De Soto Area School District

2025-26 Student/Parent Handbook

and information on

School Guidelines, Policies and Expectations



Dedicated to Learning and Growth; Striving for Excellence!

SCHOOL NUMBERS

District Office 608-648-0102
High School Office 608-648-0100
Middle School Office 608-648-0100
Prairie View School 608-648-2227
Stoddard School 608-457-2101
Bus Garage 608-648-3830



SCHOOL SONG

Onward De Soto High
Forever onward may you go.
We will back you always
Against friend or foe.

Forward De Soto High
Fight on to your fame
For our Alma Mater
We will fight, fight,
Fight, fight, fight!

Melody for the School Song:
Father of Victory

SCHOOL HYMN

Far above Cayuga's waters
Looking o'er the Mississippi
Rated as the best
Stands our dear old Alma Mater
Dear De Soto High

Chorus
Shout the Anthem, roll it onward
Sound it firm and bold
Swing aloft the grand old colors
Our Maroon and Gold.

In our work with one another
We will ever stress
To advance our dear school mother
Dear De Soto High

Let each noble son and daughter
Strive to do his best
Drinking deep of learning's waters
Dear De Soto High!

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Dear Students and Parents/Guardians,

Welcome to the De Soto Area School District. Our teachers, support staff, administration and Board are looking forward to another wonderful school year. If you have any questions or concerns throughout the year, please feel free to contact us. Together we can make this an exciting and rewarding year.

ADMINISTRATIVE TEAM

Mr. Craig Gerlach, Superintendent
Mr. Tim Fergot, Middle/High School Principal/Assistant Superintendent
Mrs. Cherryl Knowles, Business Manager
Mr. Nick Mooney, Director of Special Education
Mr. Scott Kelly, Prairie View Principal
Mr. Derek Fuglsang, Stoddard Elementary Principal
Mr. Guy Boardman, Director of Buildings and Grounds
Mrs. Betsy Knutson, Director of Food Services
Mrs. Loralee Wetter, District School Nurse

GUIDANCE OFFICE

Mr. Tom Dwyer, Middle/High School Counselor
Mrs. Elisha Patterson, Elementary School Counselor

OFFICE SECRETARY

Mrs. Kim Bohnenkamp, Middle/High School
Mrs. Mary Radke, Stoddard Elementary
Mrs. Melissa Skildum, Prairie View Elementary

BOARD OF EDUCATION

Holly Nickelatti, President
Sue Fladhammer, Vice President
Marc Stevermer, Treasurer
Teresa Christianson, Clerk
Frank Ames
Nicole Johnson
Rodney Marks
Nick Sonnenfeld
Tony Walker

PARENT ONLINE ACCESS

PowerSchool is a district-wide student information system designed to manage attendance, grades, schedules, test scores, and other information about students. To access the Parent Portal, parents/guardians should go to the district webpage: www.desoto.k12.wi.us and

- ➢ Click on: Menu
- ➢ Click on: PowerSchool Parent Access under Info & Links
- ➢ Enter provided Username and Password on the PowerSchool page

Parent/guardian access to PowerSchool's Parent Portal is assigned by the District via letter at the start of the annual online registration process or by contacting the School secretary.

ATTENDANCE REGULATION

(118.15 Compulsory School Attendance Law)
All children between the ages of 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age. This does not apply if the child has a legal excuse or falls under one of the exceptions outlined in Wisconsin's state law. Any absences of ten cumulative days will require a written excuse that indicates the student was seen by a doctor or medical practitioner. Truancy letters will be sent to home on Day 7.

Regular attendance is the most important factor in school success. It is of the utmost importance that absences from school be kept to a minimum. (Policy 5200)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P43C770DE8

ABSENCES

Parents are requested to call between 7:30 and 8:15 A.M. whenever a child will be tardy or absent. You may also leave a voicemail before 7:30 A.M. and/or email the secretary and teacher. If we do not receive a message, the secretary will make a reasonable effort to contact you at home or at work. This is done for your child's safety since you and the school need to be assured your child is at school or legitimately at home. If the school has been contacted, a written note is not needed when your child returns.

EXCUSABLE ABSENCES

Excusable absences are:
1. Illness or medical/dental appointments for your child. An excuse from a physician may be requested as necessary by the secretary.
2. Serious illness or death in the immediate family. 3. Special circumstances (provided written parental permission for the absence is given in advance). 4. Emergency situations within the family.

