules may include – detention, in/out of school suspension, parent notification/meeting, counselor meetings, and expulsion.

At the discretion of the principal, consequences including out-of-school suspension may be assigned. **Severe consequences may be issued even on a first violation. Situations of defiance, harassment, inappropriate language, and health/safety considerations, etc. are examples of such offenses.**

The School District of Potosi will contact local law enforcement when a violation of the law exists.

Failure to attend the assigned consequences, to habitually violate school rules, or to endanger the safety of other students may result in referral for an expulsion hearing.

All possible attempts will be made to aid students through legal referrals, counseling, and at-risk programs. It is our intent to facilitate the student's education prior to an expulsion hearing and during the disciplinary phase.

DETENTIONS

Faculty may hold detention in their respective rooms or have the student report to the office for detention which will be held during the following times: 7:25 - 7:55 a.m., during lunch from 12:07-12:37 or from 3:30 - 4:00 p.m. **A day's notice will be given to students so they can advise and make arrangements to be picked up. Students that are** issued detentions are given the reason(s) for the detention, the date the detention is to be served and the person giving the detention, will contact the parents. Parents will be informed by the office via email or regular mail. **If a student has a commitment to 9th hour and a detention, the student will be expected to fulfill both – the 9th hour 3:30 to 4:00 and the detention in the office from 4:00 to 4:30. If a student is absent on the day of a scheduled detention – the detention will be served upon the next day of return.**

SUSPENSIONS (State Statute 120.13 (b))

The law provides that a student may be suspended for non-compliance with school rules or conduct at school or school related activities which endangers the safety of the student or others which falls outside the norm of social acceptability. In-school suspension is used to modify behavior in school. Students may be suspended out-of-school for one to five days, depending on severity and current placement on the office system discipline plan.

Violations resulting in in-school or out-of-school suspension include but are not limited to:

1. Use or possession of any drug, including tobacco, alcohol, and other illicit substances, while on school grounds or at school sponsored activities.
2. Truancy from school or class.
3. Fighting - Threatening or otherwise causing or attempting to cause physical harm to another person.
4. Failure to comply with reasonable directives of any school employee.
5. Destruction or damage to any school property, property of employees, or students. Restitution costs will apply and authorities may be contacted.
6. Commission of any act considered illegal under the criminal code.
7. Cursing, swearing, obscene language or gestures, obscene pictures or videos, and any obscene hardcopy or electronic information.
8. The possession of weapons on school property is strictly prohibited. This includes, guns, knives, incendiaries, explosives or any item used to cause personal injury. Any student found in possession of any weapon such as any projectile firing device, any type of incendiary device, or any poison gas, will be referred to the criminal justice or juvenile justice system. A student who is determined to have brought to school a firearm, as defined by the US Code, which includes any projectile firing device, any type of incendiary device, or any poison gas shall be expelled from school for a period of not less than one year.
9. Harassment of any type is not allowed and will be addressed according to the district policy 10. Other acts not listed here but which endanger the property, health, or safety of others.
10. Suspension is designed to demonstrate to the student and parent that the violation is unacceptable and that a change of behavior is expected. If a student's behavior continues to violate rules, the student may be placed on a 10 day out-of-school suspension pending an expulsion hearing with the Potosi School Board. **A suspended student (In-school/Out-of-school) forfeits their before/during/after school privileges to participate in or be a spectator of – home athletic contests, extra-curricular practices, traveling with team, sitting on the bench, attend assemblies or other special activities unless directed by the administration to attend, until the student is reinstated.**

HARASSMENT AND/OR BULLYING - School Board Policy 411.1

“The School District of Potosi considers all forms of harassment, including sexual harassment, to be unacceptable. To ensure that all employees and students work and study in an environment free of all forms of harassment, the board expressly prohibits harassment and will take all the necessary steps to prevent such harassment from occurring. Any employee or student who engages in harassment of any kind will face appropriate consequences. Harassment and/or bullying of students will not be tolerated in the Potosi Public Schools.

For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment. Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim’s real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socioeconomic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law.

Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, requests or demands for sexual favors (whether blatant, subtle or implied) bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyberbullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website posting, including blogs or any other messages via cyberspace.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee or the District Equity Coordinator.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report. Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

Verbal abuse or joking that is sexually/non-sexual oriented and considered unacceptable by another individual. This includes deliberate, repeated making of unsolicited gestures or comments of a sexual nature; deliberate, repeated display of offensive sexually graphic materials; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to create a hostile environment.”

COMPLAINT PROCEDURE FOR HARASSMENT

- 1) Any complaint may be presented, verbally or in writing, to a teacher, guidance counselor or principal. The complaint should include the specific nature of the harassment and corresponding dates. The person making the complaint will provide his/her name, address & phone number. If the complaint is verbal, a written record will be made and signed by the complainant.
- 2) The complaint will be investigated by the principal or other appointed personnel. The accused individual will be permitted to respond and meet with the investigator. The victim will be notified of the findings of the investigation.
- 3) If the complainant is not satisfied with the findings, an appeal may be made to the District Administrator.
- 4) If the complainant is not satisfied with the response of the District Administrator, an appeal may be filed with the school board.
- 5) If dissatisfied with the response of the school board, the complainant may, as at any time in the process, file a complaint with legal authorities.

ACTIVITY CODE VIOLATIONS

The activity code must be referenced for a detailed account of actions and due process procedures.

Substitute Teachers and Student Conduct As we all know, substitute teaching is a tough job. It demands flexibility as well patience and resilience. These teachers need the classroom under control so that learning can occur during the regular teacher's absence. Potosi School realizes the importance of days where the teacher is absent from his/her classroom. In order to ensure that discipline and learning occur, the following consequences will occur for students who interrupt the learning of other students when a substitute teacher is in charge of a class:

Students who are sent to the office for inappropriate behavior in the classroom of a substitute teacher, (This of course will occur after the principal, or his designee investigates the situation and determines that the student's behavior resulting in his being sent to the office is warranted) may result in the student being sent home for the remainder of the day. A meeting with the parent, student and principal is required before the student is permitted to return to school.

STUDENT DRESS

The dress and grooming of the Potosi Public Schools students shall contribute to the health and safety of the individual, promote an educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in the Potosi Public Schools, which include activities where students are representing the school district during and beyond the school day, specifically but not limited to; concerts, athletic events (pre-game/post game), banquets, etc. Any request for an exemption shall be made to the principal.

-Any outward display that suggests sexual, vulgar, drug, alcohol or tobacco related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.

-Items that have the potential to cause disruption or threat to a safe and positive school environment and are prohibited.

The administration reserves the right to rule on the acceptability of dress.

Appropriate Outside Dress for Elementary

Appropriate clothing should be provided for all students. Boots, gloves, hats and snow-pants are suggested for the winter months, as elementary students will be outside for recess every day. It is highly recommended that the student's names are placed on items of clothing that could be lost or misplaced to enable these items to be returned.

The Potosi School District continues to promote positive attitudes and strong character. As a staff we feel this needs to be shown in everyone's actions, words, and attire. We are asking that our students refrain from wearing clothing that does not help to meet this goal. When you choose clothes for your child to wear to school, please consider the words, pictures, and the messages they contain. We feel the negative messages that are often printed on clothing today are inappropriate and will erode our efforts to create a positive environment for learning. There are plenty of negative messages in the world today, and we want to avoid having them seen on our students as they walk down the hallways of our school. Positive words and positive actions help to build strong character. Thank you very much for your cooperation.

