

**THE PORT EDWARDS SCHOOL DISTRICT BELIEVES IN THE POTENTIAL OF EVERY CHILD TO TAKE RESPONSIBILITY FOR THEIR ACTIONS. AS A RESULT OF THIS BELIEF, THE DISTRICT HAS BEEN MOVING TO A RESTORATIVE PRACTICE APPROACH IN DEALING WITH STUDENT BEHAVIORAL ISSUES. RESTORATIVE PRACTICES FOCUS ON LOOKING AT THE BEHAVIOR OF STUDENTS, THE IMPACT OF THOSE BEHAVIORS ON OTHERS AND THE ENTIRE SCHOOL COMMUNITY, AND THE RESPONSIBILITY OF THE STUDENTS INVOLVED.**

**THE ENTIRE STAFF RECOGNIZES THAT WE NEED TO FIND SOLUTIONS TO CONFLICT AND DISPUTES AND WORKS WITH THE STUDENTS IN A VARIETY OF WAYS TO PROVIDE A SAFE AND HEALTHY SCHOOL COMMUNITY.**

John Edwards Middle School/High School is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community. Our goal is to achieve this through the utilization of the following techniques:

- **Fostering awareness:** Most young people are so absorbed with the daunting task of growing up and finding themselves that they often don't have a clue about how their behavior affects others. Staff may ask questions to foster awareness of how others are affected by the inappropriate behavior or they may just express their own feelings to the student.
- **Emphasizing student responsibility/involvement:** We all may react defensively when lectured-and may see ourselves as victims. Students are no exception. We try to refrain from lecturing to give students room to notice how others are affected by their behavior and to allow them to feel empathy for the others involved.
- **Involving students actively:** Punishment alone allows students to remain completely passive and to assume the role of the victim. We try to involve students in the process as much as possible, asking them to think about how they can repair the harm done and how they plan to keep their commitment to changing inappropriate behavior.
- **Accepting ambiguity:** Sometimes the answer to the question, "Who is at fault here?" is unclear and we simply have to accept this muddy state and move forward, encouraging students to accept as much responsibility for the situation as possible.
- **Separating the deed from the doer:** We always move from the initial position that our students do not mean to harm anyone. We want to be clear that we recognize our students' worth as individuals and disapprove only of their inappropriate behavior.
- **Seeing every instance of inappropriate behavior as an opportunity for learning:** We understand that many of our students have things to learn about appropriate behavior. We view school problems and incidents as opportunities to teach our young people what they need to know to be successful here and in the future.  
(Ref: Wachtel, T. *SaferSaferSchools: Restoring community in a disconnected world*. PA: International Institute for Restorative Practices, 2000.

The following chart provides examples of student behavior that do not demonstrate respect for others' rights to learn and teach; it is meant to help students and families understand what is not considered appropriate and what the likely consequences may be. It is not meant to be an exhaustive list—school staff and administration reserve the right to assign other consequences at their discretion.

|                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>LEVEL 1 BEHAVIORS: These behaviors will be managed primarily by the staff person involved, with possible referral to the administration.</b>                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Running or minor rough-housing in the hall</li> <li>• Coming to class without materials</li> <li>• Being tardy to class</li> <li>• Minor misconduct in class</li> <li>• Minor dress code violations</li> <li>• Using electronic devices during the school day (e.g. radio, IPOD, electronic pocket games)</li> </ul> | <p>The staff member's choice (or a combination) of the following:</p> <ul style="list-style-type: none"> <li>• Conference with the student (required)</li> <li>• Phone call to parents/guardians</li> <li>• Disciplinary Referral</li> <li>• Detention with the staff member (after school, at lunch, or as arranged)</li> <li>• Reflective essay</li> <li>• Restorative approach</li> <li>• Administrative involvement <u>only if requested</u></li> </ul> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>LEVEL 2 BEHAVIORS:</b> These <u>very serious</u> behaviors may be referred by a staff member but will be handled by the administration and other outside agencies (as appropriate). Consequences will depend on the specific circumstances (e.g., the severity and frequency of the behavior); they may include suspension and a recommendation for expulsion to the School Board.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Bullying or harassing another student or students, either physically or verbally</li> <li>• Fighting</li> <li>• Cheating (repeated; major)</li> <li>• Using profanity</li> <li>• Using, distributing or selling any controlled substance at any time</li> <li>• Arson</li> <li>• Possessing a weapon or look-alike weapon</li> <li>• Physically assaulting a student/adult</li> <li>• Making a bomb threat (written or oral)</li> <li>• Threatening a student or adult</li> <li>• Vandalizing or causing criminal damage to school property</li> <li>• Possessing stolen property</li> <li>• Repeatedly acting in disruptive and/or disrespectful ways</li> <li>• Dialing 911 or reporting a non-existent emergency from school</li> <li>• Possessing fireworks or other explosives on school property</li> <li>• Truancy</li> </ul> | <p>The administrator's choice ( or a combination) of the following:</p> <ul style="list-style-type: none"> <li>• Conference with the student (required)</li> <li>• Phone call to parents/guardians (required)</li> <li>• Disciplinary Referral (required)</li> <li>• Parent-teacher-administrator meeting</li> <li>• Police Liaison Officer involvement</li> <li>• Temporary, short-term or permanent removal from class</li> <li>• Daily meeting with administrator and/or counselor</li> <li>• Behavior sheet signed daily by each teacher and/or staff member and parent/guardian</li> <li>• Reflective essay</li> <li>• Restorative approach</li> <li>• Suspension (in-school or out-of-school)</li> <li>• Recommendation of expulsion to the School Board</li> </ul> |

***As an institution, the Port Edwards School District also recognizes that when dealing with individual student issues a determination between equitable treatment and fair treatment needs to be established. What is equitable for one student is not necessarily the same for the next student. Our goal is to create an environment of consistency, while recognizing that sometimes different students' situations warrant a different approach to ensuring that learning occurs when mistakes are made.***

**Non-Discrimination**

- It is the policy of the Port Edwards School District, pursuant to s. 118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. Discrimination complaints shall be handled in accordance with established procedures.
- Pat Sullivan, Non-Discrimination Compliance Officer, 801 2<sup>nd</sup> Street, Port Edwards, WI 54469, 715-887-9000, ext. 101.