UNEXCUSED ABSENCES

Students who are absent from school with the consent of their parent/guardian, but whose absence does not fall under excusable absences, will be considered unexcused,

tardy, or truant. Students who develop a record of unexcused absences will be subject to County Truancy Ordinance 99-1. These actions may lead to truancy proceedings, citations, and hearings.

MAKE-UP WORK DURING OR FOLLOWING AN ABSENCE

Middle & High School students are responsible to go to their class websites to obtain their assignments. Students should make up the work missed as a result of an absence and are expected to make their own arrangements for making up the work with their teachers. *Elementary Parents* are encouraged to contact their child's teacher(s) if they have missed two or more consecutive days of school for the purpose of collecting missing school work.

TARDINESS

Any student who enters school after the scheduled start time must check in at the office. For Middle & High School students, they must obtain a "pass to class" from the Office. They are also expected to be in attendance in their regularly scheduled classes by the time the bell rings to begin class. Attendance is recorded at the beginning of each class period. Students unable to secure a pass during the passing period and report to their assigned class after the bell will be considered tardy. If a staff member detains a student, a pass from that person must be presented to the next period teacher. The student may present a pass or acceptable excuse to the office/teacher within 2 days of the occurrence in order to clear the record. Unexcused tardiness to class or school may result in disciplinary action. Repetitive tardiness at the start of the day or during school hours may result in the school pursuing actions such as simple or habitual truancy.

ATTENDING AN ACTIVITY AFTER AN ABSENCE

Students, other than athletes or program performers, must be in attendance a minimum of one-half day to attend school-related events held on that day or evening. Students serving an out-of-school suspension or in-school suspension will not be allowed to attend any school activities during the day or evening of their suspension. In special circumstances, the half-day requirement may be waived and permission to attend these events may be granted by the principal.

Middle/High School Student-athletes and student program participants should refer to the Extracurricular Handbook for participation guidelines on a day they are absent.

COMMUNICATION WITH HOME

The school requires notes from Parents/guardians:

1. if there are changes in email, phone numbers and addresses
2. if there are changes for the end-of-day dismissal
3. if a child needs to leave early
4. for "planned" absences
5. if a child is to be exempt from Phys. Ed. (Doctor note)
6. if a child needs to be kept inside (Doctor note) (Elementary)

CONFERENCES
Parent/Teacher Conferences are scheduled in October and February with all elementary parents. Parents are welcome to contact their child's teacher if they have questions or concerns about their child's progress at any time throughout the school year. The Middle/High School holds Parent Teacher Conferences either virtually, in-person or by phone during October/November and February. If you are concerned about your students' academic performance you may call their teachers and arrange for a mutually convenient time to meet.

MILK, BREAKFAST & LUNCH
The District offers a breakfast and lunch program. Meal prices for the 2025-26 school year are:

BREAKFAST	*LUNCH*	
All Students $ 1.55	Elementary $ 3.15	MS/HS $3.45
Reduced $ .30	Reduced $ .40	
Adult $ 2.02	Adult $ 4.32	
Extra Milk $ .45	Extra Milk $ .45	

(Policy 8500)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P449770E97

FREE AND REDUCED MEALS
Free and reduced price meals are available to all families who apply and qualify. Applications will be included in our registration materials before the start of the school year. Please return them to the district office as soon as possible, confidentiality will be respected. A new application must be filled out each year. It is very important to have as many families complete the application to hopefully increase our numbers to qualify for additional grants and maintain grant funding. Families will also need to complete a meal application to be eligible for the P-EBT Program.

Our food service program is computerized to help monitor your child's account. Each family is asked to put money into their child's account at school. Families are encouraged to keep at least $10.00 in their accounts at all times. When sending money to school for your child's account, please place the check/money in an envelope with their name and grade on the outside of the envelope. The District also has added an electronic payment option for families interested in this option. (Policy 8531)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P44A770EA1 .

TRANSPORTATION (SAFETY IS A HIGH PRIORITY)
Proper conduct (per the student conduct Policy 5500)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P43K770E10 by students contributes to the safety of the pupil transportation program. A reminder of our transportation policy (Policy 8600.00)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=DHHP8N61FC87:

School buses will not drive into private driveways for the specific purpose of picking up students. Buses may be required to go into private driveways for the purpose of providing a safe turnaround as needed by the district to provide safe and efficient bus routes.