Friday's (or any day) are your Potosi Pride Day – Be Proud - Wear your colors.

STUDENT DRESS FOR STUDENTS IN GRADES 6-12

The dress and grooming of the Potosi Public Schools students shall contribute to the health and safety of the individual, promote an educational environment, and not disrupt the educational activities and processes of the school. These minimum standards of dress and grooming apply to all students in the Potosi Public Schools, which include activities where students are representing the school district during and beyond the school day, specifically but not limited to; concerts, athletic events (pre-game/post game), banquets, etc. Any request for an exemption shall be made to the principal.

- Clothes shall be worn as they are designed – suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, and no underwear exposed.
- Clothing is to be clean, serviceable and must not show cracks, cleavage, stomach, lower back, and shoulders must be covered by a minimum of a ¾ inch strap – no spaghetti straps.
- Bare midriffs and bare sides should not show even when arms are extended above the head.
- Clothing that is too tight or revealing is unacceptable.
- Any outward display that suggests sexual, vulgar, drug, alcohol or tobacco related wording/graphics or may tend to provoke violence or disruption in school shall not be worn. The following items have the potential to cause disruption or threat to a safe and positive school environment and are prohibited:

-Hats, caps, visors, sunglasses or bandanas while on campus during the school day

-Chains – heavy gauge such as wallet type, etc.

-Physical hardware that contains any type of sharp object

-Coats – are not to be worn during the school day - (If you chill easily, dress warmly). -

Sweatshirts, pullovers and similar lightweight coverings may be appropriate

-Hemlines of shorts, dresses, skirts, etc. shall be no shorter than **mid-thigh.**

-For health and safety reasons students are to wear shoes.

Students must conform to the minimum standards set in school policy. Students who show an inability to

conform to these minimum standards will be asked to change into different clothing which may result in going home – (time missed will/may be made up during detention). The administration reserves the right to rule on the acceptability of dress and assign consequences.

STUDENT RECORDS

It is the practice of the School District of Potosi to maintain the confidentiality of student records. Written requests for records must be provided by the parent, student, or former student who is 18 years old unless otherwise stipulated by law. Release of information including, but not limited to, student names and demographic information are not violations of confidentiality. The disclosure of pupil records and information is permitted for the purpose of safety per 2009 WI Act 309- Potosi School Board Policy 347.

ACADEMIC INFORMATION

Potosi School District Academic Imperative Policy

I. Eligibility

- A. Students in all groups will be governed by state and/or national guidelines when applicable.
- B. Each student and parent or guardian must attend an activities code meeting once per year.
- C. A statement signed annually by both student and parents/guardians indicating an understanding of the activities code must be turned in to the Activities Director before students may participate in club activities or athletic contests.
- D. Academic eligibility.
 1. Students in grades 9-12 must be enrolled in a minimum of the equivalent of five assigned periods in a school day.
 2. Initial eligibility will be determined by student's previous quarter's grades. Students' fourth quarter grades will be used to determine the eligibility for the first quarter of the following school year.
 3. Scholastic ineligibility **may not** be appealed.
 4. Freshman eligibility will be determined by grades earned in the 4th quarter of the eighth grade.
 5. Failure at the quarter in **one** class will result in being ineligible for all extra-curricular activities for **ten** (10) school days. Failure at the quarter in **two or more** classes will result in **15** days ineligibility for all extra-curricular activities.
 6. At the end of the 10- or 15-day period, if a student is passing all classes, he/she shall regain eligibility. Academic Imperative may also be in effect.
 7. Students who make up a credit during summer school will have eligibility reinstated provided they pass an approved course at their expense.
 8. Incompletes must be completed within two weeks of the end of the grading period to maintain eligibility.
 9. A student placed on academic probation (within the Academic Imperative Policy) during the school year will become ineligible if, after a one-week warning period, he/she has an F.
 10. Students who are academically ineligible will not be allowed to leave school early to participate in extracurricular activities.
 11. If elections for class officer are held in the spring of the previous school year, a student who wishes to be a class officer fails a class third quarter, he/she has 15 days to be passing all classes. Any student still failing a class at that time is ineligible to run for a class office. If elections are in the fall 4th quarter grades will determine eligibility.

E. Failing a class after 1st, 2nd, or 3rd quarters:

1. A. Failure in one class will result in being ineligible for all extra-curricular activities for ten (10) school days. Failure in two or more classes will result in 15 days ineligibility for all extra-curricular activities. At the end of the 10- or 15-day period, if a student is passing all classes, he/she shall regain eligibility. Academic Imperative may also be in effect.

F. Failing a class after 4th Quarter:

1. A. Failure in one class after the last day of school will result in being ineligible for all extra-curricular activities for an equivalency of 15% of the games scheduled for the season.
2. B. Failure in multiple classes after the last day of school, will result in being ineligible for all extra-curricular activities for an equivalency of 30% of the games scheduled for the season.

Academic Probation

A student will be placed on academic probation under the following circumstances:

- a. A student receives an F, or Inc., for any quarter grade.
- b. A student receives an F on any mid-term progress grade.
- c. A student is identified at teachers' discretion as undergoing academic difficulty.

Academic probation will result in weekly grade checks beginning with the 3rd week of the quarter with all teachers until the end of the next quarter grading period. Weekly checks will be reviewed by the office and appropriate coach/advisor. If a student is failing any course for longer than a one-week period, eligibility will be lost until the student is once again passing **all** classes.

Academic Imperative - Probation/Procedures – 9th Hour

See copy of Academic Imperative Responsibility, Intervention, and Resolutions

1. **Step One – First report of poor performance.** **If** a student is receiving an F in any class, the classroom teacher will contact parent/guardian and inform them of the student's poor progress and that student will have until the next grade check (typically the following Tuesday) to bring grades up to at least a D- or be placed on **9th hour – which runs from Thursday through and including the following Wednesday – 3:30 to 4:00 daily for High School Students and Middle School Students. A letter will also be mailed home informing the parents/guardians of their student's academic situation.**
2. **Step Two – Following week – subsequent report of poor performance in ANY CLASS.** All students earning an F at that time (second week in a row) will be placed on academic probation – and placed in 9th hour. If they have an F in any class they are also ineligible for all extra-curricular activities until the next grade check. **Parents/guardians will not receive a second contact by the office or faculty member. It will be the responsibility of the student to inform their parents/guardians and make the necessary arrangements to attend 9th hour. Parents/guardians are encouraged to use their Skyward Family Access to monitor their student's grades. Students will be informed of their required attendance by the office.**
3. Students must bring academic material to 9th hour. Students also have the option to make arrangements to

work with an individual teacher after school whose class they are failing with the hope that more individualize guidance can take place. Students may not attend any extra-curricular activity until the end of the after-school half-hour study time. (Includes practice and contests.) **If a high school student has been issued a detention as well as assigned to 9th hour – the student must attend 9th hour first then detention in the office from 4:00 to 4:30.**

4. If a student is removed from the poor performance report, eligibility is reinstated. Any future report of poor academic performance, the student would start over on step one.
5. If a student is ineligible due to poor grades in classes which base grades only on limited tests/performance assessments, a student may regain eligibility with teacher approval. The basis will be that the student has no missing assignments and student is showing improvement.

II. Attendance

In order to participate in athletic practices and contests a student must be in school the day of the contest/regular practice or arrive in time for the beginning of 5th hour and stay through the end of the day.