**Harassment**

- The Port Edwards Board of Education supports an educational environment that is free of discrimination and harassment of any form. The board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is therefore the policy of the district that neither students

nor employees will be allowed to engage in any form of sexual or other types of harassment or intimidation toward other students or school employees.

**Safety**

- In order to ensure a secure learning environment for all students, all people entering John Edwards Middle/High School during school hours will be required to enter the building through the main entrance (801 2<sup>nd</sup> Street). From 7:15 a.m. to 8:00 a.m. the cafeteria doors (3<sup>rd</sup> Street) and main doors (2<sup>nd</sup> Street) will be open for students, parents and visitors to enter the building. Prior to 7:50 a.m., students are to report to the cafeteria unless they are seeking help from a teacher, using the library, or working in ATS.
- At 8:00 a.m. all entrances to the building will be locked with the exception of the main entrance. All persons who enter the building after 8:00 a.m. will need to do so through the main entrance. So that the Port Edwards staff can better serve the needs of parents and visitors, it is required that all visitors check in at the office upon arrival. A visitor badge will be issued to anyone circulating through the building. Visitor badges should be returned before exiting the building.

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## **Introduction**

*What is the purpose of the handbook?*

- educate a parent/guardian or student regarding the regulations that govern the school's operations and services
- supplement the district's board of education policy book.
- communicate school expectations

*What happens if school rules are violated?*

- may result in disciplinary action ranging from a verbal warning to suspension/expulsion in extreme cases.

*How will I be notified of policy clarifications or changes?*

- for further information on any of the topics discussed in this handbook, please contact the principal
- issues and policies are addressed throughout the school year and rules or policies may change and not be reflected in this handbook.
- The district newsletter is a source for up-to-date changes all minutes of board meetings are published along with current news regarding academic and social issues that concern each student.

## **Code of Student Conduct**

The district owes each student the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity. Such removal eliminates (or minimizes) the disruption. It also reinforces the district's strong commitment to an appropriate educational environment, and provides a "cooling-off" period for disciplinary or other reasons, short of suspension or expulsion.

The "Code of Student Conduct" policy adopted by the Port Edwards School Board provides guidelines for a teacher or a support staff member in a supervisory capacity employed by the district to temporarily remove a student from a class or the area if the student violates the terms of this Code of Student Conduct (hereafter referred to in this section as the "code"). Copies of this code are available upon request or can be reviewed in the policy book.

### ***WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?***

A student may be removed from class or other school setting for conduct or behavior which:

- violates the district's policies regarding suspension or expulsion;
- violates the behavioral rules and expectations set forth in the student handbook;
- is disruptive, dangerous or unruly;
- interferes with the ability of the teacher to teach effectively or with a supervisor's ability to maintain a safe environment;
- disrupts the education of other students

### ***WHAT ARE OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?***

In some cases a teacher or supervisor may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Some examples could include:

- a student dealing with grief;
- a student with a medical problem;
- a student with emotional distress.

**General Information**

**BEVERAGE POLICY**

- Each student will be allowed to have water in school (classroom, hallway, locker, etc.) during the school day. A student will not be allowed to bring soft drinks, coffee, sport drinks, etc. to school to drink during the school day.
- Each student is only allowed to bring a **clear** water bottle to school for water when he/she gets thirsty.
- If a parent wishes to send juice for lunch, this will be allowed; however, sport drinks, caffeinated beverages, etc. do not constitute as juice and will not be allowed at anytime during school hours. Juice will only be allowed in school during lunch. It is encouraged that juice not be a daily part of a student's lunch due to the fact that many juice products contain high amounts of sugar.
- All soft drink and juice machines will be turned off from 6:00 a.m. – 3:30 p.m. on school days. The cafeteria will not sell soft drinks, sport drinks, or caffeinated beverages as part of its program.
- During the school day, any drink other than water (or juice at lunch) will be confiscated and disposed of. Any drink container other than clear, plastic water bottles will be confiscated. Repeat offenses will result in assigned detention.
- Once per quarter, at the request of a teacher or club sponsor, soda may be consumed as part of a celebration or school activity. Prior to the event, the teacher or sponsor must get approval from the principal.

**DAILY CLASS SCHEDULE**

|              | <b>1</b> | <b>BP</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> |
|--------------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| <b>Start</b> | 8:00     | 8:47      | 9:02     | 9:49     | 10:36    | 11:23    | 12:11    | 12:59    | 1:46     | 2:33     |
| <b>End</b>   | 8:44     | 8:59      | 9:46     | 10:33    | 11:20    | 12:08    | 12:56    | 1:43     | 2:30     | 3:18     |

Prior to 7:50 a.m., students are to report to the cafeteria unless they are seeking help from a teacher, using the library, or working in ATS.

Each student must leave the building at the end of the school day unless he/she is under the direct supervision of a school employee. Each student is to remain in the area of the activity and leave the building at the conclusion of the activity.

Each student is welcome to sit in the cafeteria prior to 7:50 a.m. Each student should be dropped off on 3<sup>rd</sup> Street at the cafeteria doors.

At the end of the school day, the bus lobby doors (located by the cafeteria – 3<sup>rd</sup> Street) will be for bus students only.

**School Calendar of Events 2011-2012**

|                            |                                     |
|----------------------------|-------------------------------------|
| School Begins              | September 1, 2011                   |
| Parent-Teacher Conferences | October 10 & 17, 2011               |
| School Pictures            | September 8, 2011                   |
| <b>Vacation Days:</b>      |                                     |
| WEA Convention             | October 27 & 28, 2011               |
| Thanksgiving Vacation      | November 24 & 25, 2011              |
| Christmas Vacation         | December 23, 2011 – January 1, 2012 |
| Spring Vacation            | March 26 – 30, 2012                 |
| Memorial Day               | May 28, 2012                        |

**Report Card Schedule**

| Quarter Ends     | Semester Exams | Report Cards Distributed              |
|------------------|----------------|---------------------------------------|
| November 4, 2011 | N/A            | Mailed no later than November 8, 2011 |
| January 19, 2012 | Jan. 16-19     | Mailed no later than January 23, 2012 |
| March 22, 2012   | N/A            | Mailed no later than March 26, 2012   |
| June 6, 2011     | June 1-6       | Mailed no later than June 12, 2012    |

**Library Services**

*LIBRARY HOURS:*

- Monday –Thursday 7:45 a.m. - 4:00 p.m.
- Friday 7:45 a.m. - 3:20 p.m.
- At noon hour, a pre-arranged pass is required for library use.