Special Note: On days when the start of school is delayed (2 hours late because of weather) the buses will begin their route 1 hour 50 minutes late. This will allow some extra time for running the route. Please plan accordingly.

Remember to call the Bus Garage (608-648-3830) to report when your child/children will not need bus service. You can call and leave a message anytime to report changes.

PLEASE NOTE:

Before 2:00 P.M., please inform the school when there is a change in the transportation for your child, this is very critical. If we do not receive any notification of changes, your child will be sent home as arranged.

SAFETY & SECURITY

Security cameras are located throughout the interior of elementary school buildings and also in certain exterior locations and buses. The use of video surveillance/electronic monitoring systems may include video footage, audio recording, or both.
(Policy 7440.01)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P43Y770E5F

SAFETY DRILLS

The following activities are held periodically to maintain emergency preparedness at all buildings:

Fire Drills
Tornado Drills
Emergency Lock Down Drills
Emergency Threat Drills.

SEARCHES

"Reasonable Belief" is the standard for a search on school property or at school related events. School officials are empowered to conduct reasonable searches of students, student vehicles and school property when there is reason to believe that student(s) may be in possession of drugs, weapons, alcohol and other materials (contraband) in violation of school policy or state law. The Administration may also utilize canines and metal detectors to assist in a search. (Policy 5771)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=DHHP8D61FC61

SEARCH OF LOCKERS

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. A showing of reasonable cause or suspicion is not a

necessary precondition to a search. State Statute 118.235 (Policy 5771) https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=DHHP8D61FC61

SCHOOL WEAPONS POLICY

Firearms and dangerous weapons are prohibited on all property of the District. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: Wis. Stat. §§ 120.13(1), 948.60, .605, .61. (Policy 5772 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CC4GGY438877 /Policy 7217 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRT566B95)

CHILD ABUSE/NEGLECT POLICY

The District is committed to providing a positive environment within the school and assisting families and community child protection agencies to provide positive environments in the home and community. As a part of that commitment, the School District requires District employees to report any threatened or suspected child abuse or neglect in accordance with state law and established procedures. School personnel are only responsible for reporting suspected cases. The county department is responsible for investigating the allegations (Policy 8462 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQYS69EF3A).

ACCOMMODATING A STUDENT'S RELIGIOUS BELIEFS

The Board of Education recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs. (Policy 2240 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRC566B4F /2270 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQQ669EAEB)

NO SMOKING ON SCHOOL PROPERTY POLICY

In compliance with Wisconsin State Law, the De Soto School District prohibits the use of tobacco products in all District buildings and on all District property including public property used for District educational and programming purposes. (Policy 5512 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRP566B83 /Policy 7434 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRU566B99)

STATE SCHOOL PERFORMANCE REPORT

The De Soto Area School District makes available to parents and the community the individual schools and district's Wisconsin State School Performance Reports. These reports are available on the district website: www.desoto.k12.wi.us (Policy 2700.01 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CP3KDS515469)

GRADE ADVANCEMENT POLICY

No student shall be promoted from the 4th grade to 5th grade or 8th grade to 9th grade unless the student satisfies the criteria for promotion set forth in the state statute(ss. 118.33)(6)(A) Criteria include the following: student scores on state testing; academic performance; teacher recommendation based solely on academic performance; and other academic criteria determined by the Board of Education.

The De Soto District Grade Advancement Policy is extended to grades 6 and 7. Grade advancement, in grades 6 and 7, will be based on criteria 2, 3, and 4 as in the 8th Grade Advancement Policy. This is the same as the policy for 8th graders whose parents opt out of the State Standardized testing. If retention is being considered the following steps will be taken:

FIRST STEP: Classroom teacher contacts parent/guardian.

SECOND STEP: The teacher will conduct a review of academic and behavioral records.

THIRD STEP: Classroom teacher will refer the failing or near-failing student to the Student Support Team. The teacher will include documentation of parent contacts and academic and behavioral records.

o The Student Support Team will then make additional recommendations for working with the student and parent (i.e. an assignment notebook, Supervised Study Program, the After-School Study Program).