Exceptions are:

1. Pre-arranged parental request days as per school policy.
2. Medical appointments, provided there is a note from the physician that accompanies upon return.

STUDY HALL KEEPERS

Students are expected to meet class goals and objectives. When it becomes apparent that a student is not meeting expectations, as stated in the academic imperative policy, students will be assigned to study hall keepers. “Study Hall Keepers” is not intended to be a punishment, but rather an opportunity for students to use their study time effectively.

When on study hall keepers, students must stay in the study hall for their study hall period. (Exception: A teacher’s note for the student to report to them for assistance or to go to another location to do an activity not possible in SH). When assigned to study hall keepers, students remain in the study hall Thursday thru the following Wednesday. Students will remain on study hall keepers until all grades are at a “C” or better.

CHEATING Policy 345.11

Cheating is “Academic Dishonesty.” The Potosi School District urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon the work and efforts that the student has performed. Cheating is dishonest. It harms you and it harms the other students who do not cheat. The Potosi School District, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student’s own initiative.

The following behaviors may be considered as possible acts of cheating: plagiarism, talking during a test, copying another’s test/assignment, allowing others to copy your work, roving eyes, open books or notebooks during a test, crib sheets / cheat sheets, passing notes during an exam, copying electronic files and printing another student’s work, having someone do your assignment for you (homework, project,

report), stealing tests, selling tests, altering a grade (in gradebook, on a computer, on a report card), taking a test for someone else, using bribery / blackmail / threats, intimidation in pursuit of a better grade.

Non-Athletic Activities – although this policy, as written, can apply to many of the activities sponsored by PHS, the school recognizes that the policy will not be equitable in some situations involving students participating in non-athletic activities. Therefore, when a violation occurs involving a student that is participating in a non-athletic activity, the principal, activities director, and the advisor/sponsor of the activity will have the authority (if appropriate) as a team to amend the consequences of this policy in such a way that is practical. (For example, forensics, musical, play)

The Potosi School District has (2) two categories of Academic Dishonesty Offenses:

Category One Offense:

- copying homework, using cheat sheets or notes on a test
- plagiarism, any other clear observance of cheating
- Turning in someone else's work as your own

-Violations can accumulate through the student's high school career. However, after one calendar year during which there are no other violations, one violation will be removed from a student's personal conduct history.

1. Consequences for a First Offense:

- A letter documenting the cheating will be created by the teacher and sent home to parents.
- A major office discipline referral (ODR) will be completed by the principal and will include:
 - a.) referral to counselor for a conference
 - b.) 2 days of after school detention

-Student placed on probation from National Honor Society. Probation includes restrictions from holding an office or participating in events. He/she may attend the events, but not participate in them (ex. Speaking). The student will be warned in writing by the chapter adviser who will give a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or the law, a member does not have to be warned.

2. Consequences for a Second Offense:

- A letter documenting the cheating will be created by the teacher and sent home to parents.
- A major ODR will be completed by the principal and will include:
 - a.) referral to counselor for an intensive intervention plan
 - b.) 1 day of in-school-suspension
 - c.) conference with parent, teacher, principal
 - d.) place copy of the cheating referral in the student's cumulative file
 - e.) all staff members will be informed of this second offense
 - f.) revoke student privileges for one calendar year – class officer, prom court, homecoming court, outdoor education counselor.

g.) immediate suspension from all extra and/or co-curricular activities for the next five (5) school days of the regularly scheduled contest / events. The student must attend all scheduled practices.

-Student will be possibly removed from the National Honor Society or prevented from membership.

The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the School District.

3. **Consequences for a Third Offense:**

-A letter documenting the cheating will be created by the teacher and sent home to parents.

-A major ODR will be completed by the principal and will include:

a.) referral to counselor for an intensive intervention plan

b.) 2 days of in-school-suspension

c.) conference with parent, teacher, principal

d.) place copy of the cheating referral in the student's cumulative file

e.) all staff members will be informed of this third offense

f.) revoke student privileges for one calendar year – class officer, prom court, homecoming court, outdoor education counselor.

g.) immediate suspension from all extra and/or co-curricular activities for the next 10 school days of the regularly scheduled contest/events. The student must attend all scheduled practices.

-Student will be ineligible for awards and local scholarships.

Category Two Offense:

-Stealing tests

-Selling tests

-Receiving stolen tests

-Forging report cards

-Altering grades in a teacher's record book or computer

-Hiring / having someone do your project / paper / report

-Using bribery / blackmail / threat / intimidation in pursuit of a better grade

Consequences for an Offense:

-A letter documenting the cheating will be created by the teacher and sent home to parents.

-A major ODR will be completed by the principal and will include:

a.) referral to counselor for an intensive intervention plan

b.) 2-5 days of in-school-suspension

c.) conference with parent, teacher, principal

d.) place copy of the cheating referral in the student's cumulative file

e.) all staff members will be informed of this offense

f.) this is considered a code violation

g.) revoke student privileges for one calendar year – class officer, prom court, homecoming court.

-Students will be ineligible for awards and local scholarships.

-Students will possibly be removed from the National Honor Society or prevented from membership. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. For purposes of dismissal, a majority vote of the Faculty Council is required. A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals in the School District.

GRADING SCALE

Grades received on a report card can be interpreted according to the following scale:

Report Card Grades		GPA	AP/Dual Credit/College Course - GPA
Number	Letter	Regular Honor Roll Points	Weighted Honor Roll Points
93-100	A	4.00	4.50
90-92.99	A-	3.67	4.17
87-89.99	B+	3.33	3.83
83-86.99	B	3.00	3.50
80-82.99	B-	2.67	3.17
77-79.99	C+	2.33	2.83
73-76.99	C	2.00	2.50
70-72.99	C-	1.67	2.17
67-69.99	D+	1.33	1.83
63-66.99	D	1.00	1.50
60-62.99	D-	0.67	1.17
59.99 & Below	F	0.00	0.00

To compute the grade point average:

1. Assign each grade its numerical value
2. Add the numerical point values for all classes
3. Divide the total point value by the number of classes

*Students taking Post-Secondary Enrollment classes or AP classes will have their grade applied to their GPA. Students will also receive a .75 H.S. credit for each post-secondary credit attained and an additional .50 in GPA rank points.

GRADUATION REQUIREMENTS

English -	4 credits
Social Studies -	3 credits
Math	3 credits

Note: Alg. I, taken as an 8th grader counts as an elective credit and the student will need to take 3 more credits of high school math.

Science -	3 credits
Physical Education -	1.5 credits
Consumer Education-	1 credit
Health -	.5 credit
Computers	<u>.5 credit</u>

16.5 Total

8.5 Electives needed

25 Total credits required for graduation

HONOR ROLL

Potosi Middle and High School publishes its honor roll after each nine-week grading period. For the student to achieve Distinguished Honors he/she must have a 4.00, High Honors 3.5 or above, and for Honors a 3.00 or above for the quarter grade.

EARLY GRADUATION GUIDELINES

Under Potosi School Board Policy 345.61 & 345.61 rule – The following information provides a brief overview and basic notice of procedure and expectations. For more detailed information please contact the guidance counselor.

Students may graduate one semester early if all required classes have been completed by the end of the first semester of the 4th year of attendance. Students must apply for early graduation by using the district approved application form and submitting the request as required by the administration at the time of registration for the student's Junior Year classes. Students who have formally graduated are not eligible to participate in any extracurricular activities after the completion of graduation requirements and the decision is made to end attendance at the school district at the end of the 1st semester. No special adaptations to the class schedule will be allowed.