*ATS HOURS:*

- Monday –Thursday 7:00 a.m. - 4:00 p.m.
- Friday 7:00 a.m. - 3:20 p.m.
- At noon hour, a pre-arranged pass is required for library use.

*CHECKOUT*

- BOOKS: two week checkout; may be renewed once.
- MAGAZINES: current magazines may not be checked out. Back issues can be checked out for two weeks.
- RESERVE and REFERENCE BOOKS: one class period. Overnight checkouts (after 3:15) must be returned by 2<sup>nd</sup> hour the following day.

*FINES*

- Overdue books, magazines: 5 cents a day (weekends & holidays not included).
- Overnight checkout items: 10 cents per each class period overdue.
- Lost magazines: replacement cost of the magazine.
- Lost books: replacement cost.

*LOSS OF PRIVILEGES*

Library privileges may be lost if a student violates any of the following rules:

- Discipline problems, including failure to check in and out properly;
- Any destructive behavior to library materials, furniture, or computers;
- Possession of library books or other materials that have not been checked out;
- Failure to pay fines. This may also result in loss of Internet privileges;
- Failure to follow “Internet Access and Acceptable Use Policy” (Board of Ed. Policy).

**Guidance and Counseling**

Each student should be aware of the services offered by the 9-12 guidance and counseling department. A certified counselor is available to assist each student with personal and social issues. A counselor will work with students on high school schedules, post-secondary options, educational issues and career options. The counselor will meet with students in individual, group and classroom settings. Support for many issues is offered.

**Avenues Toward Success (ATS)**

The mission of the Port Edwards School District is to prepare all students to lead productive and rewarding lives.

### *PHILOSOPHY*

It is the desire of Port Edwards Schools to provide a safe, happy and welcoming environment for all students while fostering responsibility and good decision making. Working with and supporting the individual student's learning needs, the ATS staff will work to improve his/her academic performance. The ATS staff acknowledges the importance of the parental role in education and will encourage parent involvement in the educational experience of his/her student.

### *CRITERIA FOR PARTICIPATION IN THE ATS PROGRAM*

- A student in grades 6-8 who receives two or more D's and/or F's in his/her classes;
- A student in grades 9-12 who receives two or more D's and/or F's;
- A student who is recommended by two or more teachers;
- Parent/guardian request for program services.
- The principal/counselor may modify these expectations in specific circumstances.

Identified ATS students will be scheduled into the ATS classroom for a minimum of one class period per day. For a student whose class schedule does not allow for this time block, before-school and after-school hours will be encouraged. A student may apply to exit the program after demonstrating academic success for a minimum of two quarters. Parent/guardian, students, teachers, counselor and principal will review this request.

## **Health Services**

### **NURSING SERVICES**

There may be times a student will need to take medication during the school day and that a parent/guardian will be unable to supervise and school personnel will need to administer the medication. For the safety and protection of the student taking the medication, his/her peers, and the school personnel involved, the following guidelines must be followed:

- All prescription and over-the-counter medications must have a signed "Parent/Guardian Medication Consent Form" on file at the school. State law mandates this. No medications will be given without this form. Medications include any form of prescription or non-prescription drugs (over-the-counter) must be supplied by the pupil's parent or guardian in the original sealed manufacturer's package. The package must list the ingredients and recommended therapeutic dose. A pupil may be administered a nonprescription drug in a dosage other than the recommended therapeutic dose only with the written approval of the pupil's practitioner.
- Prescription medications require a signed form on file at the school for each medication the student receives. All long-term prescriptions must have both forms updated each academic year. Any changes made at any time during the school year must be accompanied by a new "Parental Consent Form" and "Physician's Order for Medication in School Form." The only exception to this rule will be verbal permission from a parent/guardian to administer an over-the-counter medication, such as Tylenol™. The parent/guardian must then return a signed permission slip the next day.
- Medication(s) will be taken by students at a designated time supervised by authorized personnel who have received appropriate training that has been approved by the DPI.
- Medication brought to school must be given to the school nurse or office personnel. It must be in the original container. A pharmacist can provide an extra bottle if requested. Port Edwards School District can not accept any medications without the following labels:
  - ❖ Student name
  - ❖ Name of medication
  - ❖ Dosage and time of administration
  - ❖ Duration of administration
  - ❖ Prescription *number*
  - ❖ Prescribing practitioner's name

Items not kept with the nurse or designee will be confiscated and consequences will range from parent notification to law enforcement notification. Disciplinary action will be taken as necessary. See the 'use of alcohol and other drugs' portion of the handbook.

A parent/guardian will be called if, for any reason, the medication cannot be administered. Furthermore, if the school does not have the proper forms on file, alternative arrangements will need to be made until the forms are received.

### *STUDENTS WITH ASTHMA*

With doctor's permission, state law allows a student with asthma to carry his/her inhaler. This will enable the student to access his/her medication quickly. The student must have an "Asthma Medication Sheet" completed by his/her doctor on file at the school. Inhalers can be taken on field trips, to gym class and to sporting events if used appropriately.

### *ILLNESS AT SCHOOL*

A student excused by the school nurse is to report to the principal's office for permission to leave the building. Before a student can be sent home for illness, a call will be made to the student's home or the parent's/guardian's place of employment to determine if transportation and care will be provided for the student. If a parent/guardian cannot be reached, school personnel will then call the alternate person listed on the emergency card. A student cannot be released until appropriate arrangements are made.

## **CAFETERIA AND HOT LUNCH PROGRAM**

How does the food service program work?