FOURTH STEP: A formal written retention referral will be given to the Student Support Team from the referring classroom teacher. The referral window is between the end of the first semester through March 1.

o When a referral for retention consideration occurs, the parent will be notified in writing from the guidance office that a parent meeting will be held to discuss possible retention. Input will be accepted from the student, parents, and teachers. The final decision on retention will be made by the Student Support Team in May. The guidance office will officially notify parents in written form.

• FIFTH STEP: Develop an ILP (Independent Learning Plan) for students who are retained that includes possible changes to the curriculum and instructional strategies. The student, his or her parents/guardian, teachers, counselors, school psychologist and principal are members of the ILP committee. This team meets prior to the beginning of the new school year to establish an ILP and twice during the year (once per semester) to review performance and revise the ILP as necessary.

(Policy 5410)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRM566B7A

WEATHER EMERGENCY

Should weather, highway, or special conditions require the cancellation or shortening of the school day, this information will be broadcast over the following:

WVRQ Viroqua 102.3 FM
KNEI Waukon 103.5 FM
Channel 8 La Crosse TV
Channel 19 La Crosse TV

Delays, early releases and cancellations are available on the District Website Homepage, District Facebook page and via text or email through PowerSchool contact information. When De Soto Schools have a two-hour delay, there will be no school for "Early Childhood" students (those who attend for ½ day). The two-hour delay is for all students who attend school full days.

SCHOOL COMMUNICATION

The District uses a communication system managed through our website to inform families of announcements and weather alerts. The cell phone number and email address are pulled from your child's PowerSchool account. Please be sure it is up to date during Registration or through your Parent Access account.

ACADEMIC STANDARDS

De Soto Area School District uses the Wisconsin Academic Standards and Common Core State Standards for Math, English Language Arts, Social Studies, High School Science, Career and Technical Education, Art and Music; Next Generation Science Standards for High School and Middle School Science; and SHAPE Standards for Physical Education and Health. Wisconsin Essential Elements for Special Education will be used for students who have alternate academic standards with the most significant cognitive disabilities and Wisconsin Model Early Learning Standards for Preschool. The guiding standards for Disciplinary Literacy and Information and Technology Education Standards are infused in all curricular areas.

MIDDLE SCHOOL AND HIGH SCHOOL GRADING GUIDELINES

<u>De Soto Middle School Progress Report Cards</u>

We believe the use of Standards-Based progress reporting provides students, parents and teachers more specific information relevant to individual student academic progress and life skills; therefore, providing more useful objective feedback that will enhance a student's education and preparedness for high school, college and/or career objectives. A number value, rather than a letter grade, will reflect progress towards meeting grade-level academic standards and individual effort. Grading Key:

3. Achieving Standards/Benchmarks - Demonstrates an understanding of grade level standards.
2. Approaching Standards/Benchmarks - Approaching an understanding of grade level standards.
1. Developing Standards/Benchmarks - Demonstrates a minimal understanding of grade level standard.

I.E. Insufficient Evidence collected at this time.

<u>High School Report Cards</u>

De Soto High School student grades are marked under a system of grading identified from #1—#9.

1. "A" indicates Advanced or exceptional work exceeding the course requirements. Effort, scholarship and work ethic are of superior quality when an "A" is earned.
2. "B" indicates Proficient or above average work; this generally qualifies for college entrance
3. "C" indicates Basic or satisfactory accomplishment of course work.
4. "D" indicates Minimal or poor-quality work: it is a passing grade.
5. "F" is a failing grade. It is not passing.
6. "I" or incomplete grade must be made-up within two weeks of the end of the grading period. A failing grade is assigned after two weeks.

7. “P” grade, or pass, is available; but not used for core content areas
8. "W" grade, or withdrawal, is assigned with the grade to date, i.e. W/F, W/C. Withdrawals are not voluntary. This means that a grade of W/F is assigned unless there are extenuating circumstances as determined by the counselor and principal.
9. "M" grade, or medical, is available as needed in medical leave situations. This does not carry credit; it is used for explanatory purposes.

The definition of letter grade is stated in the following:

A	90-100	Fully Proficient — Consistently meets all expectations
B	80-89	Proficient — Adequately meets expectations
C	70-79	Basic — Average progress meets most expectations
D	60-69	Minimal Performance — Needs improvement
F	Below 60	Failure to meet expectations; no credit

Pass/Fail Courses

P = Pass F = Fail

FINAL GRADE INFORMATION

Final grades for a 1/2 credit class will be determined at the end of each semester.