SCHEDULING OF CLASSES

At the end of the first semester, HS students will begin selecting courses for the following year. Course selection is a cooperative decision of students, parents, teachers, and the counselor. Good choices are necessary. To make the best use of personnel and facilities, these decisions must be made early and finalized prior to the start of the new school year. Remember, the courses we offer and the teachers we hire are determined by the selections you make. **Students can take 8 classes and are not required to have a study hall.**

Classes taken out of sequence – Students that wish to take a class out of sequence for advanced or remedial purposes will need to understand that there are no guarantees in granting this request. Students will need to notify the principal prior to registration or admittance to the class.

Drivers Education – Driver Education is offered through the Potosi Summer School program. Behind-

The-Wheel instruction will be done through SWTC throughout the year. SWTC will contact all freshmen during their freshman year and inquire about taking Driver Education.

Middle School Study Hall- Middle School students are assigned 8th period study hall. Students will be assigned a study hall in a teacher's classroom.

MIDDLE SCHOOL RETENTION

Grades 6-8

1. A failure for the year in one or two major subject areas, (communication arts, math, science or history) will require development of a written program which must be completed prior to the beginning of the upcoming school year. This written program will be developed by the subject areas teacher whose class/classes the student failed for the year.
2. The written program may include summer school, tutoring, independent study or a similar educational pursuit. It is the student's responsibility to complete the program. Failure to do so will result in the student re-taking those subject areas the following school year.
3. A failure for the year in three or more subject areas will result in automatic retention. Adding the first and second semester grades and dividing by two will determine yearly grade.
4. Failure at the end of a quarter will/may require a parent/teacher conference to be held. If the student fails a quarter; alternative study procedures will be discussed with the parent and student.

MAKE UP WORK

Students with excused absences will have the number of days absent plus one to make up class work.

Typically, there is no need to request homework if a student is absent for only one day. Priority should be getting the student healthy enough to return to school. Skyward access may show assignments that the student missed.

INCOMPLETES

Any incomplete given on a report card must be made-up within two weeks after the grading period or the grade will be recorded as an "F." The principal, on a case-to-case basis, will evaluate extenuating circumstances.

PASSES

All passes to be re-admitted or to leave school early must be obtained from the office prior to the start of the first hour class. Passes can be obtained through the office only if a parent submits a written request.

Students must sign in with the office when arriving after normal hours and sign out any time they leave the school grounds. This includes students with Youth Option classes.

Students are not allowed in the halls between classes without a pass/permission. Any student found in a non-assigned area must have a pass and present it to any staff member who requests it. Teachers will hand out passes for academic reasons. These passes must be obtained from the teacher beforehand. Students will NOT be allowed to leave class or Study Hall to get a pass. Plan ahead.

PARENT PICK UP - All students being picked up or dropped off during the day will enter the building through the main office. When parents plan to pick up a student at school during the day, the student should bring a note to the office in the morning before classes begin. If individuals other than parents report to the school to pick up a student, the parent must send a note indicating who will be picking

up the student and at what time and date[Failure to call the office in advance or to have a note indicating a reason for the absence that is excusable upon return, will/may be considered unexcused and truant.]

PHONE CALLS

Incoming calls - students are generally not available to receive phone calls during the school day. The office will relay messages or have the student come to the office during the school day depending on the severity/ immediacy of the emergency of the situation.

Outgoing calls - students may come to the office to use the school phone when necessary, permission must be granted to use the phone.

Personal cell phone use - Students are allowed to have their cell phones at school. Students are not allowed to make unauthorized cell phone calls, text messages, or emails from their cell phones during the school day.

USE OF WIRELESS ELECTRONIC COMMUNICATION DEVICES

The Potosi School District recognizes the value in technology devices add to the educational experience. Therefore, the use of personally-owned Wireless Electronic Devices (WED) including laptops, netbooks, iPods, iPads, cell phones, or similar developing technology that are approved by the administration are permitted for student use.

The school district will not be responsible for loss, damage, or theft of any electronic device brought to school. Charging or docking of the WED is the user's responsibility and should be maintained outside of school time.

Such possession or use of WED may not, in any way: Disrupt the educational process – endanger the health or safety of others – invade the rights of others at school including but not limited to: for legal reasons - taking photos or videos in commonly accepted private locations such as locker rooms and restrooms is not appropriate and for personal privacy reasons, taking photos or videos in any classroom without explicit teacher approval in not appropriate – Involve illegal or prohibited conduct of any kind – involve cyber-bullying.

Rights and Responsibilities- Students shall be expected to use appropriate behavior with WED's. **Teachers have the right to set necessary rules for their classrooms.** Inappropriate WED behavior will be addressed as any violation of school rules which may result in – but not limited to: confiscation of device (confiscated phones will only be released to the parent at a student/parent/principal conference), detention, in/out of school suspension, expulsion, and referral to the legal authorities.

USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES

Middle School - Students grades 6-8 - All personal electronic communication devices shall be turned off and stored in the student's' locker/storage area during academic times (8:00 a.m. - 3:23 p.m.) unless given approval by a teacher or principal. Limited use may be permitted if the teacher or principal finds that such a device is required for medical, educational, vocational or other legitimate needs. This includes during lunch and in between classes. Any student found violating this policy will surrender the communication device and be subject to disciplinary action, which includes *see below*

High School - The following are situations where cell phone/communication devices are PERMITTED for use:

WHERE: H.S. students are allowed to place calls and check voice/text messages in the H.S. office if permission is granted, the cafeteria at lunch time and hallways during passing times.

WHEN: during the following times of the school day:

- Before and after school
- Lunch
- During passing periods
- When granted permission by the teacher or principal.

The following are situations where cell phone/communication devices are NOT ALLOWED and must be turned off and put away:

- Instructional time (unless you are given permission)
- In classroom study halls, computer labs, and the Library (unless you are given permission)
- Locker Rooms
- Bathrooms

Any student found violating this policy will surrender the communication device and be subject to disciplinary action, which includes:

1st Offense: Verbal Warning

2nd Offense: Results in device confiscation for the remainder of the hour class period and is warned of the consequences for a 3rd offense.

3rd Offense: Results in device confiscation until the end of the day.

4th Offense: Results in device confiscation, a parent/guardian is required to recover the device, and the student will be required to serve a 30 minute lunch detention.

5th Offense: Results in device confiscation, a parent/guardian is required to recover the device, and the student will be issued an In-School-Suspension.

Additional offenses will be dealt with on a case by case basis by the administration.

Each Subsequent Offense:

Results in device confiscation, a parent/guardian is required to recover the device and the student will be required to serve an In-School-Suspension. A conference with the student, parent and principal may be required if the student continues to violate the policy.

If a student fails to voluntarily surrender the device upon prompting, it will be treated as a 3rd offense. The following offense would be considered the 4th.

STUDENT USE AND ABUSE OF ALCOHOL AND OTHER DRUGS

The use, possession or sale of alcohol or other illegal drugs, or intoxication, by students is prohibited on school district property or while involved in school-sponsored activities. A student in violation of this regulation will have the following guidelines imposed. (State Statutes 125 & 161)

1. The student will be suspended with possible expulsion.
2. Law Enforcement authorities will be notified.
3. AODA personnel will be advised. If AODA recommendations are not implemented the student will face additional suspension.
4. At a reinstatement hearing, recommendations may be made regarding the student's counseling

options.