- Students must have a positive account balance
- Each student is issued a lunch ID number.
- he/she enters his/her number into the food service computer in the cafeteria (a staff member monitors this process)
- The cost is automatically deducted from the student's lunch account.
- When an account balance is low, the school may call the home
- Students with negative account balances will receive ONE class A lunch (peanut butter sandwich, fruit and milk)
- After one class A no lunch service will be provided until the account has a positive balance
- **Please do not bring fast food carry-ins to lunch**
- **Students are not allowed to order food into the building**

***Payments need to be in to the central office no later 10:30 a.m. if the payment is to be applied to that day's lunch!***

### *PRICES*

Grades 9-12 lunch prices are currently:

- Hot lunch - \$2.00
- Breakfast - \$1.20
- Milk or Juice - \$ .30

***These prices are subject to school board approval and may change.*** Ala Carte purchases are on a cash only basis and cannot be charged to an account. Lunch deposits must be made to an account in advance. Payments can be made in person or by mailing a check. For the parent's/guardian's convenience, a locked deposit box is located in the central office at the MS/HS building. Sending payments to school with a student is strongly discouraged. Food service staff or lunchroom supervisors will not accept payments in the cafeteria. A record of a student's lunch purchases and account deposits may be requested from the district bookkeeper. A parent/guardian may contact the district bookkeeper if he/she thinks his/her child may qualify for free/reduced lunch. This program allows a family with a limited income to obtain reduced or free lunch. Lunch balances can be monitored on the internet through PowerSchool.

## **General Procedures**

### **BAND INSTRUMENT RENTAL**

A student requesting the use of a school-owned instrument will be assessed a non-refundable user fee of \$15.00/semester. The student will also be responsible for payment for any damage to the instrument

through negligence or wear which is beyond that which would be considered normal. If more than one student is using a school-owned instrument, both will be assessed a user's fee and both will be accountable for damages to the instrument. A student using a school instrument at the request of the instructor will not be assessed the user fee, but will be responsible for payment of damages to the instrument. The instructor and the administration will determine responsibility for payment. A signed agreement will be required for school rentals. These agreements are available through the band instructor.

#### *TEXTBOOK/MATERIALS REPLACEMENT FEES*

Each student is responsible and liable for books/materials assigned to him/her during the school year. Each student will be responsible for the repairs and/or replacement cost for each book and/or materials. Replacement costs for books/materials may vary depending upon the material type. This policy is subject to change.

#### *ANNOUNCEMENTS*

Daily announcements will be read during Blackhawk Period each school day. Each student is responsible to either listen to or read these announcements on PowerSchool each day. Not having read the announcements will not excuse a student from any that may apply to him/her. The public address system is reserved for special announcements only.

#### *FLAG AND PLEDGE OF ALLEGIANCE*

Every school board and the governing body of every public school shall display the U.S. flag in the classroom or from a flagstaff on each school ground building during school hours of each school day.

The Pledge of Allegiance is recited over the P.A. at the beginning of each day. No student shall be compelled, against his/her objections or those of his/her parent/guardian, to recite the pledge.

#### *LOST AND FOUND*

A permanent lost and found will be located in the main office for grades 9-12. Custodian and staff members will bring clothing, books, etc. to this location. Articles left in the lost and found after school is dismissed for the summer will be given to area charities.

#### *VISITORS AND GUESTS*

Each visitor must sign in at the office and receive a visitor's pass. Upon leaving, the visitor must sign out and return the visitor's pass.

A student will not be allowed to have a guest in school except in special circumstances approved by the principal.

#### *CLASSROOM VISITATION BY PARENTS*

The school doors are always open to parents/guardians. A parent/guardian is welcome to visit his/her student's classes as often as he/she would like. A parent/guardian must sign in at the office when he/she arrives and sign out when leaving.

#### *INCLEMENT WEATHER*

School closings and cancellation of school activities due to inclement weather will be announced on stations WIZD, WFHR, WGLX, WIFC and local TV stations. Parents/Guardians will also be advised through the Instant Alert System.

### **Computer Use and Internet Access**

#### **Technology Acceptable Use and Internet Safety Policy**

The Port Edwards Public School District provides staff members and students access to its Information and Technology and Network resources to facilitate teaching and learning, to manage resources, and to connect with stakeholders. These resources include, but are not limited to, computers, software, mobile devices, (laptops, iPods/MP3, cell phones, etc.) e-mail, and access to Internet resources. These

resources are available in each school and in some cases remotely. Use of the District resources is a privilege and users agree to comply with all policy provisions. The District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users. The District assumes no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor online activities. This may include real-time monitoring of information technology and network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to District -owned equipment and, specifically, to exclude those who do not abide by the District's Information Technology and Network Use Policy or other policies governing the use of school facilities, equipment, and materials. The District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing ITN resources.
6. To monitor and record ITN usage.
7. To inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time or for any purpose.
8. To cooperate with requests from law enforcement and regulatory agencies for logs, diaries, data, and archives on individuals' computing activities to the extent required by law.

#### Implementation

All users of the District's ITN resources shall be notified of policies relating to acceptable use of the resources. The District will provide a copy of this policy to every student's parent or guardian and all employees upon its adoption. The policy will be available upon request from the school administration. Annually, parents must review this policy with their student(s), explaining its provisions and spirit in a manner in which the student understands it. Parents must also grant permission for the student to access and use the District's ITN resources before a User ID and password is assigned. In addition to this parental review, appropriate District employees will review this policy with students each school year.

#### Limitation of Liability

The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on District diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District network. The District will not be responsible for financial obligations arising through unauthorized use of its ITN resources.

#### Policy Review

The Board may conduct an annual review of this policy due to the rapid changes in technology. District administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the Board of Education for approval. Upon approval by the Board, such guidelines and procedures shall be an addendum to this policy. The District's ITN policies and procedures are available for review by all parents, guardians, staff and community members.