Only final semester grades are used in calculating grade point average (GPA).

Teachers may give culminating final assessments. The assessment process may include, but will not be limited to, final exams (written or oral), exit conferences, self-assessment portfolio, final research project presentations, etc.
(Policy 5421)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQUV69ED5D

HIGH SCHOOL HONOR ROLL

The following criteria are used for determining traditional Honor Roll Students for grades- 9-12:

1. An eligible student must be enrolled in no less than six (6) academic classes and earn no final grade lower than a “C”.
2. The student may not have any Incompletes (I) at the time the Honor Roll is compiled.

- Perfect Honors ..... 4.000 GPA
- High Honors ..... 3.500 - 3.999 GPA
- Honors ..... 3.000 - 3.499 GPA

HIGH SCHOOL REPORT CARD AND MID-QUARTER GRADES

Progress Reports and Report cards are issued and mailed home four times during the year after the end of the first, second, third, and fourth quarters. Academic progress reports are e-mailed home every 3 weeks. Parents/guardians may elect to have academic progress reports e-mailed with greater frequency and may select and receive either daily or weekly progress reports. Current e-mail addresses must be entered into the Parent Portal system in order for parents/guardians to receive these reports.

HIGH SCHOOL CLASS RANK

Class rank is a numerical order of students based on their grade point average (GPA) with the highest performing student(s) being ranked 1st in class. Class rankings shall be maintained starting with the 9th grade and continuing through 12th grade. Only full-time enrolled students shall qualify for class ranking status. Permanent grades (permanent marks) shall be used to calculate GPA for class rank.

The following special provisions apply when determining class rank:

A. Grades received by students for courses taken at a Wisconsin Technical College or University for dual credit or high school credit shall be included in determining the student's GPA. Grades received by students for courses taken at other public schools, private or parochial schools or approved alternative programs shall be included in determining the student's GPA.

B. Grades received by students for courses taken through home-based private education program instruction shall not be used in determining GPA. In establishing grade values for home-based private education programs accepted for District credit, a student may take the District's final exam(s) for said course or the Forward state assessment. The student will be given a course grade the same as the exam grade received. Such grades shall be included in determining a student's GPA and rank in class.

C. Grades earned by a student in another country or through study abroad shall not be used to determine GPA. A passing grade for a pass/fail course will reflect a credit on the transcript but will not be used to determine GPA.

Middle School students who take a high school course(s) may elect upon completion of the course to: A) have their high school transcript reflect the completed high school course(s) counted towards graduation requirements with the grade(s) received used in determining high school class rank; or B) have their high school transcript reflect the completed high school course(s) counted towards graduation requirements with the grade received noted as pass/fail and which would not be used in determining high school class rank. Class rank shall be updated at the end of each semester. (Policy 5430) https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=DHHP8661FC4A

SENIOR CLASS VALEDICTORIAN/SALUTATORIAN

The valedictorian(s) and salutatorian(s) for De Soto Area School District will be the graduating senior(s) who have been enrolled by the Third Friday in September, at a minimum, in De Soto High School for their junior and senior years. (Policy 5451.03) https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQUZ69ED6A

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

Student(s) identified as a valedictorian(s) at the end of the first semester of his/her senior year will be considered for this scholarship. (Policy 5451.01) https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQUX69ED63

ACADEMIC RESTRICTION

Students who are having trouble performing academically often times need additional supervised study time. To this end, a High School student with 1 or more "F" or "I

(Incomplete)" at mid-term or at the quarter will not be allowed to participate in any extracurricular contest or program dates. A Middle School Student who has more than one I.E. (Insufficient Evidence) in two or more classes noted on their mid-term or quarter progress report in two or more classes will not be allowed to participate in extracurricular contests or program dates.