5. Failure of the parents/guardians to take necessary steps may result in the student not being reinstated followed by a referral to Grant County Social Services.

STUDENT USE AND ABUSE OF ALCOHOL AND OTHER DRUGS

The following apply whenever a student is on school premises or otherwise subject to the supervision of a school authority, including whenever a student is using District-provided transportation or participating in or attending any District-sponsored activity:

1. No student shall possess, use, distribute, sell, purchase, or be under the influence of alcohol or illegal drugs.
2. No student may possess, use, distribute, sell, or purchase drug paraphernalia.

Students are expected to comply with this policy. Failure to comply shall result in school-imposed consequences which may include the provision of behavioral interventions and supports, appropriate referrals, sanctions under any applicable District's student activity code, and/or other disciplinary actions up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials.

ALCOHOL TESTING OF STUDENTS

According to Wisconsin Statutes, a licensed administrator who has responsibilities related to student conduct or student services, a school resource officer, or a law enforcement officer designated by the District Administrator or the building principal may require a student to submit to a breath test to determine the presence of alcohol in the student's system whenever the person requiring the test has reasonable suspicion that the student is under the influence of alcohol on school premises, in a motor vehicle used for District-provided transportation, or while participating in a District-sponsored activity.

Such tests shall be administered by a law enforcement officer or by a trained School District employee and shall meet state law requirements. A student may be subject to school disciplinary action for refusing to submit to such a test, and a refusal may give rise to an adverse inference in school disciplinary proceedings. The District shall refer a student to appropriate alcohol and drug intervention services whenever the District has determined that:

- (1) the student has been under the influence of alcohol in violation of this policy; or
- (2) a student has refused to submit to a required breath test as provided in this paragraph.

The District recognizes the importance of encouraging lifestyles that do not depend upon or glorify the use of alcohol or illegal drugs and conveying consistent messages regarding the dangers of alcohol and drug abuse. Therefore, the District shall take the following actions to further this cause:

- The District will join family and community efforts in providing necessary information, skills, role models, and experiences which discourage student alcohol and other drug abuse and provide support to students experiencing problems related to alcohol and other drugs.
- The District will provide information and in-service programs on a regular basis for staff members to increase their awareness and knowledge of student alcohol and other drug issues.
- No student will be permitted to wear any clothing that depicts, promotes or advertises alcohol, illegal

drugs or drug paraphernalia while on school premises, while using District-provided transportation, or while at District-sponsored activities.

- No advertising for alcoholic beverages will be accepted for any school publication or for posting on any District property.
- Every reasonable effort will be made to schedule student banquets, awards dinners and other student gatherings sponsored by the District at locations where alcoholic beverages are not being served. If a District-sponsored student event is held at a location where alcohol is served, the person in charge of the activity will be responsible for communicating to all participants, including parents, guardians and other guests, that alcoholic beverages are not permitted at any District-sponsored student activity and, therefore, may not be served or brought into the area where the activity is being held.

Staff, students, and parents and guardians shall be informed of this policy via student handbooks and/or through other appropriate means.

POTOSI SCHOOL DISTRICT DRUG AND ALCOHOL POSSESSION, USE, AND DISTRIBUTION

Potosi School District is a Drug Free Zone. All students are prohibited from carrying, possessing in any manner, or attempting to possess, using, or selling alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, their derivatives or compounds, LSD, ecstasy, “pep” pills, prescription stimulants, prescription narcotics (i.e. OxyContin, hydrocodone, etc.), tranquilizers, or any other narcotic drugs, barbiturate, substance, ingredient, synthetic cannabinoid or compound that, when taken orally, intravenously, inhaled, or consumed in any other manner, may cause the person to be under the influence thereof, or any other controlled substance regulated by law, including any substance that is falsely represented to be a controlled or counterfeit substance. The provisions of this policy shall not apply to any student who is under the care of a licensed physician and who is taking the medication under the supervision and direction of such physician.

POTOSI SCHOOL DISTRICT POLICY ON SUSPICION-BASED TESTING FOR BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS

Subject to the limitations contained in this policy, the District may require any student to submit to a drug and/or alcohol test if there is reasonable suspicion that the student is using prohibited drugs and/or alcohol. Reasonable suspicion must be based on specific contemporaneous physical, behavioral, or performance indicators of probable drug and/or alcohol use. The requirement of a drug and/or alcohol test is within the discretion of the District and is not a prerequisite to the administration of discipline under this policy.

The following circumstances shall constitute grounds for reasonable suspicion:

- a.) Direct observation and/or confirmation by a District employee of drug and/or alcohol use or possession.
- b.) Abnormal or erratic behavior indicating intoxication.
- c.) Physical symptoms indicating intoxication including, but not limited to, glassy or bloodshot eyes, abnormal pupil size or reaction to light, slurred speech, loss of balance, poor coordination, or reflexes.

- d.) First-hand information provided by reliable and credible sources of use, possession, or intoxication.
- e.) The presence of a drug or alcohol on the student, detectable by the senses, such as the smell of marijuana or alcohol.
- f.) Abnormal pulse rate and/or blood pressure in combination with other indicators. “Intoxication” means being excited, stupefied, or affected by alcohol or a drug to the point where physical and mental control is diminished.

A report from any source indicating reasonable suspicion that a student may be in violation of this policy should be immediately given to an administrator or administrative designee. The administrator or designee must determine that the circumstances constitute reasonable suspicion of drug and/or alcohol use before a student can be requested to take a drug or alcohol test. The administrator or designee is required to write in reasonable detail the facts, symptoms, or observations that form the basis of reasonable suspicion. In cases in which reasonable suspicion exists that a student is under the influence of alcohol or marijuana, a breathalyzer or oral swab test may be administered by qualified school personnel. School administration may also opt to have a student removed to a qualified medical facility for testing.

In such cases the administrator shall contact the student’s parent/guardian if the student is under the age of 18. If the District decides to require submission to a test, the student will be immediately removed from school for a drug/alcohol test to be conducted within a five (5) hour period of time. If a student appears incoherent, semi-conscious, unconscious, or convulsive, or appears to be hallucinating, is in respiratory distress or anaphylactic shock, or is in other mental or physical distress indicating danger or injury to the health and safety of the student, District personnel shall seek immediate medical attention before any other actions under this policy are taken. The health of the student shall be given priority.

PAYMENT

Should authorized school personnel mandate a drug test, the results of which are negative, the District will assume the responsibility of payment for said test. However, the costs associated with any positive drug test pursuant to enforcement of this policy will be at the expense of the student’s parent/guardian or the student if the student is at least 18 years of age.

DRUG AND ALCOHOL TESTING

Any student required to be tested under this policy may be given a breath or saliva test on school premises or may be accompanied by a District employee and a parent/guardian to a professional testing laboratory or to such other place qualified for drug/alcohol testing at the parent’s/guardian’s sole expense for urine, blood, breath, or saliva testing. All specimens will be collected under reasonable and sanitary conditions. Individual dignity and privacy will be preserved to the extent practicable. Accepted standards for testing, labeling, storage, and transportation of specimens will be followed depending on the type of test given.

REFUSAL: A refusal or failure to take a drug and alcohol test under the conditions of reasonable suspicion shall be considered a positive drug and alcohol test result or offense. Similarly, refusal by the student and/or parent to share results of a drug test mandated by school officials pursuant to this policy shall be considered a positive drug and alcohol test result.