Legal References: Wisconsin Statutes Sections 118.13, 120.18, , 121.02(1)(h)

Wisconsin Administrative Code PI 8.01(2)(h), PI 9.03

LEGAL REFERENCES: Sections 120.13(1) Wisconsin Statutes

943.70

947.0125

Children's Internet Protection Act

Neighborhood Children's Internet Protection Act

CROSS REFERENCES: 363.1 – Exhibit (1), Independent Internet Access Consent Form – Employee/Student

411.1, Student Harassment

512. Harassment in the Workplace

TECHNOLOGY AND NETWORK USE POLICY  
**Detailed Policy Provisions Page 1**

A. Management, Administration, Monitoring, and Privacy

1. The District has systems in place that monitor usage of all Information Technology and Network (ITN) resources including, but not limited to, computers, software, mobile devices (e.g., laptops, iPods/MP3, cell phones, etc.), e-mail, and the Internet. Users should have no expectation of privacy regarding usage of these resources.
2. If a user connects to a site that contains any offensive, disruptive, or harmful material, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or supervisor of the incident. Offensive, disruptive, or harmful data include, but are not limited to any messages, files, or data that contain the following:
  - pornographic or erotic images,
  - sexual implications,
  - racial slurs,
  - derogatory gender-specific comments,
  - information or instructions designed to cause physical harm to another person,
  - comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability,
  - any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person, and
  - those data or activities which invade the privacy of another person.

B. Data Integrity and Security

1. Non-District owned hardware or software may not be introduced into the system without approval from the appropriate District network personnel.
2. Employees shall download only those materials, which are applicable to their position in the District, and the size of the file(s) downloaded during any one session should not exceed 50MB without permission of District network personnel. Students may only download files from the Internet that are specifically designated for use in classroom assignments and activities, and then only with the permission and direction of their teacher. The use of the District's ITN resources to transfer data outside of these limits can create congestion that may adversely affect everyone's ability to access ITN resources.
3. No employee or student may use District ITN resources to download or distribute software or data that is pirated, or in a manner inconsistent with its license agreement or applicable copyright law and District copyright policy. Any software or files transferred in any manner into or via the

District's computing facilities becomes the property of the District, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with their licenses or copyrights, applicable District policy, or other controlling authority.

4. Unless software or data transferred into the District's computing facilities is part of an approved educational curriculum, students and employees must understand that the unauthorized use or independent installation of non-standard data may cause computers and networks to function erratically, improperly, or cause data loss, and should take that into consideration when installing software not directly related to or approved through an existing curriculum. Users should seek the assistance of qualified District network personnel in using non-standard software and data, and must never install downloaded software to networked storage devices without the assistance and approval of appropriate personnel.
- No employee or student may use the District's ITN resources to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user or the user's data.
  - No employee or student may use the District's ITN resources to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer instruction. Further, employees or students may not propagate any virus "warnings" via electronic mail except to alert appropriate District network personnel. To that end, all data that is transferred into the District's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise deactivated.
  - Employees and students may not intentionally delete or modify data that is used as part of an approved educational curriculum, except where the deletion or modification of said data is part of that curriculum. Users must respect the fact that, much like a library, software and data are made available for all to use and benefit from.

### C. User IDs and Passwords

An ID and password will be assigned to each authorized user to permit access to ITN resources. Users will be held accountable for all activity that occurs under his/her ID and password, regardless of whether the person assigned to the User ID and password is the actual user. "Strong passwords" contain both upper and lowercase characters, have letters, digits and punctuation characters and are at least (5) five characters long. Users should not share passwords with anyone nor should they write passwords down and store them in their office. If an ID and/or password becomes disabled or compromised, users should immediately contact District network personnel for assistance.

### D. Acceptable Use of Mobile Technology Devices

The District permits approved use of mobile technology devices by students and employees in support of teaching and learning, managing resources and connecting with stakeholders. Limited use of personal devices is also permitted so long as it does not interfere with educational or employment responsibilities consume more than a trivial amount of network resources, violate state or federal law, or board policies. Mobile technology devices may include laptop computers, portable digital assistants (PDA), cell phones, gaming devices, iPods/MP3 players, wireless access points, wireless devices, digital cameras, video cameras, storage devices, and other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal mobile technology devices while on District property or while attending school sponsored activities. The District also reserves the right to examine any device at any time to ensure policy compliance.

This policy sets forth guidelines for safe and acceptable use of mobile devices. Improper use may result in loss of network privileges, device confiscation, disciplinary action and/or criminal charges, depending on the severity of the infraction.

### **Student Use**

Students will abide by the following terms when using mobile technology devices.

1. Students who are issued devices by the District will abide by the following terms:

- a. Users assume primary responsibility for the safety and security of the device and content.
- b. Users are not permitted to install software or make significant configuration changes to devices without expressed, written permission from District network personnel.

2. Limited use of personal devices on school property is permitted. In such instances, students will abide by the following terms:

- a. Students **MAY** use personal devices during non-instructional times and locations as approved and designated by the building administrator.
- b. Students **MAY** use personal devices for medical or other uses as approved by the building administrator.
- c. Students **MAY NOT** use personal devices during instructional time unless approved by the building administrator or classroom teacher.
- d. Students **MAY NOT** use personal devices to disrupt the school atmosphere.
- e. Students **MAY NOT** use personal devices to connect to the District network either by wired or wireless methods without permission from the District network personnel and the building principal.
- f. Students **MAY NOT** use personal devices to obtain unfiltered access to web page content while on district property.
- g. Students **MAY NOT** use personal devices to take photographs or to record audio or video while on District property or while a student is engaged in school-sponsored activities unless approved by the building principal.
- h. Students **MAY NOT** use personal devices to compromise the integrity of the instructional or assessment program.
- i. Students **MAY NOT** use personal devices to propagate a virus, worm, Trojan horse, spyware, or other malicious software on the District network.
- j. Students **MAY NOT** use personal devices to establish a wireless network without permission from the building principal or classroom teacher.
- k. Students **MAY NOT** use personal devices to access, create or send inappropriate content while on district property or at school-sponsored events.

### Consequences for Inappropriate Use

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the **first** time, the student may retrieve the device at the end of the school day. A parent is required to retrieve the device for a **second** occurrence. Students who continue to abuse this policy may also be ticketed.

### E. Acceptable Use of the Internet

The District believes that instructional resources available on the Internet outweigh potential risks of permitting Internet access. Therefore, staff members and students are provided Internet access for

educational, professional, and administrative purposes. Limited personal use of the Internet is permitted so long as it does not interfere with educational or employment responsibilities, consume more than a trivial amount of network resources, or violate state or federal law, or board policies.