SCHOOL VISITATION

During the course of the school day, parents should make arrangements with their child's teacher and with the building principal in advance of visiting their child at school. Under normal and low risk situations students wishing to bring friends for a school visit may do so only with prior approval of the principal. Each student must have a note from their respective parents indicating the parents' knowledge of the visitation. All visitors need to stop at the school office, sign in and obtain a Visitor badge to be worn while in the building. Visitation is limited for security and wellness purposes. (Policy 7440/9150)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D9GNJK601B79
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQZA69EF6D

ENTRANCE REQUIREMENTS FOR 4K

Any child who will be four on or before September 1 of the current year will be admitted to 4K. Parents need to bring a birth certificate and proof of immunizations when registering a child for 4K. Contact the office of the nearest elementary school if you have questions. (Policy 5112
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CC4GGN438851)

ENTRANCE REQUIREMENTS FOR KINDERGARTEN

Any child who will be five on or before September 1 of the current year will be admitted to Kindergarten. Parents need to bring a birth certificate and proof of immunization when registering a child for Kindergarten. Newcomers to the community should contact the office of their nearest elementary school about enrolling their child. (Policy 5112
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CC4GGN438851)

WITHDRAWAL/TRANSFER OF STUDENT RECORDS

Parents/guardians should come to the school office to sign a Notice of Withdrawal form several days prior to the planned withdrawal date if it is during the school year. Middle/High School students will present the form to all his/her teachers who will record the current grades, curriculum being used, confirm the return of books, etc., on this form. For Elementary students, the secretary will share the form with teachers to record the required information. The form will be returned to the school office on or before the last day of attendance in school. If a refund may be due to your family, no refunds will be made until all fees or fines have been paid. The information provided by the teachers will be shared with the student's next school.

HARASSMENT, INTIMIDATION, AND BULLYING

"Harassment, intimidation or bullying" means the willful, conscious desire to hurt, threaten, upset or frighten anyone by any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by such characteristics such as

race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, physical appearance, clothing, socioeconomic status, gender identify, marital status or other distinguishing characteristics.
(Policy 5517
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D9GNJG601B6C /5517.01
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P43N770E23)

USE OF ELECTRONIC DEVICES
Parental monitoring of social media and cell phone usage is essential as part of a collaborative effort to assist in preventing bullying and unkind messages. Messages of this nature adversely affect a child's peer relationships and may negatively impact the school learning environment.

Elementary School Electronic and Cell Phone Use
Student use of cell phones, radios, CD players, handheld electronic games, and other recreational electronic devices are prohibited on school property. Consequences may include confiscation of the device.

Middle School Electronic and Cell Phone Use
Students may use their cell phones and electronic devices before and after school as long as their use meets behavioral expectations. If such items create a distraction or a disruption of the learning and/or school environment, the consequences for inappropriate usage will be enforced.
No electronic devices are allowed during lunchtime or between classes. Middle School students are expected to leave all electronic devices, including cell phones, turned off and locked in their lockers during the school day, unless authorized by a teacher for use during a class period.

High School Electronic and Cell Phone Use
Students may use their cell phones and electronic devices before and after school, and during lunch time as long as their use meets behavioral expectations. No electronic devices are allowed during class time unless authorized by a teacher. If such items create a distraction or a disruption of the learning and/or school environment, the consequences for inappropriate usage will be enforced.

DRESS CODE
Students should dress appropriately when coming to school each day. We encourage all students to have a pair of gym shoes for their physical education class. Health and safety considerations are important to all. Wearing flip flops is discouraged for safety reasons. The administration will communicate with parents when a concern arises.
(Policy 5511
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P43N770E23)

FIELD TRIPS AND PARENT VOLUNTEERS
In advance, all volunteers must complete a volunteer form and will be subject to a background check by the district office on an annual basis. It is the teacher's discretion

to decide the number of parent volunteers in the classroom and on field trips. (Policy 2340 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P42T770D52)

ITEMS BROUGHT TO SCHOOL

Students are discouraged from bringing items of value to school. If there is a need for such an item to be brought to school, it is the student's responsibility to keep these items safe and secure. The school is not responsible for lost, damaged or stolen items brought to school.

CODE OF CONDUCT

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

The district is committed to maintaining a safe and positive school environment conducive to teaching and to the learning process. At all times, students shall refrain from conduct which violates the ideals, principles, and standards of the De Soto Area School District.

The De Soto Area School District Behavior Values:

Be Respectful—Be Responsible—Be Safe—Be Involved

The staff at De Soto Area School District believe that it is important to provide our students with an atmosphere that is conducive to learning. Students need to develop and employ positive behaviors and attitudes such as self-discipline, responsible behavior, respect for others and school property, and good decision-making. The students are part of a positive learning environment. Disruptive students upset the teaching and learning environment. Inability to maintain appropriate rules of conduct may result in a time-out, detention, in-school suspension, or out-of-school suspension. (Policy 5500 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P43K770E10)

INVESTIGATIONS

Administration investigates potential behavioral violations through information obtained from school personnel, witnesses, law enforcement officials, and the student in question. Cooperation of the students involved is vital to the investigative process. Administration bases decisions on the information received.