NOTE: Medical records between a medical facility and a patient are confidential. School personnel do not have access to drug test results unless authorized by the student/parent.

A student or parent/guardian may request a retest, but the results will only be considered if scientifically meaningful, timely performed, and in compliance with professional guidelines. All positive confirmed test results will be made part of a student's record, but they shall be kept confidential and separated in a secured location with restricted access. All positive initial test results for which the confirmation test is negative, or which are determined to be false positive shall not become any part of the student's record of discipline.

The District shall keep the following records for the periods specified as a part of its drug and alcohol policy:

- a.) Records of drug and/or alcohol test results that show a student failed both an initial and a confirmation drug/alcohol test (a positive drug test) and the reasonable suspicious findings for the tests must be kept for five years.
- b.) Records of drug and/or alcohol results that show that the student passed an initial or confirmation test (a negative drug test) must be kept for at least one year but shall not be part of the student's record.
- c.) The District may retain such records for statistical analysis and policy evaluations, as it deems appropriate, consistent with confidentiality.

FINDING OF BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUG

If the initial test for drugs and/or alcohol indicates a positive result, the administrator will notify the student and parent/guardian in writing of such positive test results and of the consequences of such a report. The consequences are as follows:

First Offense (test positive for drugs or refusing to take the test) = **3-day suspension**, drug counseling, plan of support for student and his/her family based on drug counselor input/creation.

Second Offense (test positive for drugs or refused to take the test) = **5-day suspension**, (in addition to the above)

Third Offense (test positive for drugs or refusing to take the test) = referral to the Board for **expulsion**.

CONFIDENTIALITY

The results of a student's drug test shall not be released to anyone other than the administrator and other employees or agents of the District who have a need to know such information. Any discipline resulting from the drug test results shall be recorded in the student's discipline record in accordance with the discipline policies and other policies of the District. In order to maintain confidentiality, written records of drug testing will be stored in a secure location with restricted access. The District will cooperate with law enforcement, but the test results will not be released to law enforcement agencies without a court order or subpoena unless law requires disclosure. Nothing in this policy will prohibit or restrict District officials from making any report required by law to law enforcement agencies or other agencies.

INJURIES

ALL INJURIES IN CONJUNCTION WITH SCHOOL, SCHOOL PROPERTY OR SCHOOL ACTIVITIES MUST BE REPORTED TO THE ADMINISTRATION IN A TIMELY MANNER. IT IS THE RESPONSIBILITY OF THE STUDENT TO MAKE KNOWN ANY INJURY TO THE TEACHER OR RESPONSIBLE PERSON ON DUTY AT THE TIME OF THE INCIDENT.

VISITORS

In most cases students are not allowed to bring visitors to school. Please contact the principal with questions.

STUDENT CLUBS AND ORGANIZATIONS

The Potosi School organization advisor must approve any purchases. Purchase order forms are provided for the club's use when ordering materials. Students charging items not approved in advance or not on a purchase order will be responsible for paying the bill. This includes ordering items to sell as money makers for your club.

FUNDRAISERS/MONEYMAKERS

Each class or club is allowed one fundraiser per year under the guidance of the clubs supervisor. All money makers must be submitted in writing to the office for approval. All money earned by a club must be deposited with the district office. The office will then credit your account in return. These class accounts will be spent down to zero.

MIDDLE SCHOOL FUNDRAISER

The purpose of this fundraiser is to produce funds that will enable the students to attend field trips, in/out of school activities and allow the 6th graders the outdoor education experience. This fundraiser will provide students/families an option to produce funds through product sales rather than a family donation.

Student expectations:

- We would like all students to sell \$120 worth of product or contribute \$50.00 as a donation, but it is not mandatory.
- Sales will begin in November.
- Return order slips and money.
- Collect payment when customer orders.
- Drive up product pick-up will be right out in front of school. If you will not be available to pick up your students' products during this time please send a representative.

DANCES

Informal dances must be authorized. All informal dances end at 11:00 p.m. and two chaperones must be obtained and reported to the office no later than 24 hours before the dance. Potosi students in grades 9-12 are allowed to attend with dates (that are at least currently attending high school or older) that do not attend Potosi High School. Formal dances, i.e. homecoming & prom, are two special events held during the school year. The formal dances end at midnight.

1. Once students have been admitted to the dance they are free to leave. However, once they leave the building they will not be readmitted.
2. The dance is considered an extension of the school day. If a student is exhibiting signs of intoxication, authorities will be contacted and pending results of interrogation, the student will then be subject to the usual disciplinary measures which may include an athletic referral and/or referral to

the chemical use/abuse class.

3. Students attending the dance are restricted to the immediate area. Students found in other areas will be asked to leave the dance.
4. The dance should be a place for gathering to socialize and dance, not a place to play tag, run around, and cause a general commotion.
5. The organization sponsoring the dance will be responsible for cleaning up after the event. Failure to do this will result in a custodial clean up fee of \$25.00 per every man-hour spent cleaning up by someone other than the sponsoring organization.

Middle school students are not allowed to attend high school formal or informal dances.

EQUIPMENT, PROPERTY, AND FACILITIES

All equipment, property, and facilities are yours on loan. You are expected to keep them in the condition in which you received them. This includes books, lockers, desks, classroom equipment, and extra-curricular equipment. Damage or loss of equipment may require compensation to the Potosi School.

LOCKERS AND LOCK USE

The school provides locks and lockers for grades 6-12 students to use while attending school. Students should not bring their own locks to use on the lockers. Providing locks does not in any way hold the school district liable for theft, etc. of a student's personal/school loaned property. Also, all lockers are not intended to give students an expectation of privacy. The school reserves the right to hold unannounced inspection of lockers. If you are having difficulty with your locker in any way please inform the office. **Students are not allowed to carry backpacks with them during the school day and should be stored in their lockers. Coats are not allowed to be worn during the school day.**

LOCKER ROOM PRIVACY POLICY

Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room or restroom. Anyone who violates this policy is subject to school disciplinary action and/or penalties under state law. Media and other persons are not allowed access to the locker rooms.

WORK PERMITS (State updated Effective June 23, 2017)

Minors younger than 16 will need to obtain a work permit prior to beginning work.

- Birth Certificate
- Parental Permission note
- Letter from future employer stating the job description, phone and address
- Social Security Number
- Ten dollars (\$10.00)

Students will sign the permit along with Beth, Secretary. Students, business/work and school will keep copies. You may also go to the Grant County Courthouse or area school for a work permit.

CONCUSSION INFORMATION – When in Doubt, Sit Them Out!

Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the activity shall distribute a concussion and head injury information sheet to

each person who will be coaching that activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his/her parent or guardian.

NATIONAL HONOR SOCIETY SELECTION

To be eligible for membership in the National Honor Society, a candidate must be a junior or senior in high school. Candidates must have been in attendance at Potosi High School for at least one semester and have a cumulative Grade Point Average of 3.75. A selected faculty team will evaluate the student candidates on the basis of service, leadership and character. The candidates must receive an average of at least 80 points to be considered for membership. NHS members may be removed from membership in the event of a violation of membership criteria.