This policy sets forth guidelines for safe and acceptable use of the Internet. Improper use of the Internet may result in loss of network privileges, disciplinary action and/or criminal charges, depending on the severity of the infraction. Allegations of misuse should be reported to District network personnel.

Users will NOT

1. Access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors.
2. Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.

Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting including violent, discriminatory or disruptive or damaging media .

3. Knowingly or recklessly post false or defamatory information about a person or organization or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

4. Engage in any illegal act or violate any local, state or federal statute or law.

5. Post another person's private information or personal contact information, including but not limited to home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

- b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- i. such information is classified as Directory Information and verification is made that the district has not received notice from a parent/guardian or eligible student that such information is not to be designated as Directory Information; or

- ii. Such information is not classified as Directory Information but written consent for release of the information to be posted has been obtained from a parent/ guardian or eligible student. In addition, prior to posting any personal contact or personally identifiable

Information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

6. Violate copyright laws or usage licensing agreements or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

7. Conduct a business for unauthorized commercial purposes or for financial gain. Users will not use the system to offer or provide goods or services or for product advertisement. Users will not use the District system to purchase goods or services for personal use without authorization from the appropriate district official.

8. Advertise or engage in political lobbying.

9. Download entertainment software or other files not related to the mission and objectives of the District for transfer to a user's home computer, personal computer, or other media.

10. Download, copy, or otherwise duplicate, and/or distribute copyrighted materials without the specific written permission of the copyright owner except when that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

11. Play games unless specifically authorized by a teacher for instructional purposes.

12. Establish connections to live communications, including audio and/or video unless specifically authorized by District network personnel.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to District network personnel. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

Parents bear responsibility for the same guidance of Internet use outside of school as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the District's information technology and network resources, including the Internet, if the student is accessing said resources from home or a remote location.

#### Remote Access to District Internet Resources

A student or staff member engaging in unacceptable Internet use when off District premises may also be in violation of this policy. If the District receives a report of an unacceptable use of District resources originating from a non-school computer or resource, the District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including but not limited to, suspension or cancellation of the use or access to the information technology and network resources and discipline under other appropriate District policies, including suspension, expulsion, exclusion, or termination of employment.

#### Internet Safety

Consistent with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA), the District has implemented software on all computers with Internet access that protects against access to visual depictions that are obscene, pornographic and/or harmful to children. This software is operating at all times, and enables the District to monitor and protect against the aforementioned visual depictions. The District has additional systems in place to ensure the security, integrity, and appropriateness of the data on our networks. However, we also rely on and respect each family's right to decide whether to allow their student(s) access to the Internet.

#### Limited Expectation of Privacy

The District maintains control over materials on its network. Users should have no expectation of privacy in the contents of personal files on the District's system.

#### F. Acceptable Use of Web 2.0 Resources

Web 2.0 or social Web resources are a collection of tools that enable read/write and media interaction in cyberspace. Web 2.0 tools include blogs, wikis, podcasts, social-bookmarking, multiuser role-playing environments, video games, and social-networking sites like MySpace, Flickr, Bebo, Ning, Imbee, and Facebook. The District permits responsible and safe use of these tools for instructional purposes. This policy sets forth guidelines for safe and acceptable use of Web 2.0 resources.

## **Students**

1. The uses of Web 2.0 tools are considered extensions of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
2. Students using blogs, wikis or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web. This includes, but is not limited to, last names, personal details including addresses, phone numbers, family names, email addresses, or photographs. Photographs may be posted with parental/user consent when educationally relevant and in accordance with applicable copyright provisions.
3. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents.
4. Students should take privacy precautions to protect their personal information from being accessed via links to any online login name. In addition, comments made on social sites, blogs etc. should be monitored and deleted if inappropriate.
5. Web site links should be read in their entirety to ensure content is appropriate for a school setting.
6. Publication or posting of information to social networking sites or online spaces must be for educational purposes only and clearly identified as a requisite of the classroom activity. Appropriate sharing of interests, ideas and preferences is encouraged.
7. At no time should students sign into any web-based service, requiring them to provide personal details in exchange for a user name and password for further access not explicitly authorized by the teacher.
8. At no time should students post unauthorized video or audio to public spaces, either as a 'member' of the service or anonymously.
9. Students may not alter, delete or move any digital materials produced on any 'social space' without permission of the owner.
10. Students may not comment via text on other people's work that is publically accessible without permission of the teacher.
11. Teacher and school generated media is subject to copyright. Publishing any part of any copyrighted material or posting, downloading or plagiarizing work is not permitted.
12. Students and parents must be aware that social network publishing means that everything they publish in the public domain cannot be deleted, moved or suspended by the school. Even if content is deleted, it is likely that it can still be accessed in the future.
13. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.
14. Students should use Web 2.0 tools for educational use only. Any abuse will result in immediate loss of the privilege of accessing any Web 2.0 tools.

## **G. World Wide Web Publishing and Use**

1. Materials published to the World Wide Web using District computing facilities are considered official District materials, and will be created by appropriate employees. Students may, upon approval of their teacher, create Web pages relating to class projects or other school-related activities. The purpose of Web pages published by the District shall be to communicate information about the District to students, parents, and the public, and to provide an instructional tool with links to other sites that correlate with current curriculum, are age-appropriate, and are reviewed in advance by appropriate District employees.

2. Web pages on the World Wide Web allow an international audience to visit the District electronically. Therefore, the construction and ongoing maintenance of web pages that represent the District are to be viewed as public information vehicles and the following guidelines should be applied:

- Pages and the data contained thereon belong to the District, and should reflect quality work and accurate information.
- Contents must adhere to this policy, applicable privacy policies and laws, applicable copyright policies and laws, and other established District policies.
- Information published on District web pages should be education-related, non-confidential, and non-commercial. However, advertising for non-profit, school-sponsored organizations may be acceptable.
- All pages should be created to facilitate easy loading and viewing of graphics and audiovisual materials by the user of the page, whether internal or outside the District, and subject to the restrictions contained in this policy.
- Links to commercial or personal Web pages shall not be made from any District web page, except where such linking would serve a legitimate educational purpose, and the content on the entire linked site would not violate any provision of this policy.