SUSPENSION

Suspension is the act of prohibiting a student from attending school and school-related activities or class for a set period of time. The administration views suspension as one of the final actions in an effort to bring about necessary behavior change on the part of the student.

- In-School Suspension (ISS)—the act of prohibiting a student from attending classes for a set period of time; the student will serve the suspension in the school building in a specified area.
- Out-of-School Suspension (OSS)—a suspension served away from the school building and grounds, not exceeding five (5) days in length; the student may not attend any extracurricular functions.

• Expulsion—an action taken by the school board to prohibit an enrolled pupil < from regular attendance at the school site for a set period of time.
(Policy 5610)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=DHHP8B61FC5A

POLICE REFERRAL

It is the philosophy and belief of the administration that the responsibility for dealing with student discipline violations rests with the school. Therefore, we will make every effort to handle such problems at school according to the policies and procedures established by the district and the school.
However, when violations of state laws or municipal ordinances occur, or when students refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police for consultation and assistance. If the administration deems it necessary to call the police, the administration will attempt to contact a parent/guardian.

▪ Police Referral—Acts which are illegal under the Criminal Code of Wisconsin will be reported to the Police.
▪ Juvenile Citations—A ticket may be issued by the police.

The majority of De Soto Middle/High School students are old enough to receive citations/fines for breaking state or federal laws within our school. Examples of incidents where citations may be issued include the following: theft, possession or use of cigarettes, tobacco, alcohol or other drugs, profane language, fighting, vandalism and damage to property, and disorderly conduct. This may mean a student will have a mandatory court appearance if they receive a citation. We want students and parents to be aware that this is another option that we may use when dealing with students who choose to disrupt the school atmosphere. (Policy 5540)
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQVH69ED9E

INJURY/ILLNESS AT SCHOOL

If a student becomes injured or ill during the school day, s/he should report to the Office with a pass from the teacher. After seeing the nurse or health aide, it will be determined whether the student needs to go home, remain temporarily in the Office, or return to class. First aid will be provided as needed. Telephone contact to the parent/guardian will be made if the student is too ill or uncomfortable due to an injury to remain in school. It is the parent/guardian's responsibility to see that the student is taken home as soon as possible.
In case of serious injury or illness, emergency personnel will be contacted, and at their determination the child is transported to a hospital by ambulance or other emergency transportation. A parent/guardian will be contacted as quickly as possible. The welfare and care of the student is the first priority. **PLEASE KEEP MEDICAL AND EMERGENCY CONTACT FORMS ACCURATE AND UP-TO-DATE**.
(Policy 5341
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRL566B76)

MEDICATIONS AT SCHOOL

The School District requires written parental consent for over-the-counter medications and written doctor and parental consent for prescription medication. The District requires parents to notify the school of medication changes when they occur. **NO MEDICATION** will be administered unless proper written consent is provided. Any medication given must be presented in its original container and labeled with:

1 – the name of the student
2 – the name of the medication
3 – dosage and amount
4 – time to be given
5 – duration of medication

Written consent forms are available from the school secretary or from your physician. (Policy 5330 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLRL566B76)

COMMUNICABLE DISEASE POLICY

Communicable disease control procedures shall be maintained in cooperation with the local health department. The local health department shall be notified at once by any teacher, school nurse or principal who knows that a communicable disease is present in the district. Students who are suspected of having a communicable disease may be sent home by a teacher, school nurse or principal. If this action occurs the parents/guardians of such students shall be notified as soon as possible of the action and the reasons for the action. A teacher who sends a student home must also notify the principal. (Policy 8450 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D2P448770E91 /8453 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CRHLS2566BB7)

ILLNESS AT HOME

Parents/guardians are asked not to send their child(ren) to school if they have the following symptoms:

- fever of 100.4 or higher
- cough, runny nose or congestion
- shortness of breath
- chills
- muscle aches
- headache
- sore throat
- nausea
- diarrhea

CLOSED CAMPUS

Students must stay on school grounds from the time they arrive, even if the first period has not started yet, until dismissal. Students must bring written parent/guardian requests to the office to leave the campus for any reason.