STUDENT SERVICES AND GUIDANCE

STUDENT SERVICES CLASSIFICATION POLICY STATEMENT

As part of the school's total instructional design, the Student Services program of the Potosi School District tries to expand educational opportunities on a more individual basis for children diagnosed as having exceptional educational needs or as being Children at Risk. It is designed to be flexible and allow the Student Services and Administrative staff to use their discretion in programming for middle and high school students who have diminished probabilities of completing high school, or whose educational goals cannot be actualized, within the confines of the regular curriculum.

Modifications in the regular high school curriculum are available to individual students only as a bona fide recommendation of an M-team or R-team (PL 94 - 142; CH 115 or Wis. Stat. 188.153) and if and only if such needs are found. Such modifications might include alterations to specific course content, or programming with Student Services teachers, specialists or tutors in lieu of certain high school course requirements for graduation. Students who have modifications to their academic programs receive standard high school diplomas, providing that they satisfactorily meet the requirements of that portion of the standard curriculum they are involved in, and that they receive an affirmation of satisfactory completion of exceptional programming from the particular Student Services case manager.

Exceptional Educational Needs are defined for the School District of Potosi and the Potosi High School in accordance with the rules and regulations of CH 115 and PL 142 and, in part, include:

1. Physical health problems.
2. Pregnancy.
3. Emotional and/or coping problems.
4. Severe academic achievement problems and/or motivational problems.
5. Unusual limitations in basic skill development.
6. Highly motivated, gifted, talented, or any combination of all three.

Students may be referred to Student Services for program changes by any member of the instructional, auxiliary, administrative staff, outside agencies, courts, or the student him/herself by contacting the school psychologist, building principal, or any student services staff member.

SCHOOL COUNSELOR

Inside the counseling office there are people who want to help. The counselor is happy to see you at any time, about anything, so don't be afraid to drop in. **(You should notify the teacher ahead of time if you are going to miss a class and ask the teacher for a pass if you need to see the counselor – don't just not**

show up to class). Your counselor will help you with a wide variety of problems during your school years and they will prepare you for colleges or technical schools. It is, therefore, important for your counselor to really know you well. They play a significant part in helping you shape your future. Invite the counselor's assistance to help you plan ahead.

CONFUSED? - DO YOU NEED HELP IN A CLASS?

If you don't understand something, don't just sit there. The Potosi School District and our teachers and staff have a "Whatever it takes" attitude to help. Be a self-advocate - if you need more help, talk to the teacher, guidance counselor, staff member or principal. Students are encouraged to get help early, before you get too far behind. It is to your advantage to ask for help. If you need additional help in one of your subject areas, the school provides a tutorial/student at risk program. The school counselor can help you set up a schedule for tutorial assistance.

START COLLEGE NOW (SCN)/YOUTH OPTIONS

Students in grades 11 & 12 may choose to enroll in a post-secondary school for specific training. Applications must be authorized by the school board and the student will have to be admitted to the institution. School boards will authorize classes, which are not offered at the high school. Any class which has a curriculum similar to that already taught at the high school will not be authorized unless it falls under the criteria established for attendance at a local technical school when 10 or more credits are taken. This program also does not require school boards to allow students to take a class already passed or failed in the high school. Direct costs associated with the program are assumed by the school district if high school credit will be awarded. If high school credit is not to be awarded, the cost is the student's/parent's responsibility. The local school board must be notified of a student's intent to enroll in an institution of higher learning. This is done by completing form P18700A no later than March 1 for a course to be taken in the fall; October 1 for a course to be taken in the spring. Further information can be obtained by contacting the principal or counselor.

Timelines are as follows:

- a) Notification for the fall semester must be submitted by March 1.
- b) Notification for the spring semester must be submitted by October 1.

This program does not eliminate current graduation requirements of the state or local school boards. Any student who will at some time want to consider this program, will have to plan up to a year ahead to facilitate avoiding scheduling conflicts. If all conditions are met, including scheduling constraints, then the student must be admitted to a post secondary school. This is based upon regular admission requirements of the institution of higher education, on a space available basis. For more information please call the principal or counselor at 763-2161.

EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Potosi is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

(Religious accommodations would be made in accordance with this policy.)

EDUCATION OF HOMELESS CHILDREN AND YOUTHS

The School District of Potosi's designated liaison for homeless children and youths is expected to ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters. Basically, homeless children and youths must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children/youths cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel.

Curriculum Modifications: Any child's parents or guardians, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications.

The school board shall render its decision, in writing, within 90 days of a request under par. (d), except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications under par. (d) shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review, in writing, if the child's parent or guardian so requests.

SPECIAL EDUCATION

Wisconsin's rule for identifying students with specific learning disabilities (SLD) has changed. All schools must use progress monitoring data from intensive interventions to determine insufficient progress for all SLD evaluations of public-school students beginning December 1, 2013. All initial SLD evaluations of public-school students will use information from interventions to make eligibility decisions

This letter is to notify you that beginning on December 1, 2013, initial SLD evaluations at Potosi School District will begin using information from a student's response to intensive, scientific research based or evidence based interventions when making special education eligibility decisions. If you have any questions or would like more information, please contact School Psychologist at 608-763-2163.

Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities. (United States Congress, 1997)

Special education is a type of educational programming designed for children who have a disability. A child with a disability is a child who needs special education because of any of the following: Cognitive disability; speech or language impairments; hearing impairments; visual impairments; emotional disturbance; orthopedic impairments; autism; traumatic brain injury; other health impairment; learning disability; significant developmental delay.

Parents may refer their child to the school if they think the child may have a disability. The referral must be made in writing. Forms may be obtained from the school district. Students who have been referred for evaluation are usually tested by a team of school personnel. Parents must give their written consent for the evaluation to take place.

The school district has 90 days from the date of referral to complete the evaluation process. Following the evaluation, the team meets to discuss the results. Parents are equal participants on the team. After reviewing existing information and the results of new tests, the IEP Team decides if the child has a disability and need for special education services.

Each child found eligible for special education must have an individual education plan developed. This plan indicates the child's present level of performance, measurable annual goals, and an explanation of what special education and related services and/or extra help and supplementary aids services will be given to the child.

Parents must give their written permission for placement before the school can start special education services for the first time.

Students receiving special education and related services must be re-evaluated at least every three years to assess their progress and to determine if they continue to need special education services.

Parents receive a copy of their rights (12 procedural safeguards) during the evaluation process. These rights are provided to parents by federal and state special education laws.

DIRECTORY INFORMATION

FERPA permits school districts to disclose directory information pertaining to students as provided under FERPA and the Wisconsin Pupil Records Law.

Notice is hereby given that the Potosi School District has designated the following types of information pertaining to students to be "directory information" which will be made publicly available:

- *students name, address, and telephone listing
- *participation in officially recognized activities and sports
- *weight and height of members of athletic teams
- *photographs
- *degrees and awards received

Any parent, guardian or guardian ad litem of a student may notify the District within fourteen (14) days of publication of this notice that all or part of the directory data may not be released without the prior consent of the parent, guardian or guardian ad litem.

Military options will be provided at registration.

NOTICE OF FAMILY EDUCATION RIGHTS AND PRIVACY

(FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, affords parents and students over 18 years of age ("eligible students") the following rights with respect to the student's education records.

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the

records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Potosi School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec 9528, PL 107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub (2m), Wisconsin Statutes. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task, (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
4. That a secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and that the district must comply with such request.
5. The right to file a complaint with the U.S. Dept of Ed concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Fam Policy Compliance, US Dept of Education, 400 Maryland Ave SW Washington, DC 20202-4605.