3. The District shall designate an individual(s) to be responsible for maintaining the official District web page and monitoring all web page activity. The individual will be the District "webmaster." The security of the system will be the responsibility of the webmaster. The webmaster will also work with the sites including the Board, Administrative Offices and individual schools. District web pages shall not contain the following items:

- Students' full names, electronic mail addresses, telephone numbers, street addresses, or any other identifying information.
- Identifying photographs, video, or likenesses of students and staff unless written permission has been granted.
- Employees' personal electronic mail addresses, personal telephone numbers, street addresses, or any other identifying information of a personal nature. Web pages may contain an employee's name, title, work telephone number, work electronic mail address, the building or facility he or she is employed in, and other work-related information to facilitate communication with parents and other outside correspondents.

4. All school and site Web pages must be reviewed and approved by the Principal or designee.

5. District web pages should be updated regularly on a schedule determined by appropriate District network personnel. Links to outside pages must be reviewed and checked regularly for accuracy.

6. The work of students may be published on the District's Web pages provided that a written release is granted by the parent or guardian of the student.

7. Each employee and student using the Web and other Internet facilities of the District shall identify himself or herself honestly, accurately, and completely at all times. No employee or student may purport to represent the District or its views, policies, or opinions without the advance approval of the Superintendent, and employees and students must refrain from political advocacy, endorsement of products, services, or educational methods, or communication with any media outlet or public forum without such advance approval.

#### H. Resource Considerations

1. Students and employees with Internet access should not use District resources to transfer images, video, or sound materials unless there is an explicit educational purpose for such a transfer. The regular and widespread transfer of such large amounts of data creates a significant burden on any computing facility. Rather than transferring large files via the public Internet, users should ideally download a large amount of data once, then distribute it to others using the District's faster internal networks.

2. Whenever possible, students and employees should schedule communications-intensive operations such as large file transfers, video downloads, mass emailing, or the use of streaming audiovisual technology for times when other users are not likely to be performing the same activity.

3. Students and employees will be granted a limited amount of space on the District's networks to store electronic mail, files, and other data. Users may not exceed this quota without the advance approval and assistance of appropriate District network personnel, and users at their storage limit may find that their access to some resources will be automatically restricted or disabled to ensure that the resource will be equally available for everyone to use at all times.

4. The District may, at any time and without warning, move or delete data stored on networked systems to efficiently allocate computing resources to all users. While every reasonable attempt will be made to inform users of such modifications or deletions, users should preserve important or sensitive data on a disk or other removable storage medium, and particularly recognize that there may be circumstances when such a notification will not be possible, such as at the end of an academic year or during a vacation period.

#### I. Enforcement

1. Any user identified as a security risk or having a history of problems with computing systems may be denied access to the District's computing facilities, with or without advance notice, warning, or opportunity to cure a defect that may result in such a revocation of privileges.

2. The District will report all violations or suspected violations of District, local, state, or federal laws and policies to the appropriate administrator, agency, or law enforcement authority, and will cooperate fully in the investigation of any activity that may violate established law or doctrine.

3. Violations of Information Technology and Network Use Policy will be investigated by appropriate District personnel. Where appropriate, disciplinary action will be taken against students and employees violating any provision of this Policy, as provided for by Board policy.

#### J. Enforcement Guidelines for Administrators

##### **Consequence Guidelines for Improper Computer Use - Students**

Students are provided networked computer access for educational purposes only. Computers are to be used in accordance with our Information Technology and Network policy. Improper use of our computers or computer network will result in the following consequences:

#### General Misuse

General misuse of equipment will include infractions such as:

- Password sharing
- Actions to equipment without purpose (pounding keys, altering monitor, unplugging mouse or keyboard, etc.)
- Student failure to report improper acts of fellow students
- Non-educational web-browsing or computer game-playing

*Consequence:* Warning or teacher assigned detention. Continued general misuse could result in loss of Internet access and/or computer use for a period of time.

#### Equipment / Network Tampering

Tampering will include infractions such as:

- Settings changes
- Password fraud such as using another student's or staff member's password without his or her knowledge
- Introduction of non-district owned hardware or software (games, freeware, software deletes, installs, including copyright infringement etc.) to the network without approval from appropriate systems management personnel
- Inappropriate communication (e.g., including misuse of Web 2.0 tools, email, texting, IM, improper or profane language, etc.)

#### *Consequence:*

1st Offense – Detention and loss of computer privileges for up to 15 school days.

2nd Offense - Loss of computer privileges for an extended period of time. Administratively directed consequences such as community service may be assigned. A parent contact will be made.

3rd Offense - Loss of privileges for an extended period of time and/or out-of-school suspension - a mandatory parent meeting will be held with administrator and/or designee before privileges are reinstated.

#### Using a proxy server to circumvent filtering

**Consequence:**

1st Offense - Loss of computer privileges for an extended period of time - a parent meeting will be held with administrator and/or designee before privileges are reinstated.

2nd Offense - Loss of privileges for one full year and/or out-of-school suspension - a mandatory parent meeting will be held with administrator and referring teacher before privileges are reinstated.

**Severe Infraction**

Any infraction, with evidence, that is serious enough that it could involve the police will carry severe consequences.

- cyberbullying
- sharing inappropriate or illegal content online
- theft
- cracking or hacking
- vandalism - including intentional viruses, harassment, gambling, dealing drugs, etc.

**Consequence:** Suspension from school for up to five days and immediate loss of computer network privileges for as long as one full calendar year up to expulsion. The student will not be able to use the computer network, even in a supervised classroom situation, and will need to use pencil and paper and print resources for research and assignments. The student may be dropped from computer classes for one school year. Depending on circumstances, police may or may not be involved. Administratively directed consequences such as community service may be assigned.

The above misdeeds and consequences are not meant to be all-inclusive, but to serve as a guideline for potential infractions. Administrative discretion will be employed.