TECHNOLOGY USE

Students are responsible for the technology and devices they are using and must not be working with other students' ID numbers or files for any reason. **Replacement or repair costs for devices that are purposely damaged by a student will be the responsibility of the student or their parent/guardian**. Students are to use technology and devices for class assignments only and may use only the software needed for completion of class assignments. Violations will be dealt with appropriately and may result in restriction from computer use. (Policy 7540
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D9GNJL601B7F /7540.01
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BPSLNQ542F38 /7540.02
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQXP69EEB0 /7540.03
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BZCHFW481941)

INDIVIDUAL NEEDS

Each student has unique needs and learning styles, so the De Soto Area School District provides special instruction in many areas. Students who are gifted/talented, learning disabled, and those with speech disorders, etc. can take advantage of special instruction which enables them to get the most out of their school experience. Staff members with special qualifications provide instruction in various ways, including special classes and instruction in regular classroom settings. These children are integrated as much as possible into the total school program and are, in many cases, returned full time to a regular school program after enrollment in special education classes for a period of time.

A school psychologist, guidance counselor, nurse, and others are available to work with students whenever such help is needed. Parents who wish to obtain special services for their children, or wish more information about the programs, should contact the school principal. (Policy 2460
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BZCHEP48189A)

TITLE I

The Title I program is a special program that supplements the District's elementary instruction by providing tutorial assistance in reading, math, child development and study skills. Teacher recommendation, along with various test scores, help determine which students might benefit from this extra assistance. Additional information and the Title I Form are linked here. (Policy 2261
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=C42NFN5FB264)

NON-DISCRIMINATION POLICY

The De Soto Area School District is committed to providing an equal educational opportunity for all students in the District. The District does not discriminate on the basis of the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "protected Characteristics") in any of its student program and activities.

The district encourages informal resolution of complaints under this policy. If any person believes that De Soto Area School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Compliance Officer, De Soto Area School District, 615 Main Street, De Soto, WI 54624. (Policy 2260 https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=CC4GFL4387CF)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that De Soto Area Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, De Soto Area Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the De Soto Area School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Recognition lists;
- Graduation/promotion programs;
- Sports activity sheets; and
- School web site information describing the activities of students or website articles recognizing student achievements.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, federal law requires local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request; with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want De Soto Area Schools to disclose directory information from your child's education records without prior written consent, you must notify the District in writing prior to the end of the first two weeks of the school year. De Soto Area School District has designated the following information as directory information:

Student's name
Photograph
Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Degrees, honors, and awards received.

(Policy 8330
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D9GNJP601B8F)

STUDENT RECORDS

Refer to Policy: 8330 Student Records
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=D9GNJP601B8F
The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records.

PHOTOGRAPHS, VIDEO & AUDIO RECORDINGS

The District photographs, video tapes and records audio files of students and their accomplishments for presentations in newsletters, web pages, and/or on the District's Facebook page. Individual students as well as groups of students are featured. Parent/Guardian who does not wish their child's image (video, photo, and/or audio) to be displayed must sign the appropriate paperwork during registration or by the first day of enrollment.

PLEASE NOTE: The District is not responsible for preventing photographs, videos and/or audio recordings from being taken at public events where school-aged children are present. The District is not responsible for the subsequent publishing, in any format, of images or audio taken of school-age children at a public event. (e.g. Homecoming Parade, sporting event, music concerts)

NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school

Upon request, the school district will screen any resident child who has not graduated from high school to determine whether a special education referral is appropriate. A request may be made by contacting Nick Mooney, Special Education Director, 608-648-0107, or by writing to him at 615 Main Street, De Soto, WI 54624.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision are checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child may be a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten Spring screening. The dates of this event will be publicized by your local school.

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

district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the De Soto Area School District may be sent to Nick Mooney at the school address listed above. Policy 2131.01
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=DHHP7K61FBFC

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT
Refer to Policy: 5111.01 - HOMELESS STUDENTS
If you are personally aware of or are acquainted with any children or you are someone in need of services due to homelessness, please contact the Homeless Liaison at 608-648-0107.
https://go.boarddocs.com/wi/dsasd/Board.nsf/goto?open&id=BELQU269ED06