EVERY STUDENT SUCCEEDS ACT PARENT DISCLOSURES

On December 10, 2015, President Obama signed into law a reauthorization of the Elementary and Secondary Education Act (ESEA). Previously referred to as No Child Left Behind (NCLB), the newly reauthorized ESEA is being referred to as the Every Student Succeeds Act (ESSA). This new law makes many changes to key programs that we administer. States, however, will be given a transition period to work through these changes, with much of the new law going into effect in the 2017-18 school year. We will continue to review the law in depth and will keep you posted on new information as we move forward. For additional information please contact Kurt L. Cohen at 763-2162.

Schools receiving Title I funds are also required to notify parents at the beginning of the school year that they may request and obtain information regarding:

1. The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
2. The professional qualifications of paraprofessionals providing instructional-related services to their child.
3. If your child is assigned to, or taught for four or more consecutive weeks by a teacher(s) who is not "highly qualified". This provision applies to all teachers in a school that receives Title I funds, including substitute teachers, not just those who work in Title I programs.
4. Provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the assessment is taken.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

School districts that offer human growth and development instruction are required to provide parents with an outline of the human growth and development curriculum used at their child's grade level and information about how they can inspect the actual curriculum and instructional materials.

NON-DISCRIMINATION POLICY

The School District of Potosi shall not discriminate in any area on the basis of sex, race, national origin, ancestry, or creed. Any complaints or requests for information regarding complaints may be addressed to the Superintendent of Schools, School District of Potosi, Potosi, WI 53820 or call at 608-763-2162.

Potosi School District Non-Discrimination Statement

The Potosi School District is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services, and activities for all students and employees. The Potosi School District does not tolerate discrimination in employment or in its educational programs and activities.

It is the rule of the Potosi School District that no person may be denied admission to our District or be denied participation in, be denied the benefits of, or be discriminated against, in any curricular, extracurricular, pupil service, recreational, or other program or activity or employment because of the person's religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, membership in the National Guard, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap or other bases prohibited under state or federal law. This rule also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

Any District staff member who engages in harassment or discrimination or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is subject to immediate discipline, up to and including discharge. Any student who engages in harassment or discrimination or retaliates against another person because of a harassment/discrimination report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district. Any volunteer who engages in harassment or discrimination or retaliates against another person because of a harassment/discrimination report or participation in an investigation, may be prohibited from volunteering for the district in any capacity.

If a student, parent, employee, or volunteer believes that he or she has been harassed or discriminated against or are aware of violations of this District harassment and discrimination policy, they should report the violations as soon as possible to the Building Principal or the Pupil Services Director:

Tammy Cooley, Pupil Services Director (608) 763-2162, cooley@potosisd.k12.wi.us

If the complaint involves the Pupil Services Director, it should be reported to the Superintendent:

Kurt Cohen, Superintendent, Potosi School District, 128 Hwy 61 N., Potosi, WI 53820

(608) 763-2162, cohenk@potosisd.k12.wi.us

The Potosi School District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. Complaint forms are available in the Central Office.

MEDICATION POLICIES & PROCEDURES

The personnel of the Potosi School District realize that certain students need to take medication during the school day. In order for medication to be safely administered at school, the following policies will be followed:

Administering prescription medication to students at school

The prescription medication request authorization form from school must be signed by the physician ordering the medication and by the parent or guardian for administering the medication to the child at school before the medication will be given by school personnel. A copy of the form to be used is found at the back of this booklet.

The physician must indicate how many days the prescription medication is to be administered at school. The parent or guardian must supply the school with the prescription medication in a properly labeled pharmacy container. Please do not send in an unlabeled bottle or bag, etc. The labeled bottle must be the original from the pharmacy and show the following: name of child - name and telephone of pharmacy - name of physician - name and dosage of medication exact times medication is to be administered

ADMINISTERING NON-PRESCRIPTION MEDICATION TO STUDENTS AT SCHOOL

Non-prescription medication, including aspirin or Tylenol, will not be administered to students without written permission from the parent or guardian. The parent or guardian must provide the non-prescription medication, and it must be in the original container. The parent or guardian must indicate how many days the non-prescription medication is to be given at school. If your child is prone to headaches etc, the office can keep non-prescription medication for your child.

Potosi Public Schools will be following a new medication procedure for dispensing medication at school, as a result of the Wisconsin Senate Bill 414, which was signed into law. As a result, all over the counter medications, like Tylenol, will need to be provided, in the original container with a form filled in and signed by a parent with the time, amount and how med is to be given (by mouth, drops, etc.) In the past students were able to call home and the school had a supply on hand. Now, all medication, prescription and nonprescription, will have to be provided by the parent.

As for now the new law states that all medicines will need to be provided by the parent with a completed form, signed with necessary information.

Potosi School District

Updated 10-30-2010

Form A

**REQUEST FOR ADMINISTERING PRESCRIPTION MEDICATIONS OR LONG TERM NON-
PRESCRIPTION MEDICATIONS AT SCHOOL**

TO BE COMPLETED BY M.D.

*Name of Student_____

*Name of Medicine_____

*Reason for Medication_____

*Precautions, possible reactions, and/or interventions_____

*Dosage/Amount to be Given_____

*Time of Day to be Given_____

*Number of Days to be Given_____

*Duration - Short Term_____ or Long Term_____

*Name of Practitioner_____

*Signature of M.D._____Date_____

Medications must be in prescription bottle and labeled and kept in the school office for distribution. Parent/Guardian shall pick up unused portions of medication within 7 days after completion of the school year or when medication has been discontinued. After written/verbal communication medications will be destroyed.

I hereby allow my child to self-administer the above medication

Parent Signature _____Date_____

Potosi School District

Form B

NON-PRESCRIPTION MEDICATION

Student Name_____ **Grade**_____

I hereby give my permission to the school to give the medication to my child according to the directions stated below.

I further agree to hold the school and personnel giving medication harmless in any and all claims rising from the administration of this medication at school.

I agree to notify the school, in writing, when any change in the above order is necessary.

Any non-prescription medication intended for long-term usage on a daily basis must be submitted on Form A.

Medications must be in original manufacturing packaging with ingredients recommended dose and with student's name affixed. The medication will be kept in the school office for distribution.

*Name of Medicine_____

*Reason for Medication_____

*Dosage_____

Date_____

Parent/Guardian Signature

Medications must be in original bottle and labeled with ingredients and recommended dose with the student's name. All medication must be supplied by the parent. Parent/Guardian shall pick up unused portions of medication within 7 days after completion of the school year or when medication has been discontinued. After written/verbal communication medications will be destroyed.

Potosi School District

Form C

Request for Self-Administered Medication

- A. Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record.
- B. Student who need to self-administer prescription medications must have the written approval of the student's physician and the written approval of the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record.
- C. Responsible students, as determined by the parent and school district representative, may possess and self-administer non-prescription medications for other than long-term use without practitioner approval.
- D. For non-prescription medication self-administration, a written statement identifying the medication and granting permission for self-administration of non-prescription medication must be signed by the parent/guardian. This statement should be maintained in the school's medication file.

The medical records related to self-administration are to be updated annually.

Factors to be considered for approval of student self-administration include:

- Reason for medication
- Age of student
- Responsibility of student

*Name of Medicine_____

*Reason for Medication_____

Student Name_____Grade_____Birthdate_____

Parent Signature_____Date_____

Health care Professional signature _____Date_____