*\*Often, the student account will be disabled until the consequence has been determined.*

Cross Ref: Board Policies and Administrative Regulations

361.1 Instructional Materials Selections

361.3 Selection of Supplementary Materials

362 Libraries

**Lunch Hour Privileges, Study Hall and Passes**

**CLOSED CAMPUS POLICY**

- The lunch period will be closed for all high school students. Only seniors (final year of high school) with open campus privileges, or those with a pass from the office, will be allowed to leave school property.
- Senior Privileges will be awarded at the beginning of the 1<sup>st</sup> and 2<sup>nd</sup> semester to seniors who complete an application within the first five days of any semester and who have, during the previous quarter:
  - ◆ Passed all of their classes
  - ◆ Had no unexcused absences and fewer than 8 unexcused tardies
  - ◆ Had no discipline referrals resulting in a consequence for behaviors
  - ◆ With the approval of the principal
- Parents/Guardians are asked to excuse their students during lunch for only an emergency situation or extenuating circumstances. Parents/Guardians must notify the office in writing if the student must leave campus during the lunch period.
- Students who leave campus without permission
  - ◆ Will be considered truant and face the consequences outlined in the student handbook under the heading of truancy.
  - ◆ Other consequences may be assigned at the discretion of the principal or designee.
- A student who has permission to leave campus and is in the company of a student or students who do not have permission to leave will have his/her privilege suspended for the remainder of the semester. A second offense will result in the loss of the privilege to leave campus for the remainder of the year.

- Since student vehicles are not on school property, a student needs permission to go to his/her vehicle during the school day. Only students with senior privileges may go to their vehicles during the school day without a special pass from the office.
- Privileges may be revoked at any time for behavior, grades, attendance, etc.

### STUDY HALL

- Schoolwork should be brought to the study hall by the student.
- The study hall supervisor may make necessary regulations. This will be done in consultation with the principal and such regulations will be made known to the students.
- Each student must be supervised at all times.
- A student will be signed out to the library for reading, research, and acceptable computer purposes. If a student wishes to go to a classroom, he/she must have a pass issued by the teacher who is requesting the student's presence. When the student is to return to study hall, the student must return with a signed pass from the teacher.
- A study hall supervisor may assign detentions, seats, etc.
- All study halls shall be a "Quiet Study Area".
- All school rules apply in study hall
- Students that routinely come to study hall without work or are disruptive may be reassigned to a class.

### SENIOR WORK PERIOD

A senior may request a work period 1<sup>st</sup> or 9<sup>th</sup> hour in place of a study hall. Only one work period per day will be awarded. This work period may be revoked if:

- Any of the student's grades fall below a "C-" (70 or lower).
- Problems with school attendance.
- Other disciplinary reasons.

Work Period privilege may be reviewed periodically  
(Extenuating circumstances may be addressed individually with the principal.)

### PROCEDURES FOR ACQUIRING A WORK PERIOD

The student must have a grade of "C" or better in all classes. The *previous semester grades* will determine eligibility.

The student must be up-to-date on credits needed for graduation.

The student must obtain a form from the guidance office. The student will be required to complete the form and have it signed by a parent/guardian and a management representative from the company where the student is employed. The student must also indicate the period (either 1 or 9) that he/she plans to use for the work period.

The form must be submitted to the counselor and, if approved *by administration*, must be on file in the guidance office before work period privileges are used.

### HALL PASSES

Use of the hall pass should be limited to necessary or emergency situations. A student will require a pass anytime he/she is not in an assigned classroom or study hall. This would include:

- Using the restroom;
- Visiting the school nurse or counselor;
- Being summoned to the office.

A student will not be allowed to miss classes to:

- Visit other students;
- Purchase food;
- Run errands;
- Visit his/her locker;
- Go to the office.

If a student abuses the pass system, the privilege of using passes may be revoked.

## **Academics**

### **REPORT CARDS AND GRADES**

#### **LETTER GRADES**

- **“A”**—An “A” (90-100) represents superior achievement. It means that the student is prepared for high quality advanced work in the field of study in which it was earned.
- **“B”**—A “B” (80-89) represents highly satisfactory achievement. It indicates that the student is prepared for above average quality advanced work in the field of study in which it was earned.
- **“C”**—A “C” (70-79) represents competent, satisfactory, average achievement. It means that the student is prepared to move ahead in the field of study in which it was earned.
- **“D”**—A “D” (60-69) represents poor achievement. It represents work that is marginal for advanced work in the field of study in which it was earned.
- **“F”**—An “F” (0-59) represents very poor achievement. Failure in a class will generally prohibit advanced courses being taken later.
- **“INC”(Incomplete)**—An “INC” may be issued by teachers to allow a student with an illness, or other excusable absence, additional time to complete the work required for the course. An incomplete grade must be resolved within two weeks of the end of the grading period unless prior arrangements are made with the principal. A student who does not complete the required coursework will be given a “0” for all work not completed and a final grade will be computed.

The above criteria apply most accurately to A’s, B’s and C’s. As the grade gets lower the statements decrease accordingly. It is recognized that these grades do not always reflect the student’s potential in the subject.

#### **GRADE POINTS**

|      |                                      |        |
|------|--------------------------------------|--------|
| 4.0  | Points awarded for any grade between | 96-100 |
| 3.67 | Points awarded for any grade between | 90-95  |
| 3.33 | Points awarded for any grade between | 87-89  |
| 3.0  | Points awarded for any grade between | 83-86  |
| 2.67 | Points awarded for any grade between | 80-82  |
| 2.33 | Points awarded for any grade between | 77-79  |
| 2.0  | Points awarded for any grade between | 73-76  |
| 1.67 | Points awarded for any grade between | 70-72  |
| 1.33 | Points awarded for any grade between | 67-69  |
| 1.0  | Points awarded for any grade between | 63-66  |
| .67  | Points awarded for any grade between | 60-62  |
| 0.0  | Points awarded for any grade below   | 0-59   |

#### **AWARDS**

##### **HONOR ROLL**

The academic honor roll is strictly based upon scholastic achievement on a quarterly basis. A student’s GPA for the quarter is determined by the numerical grades earned during that quarter. A student must obtain an absolute 3.0, or above, average. A student receiving an “F” will be ineligible for the honor roll regardless of his/her grade point average. A student with an “INC” will be considered ineligible for honor roll until the “INC” is assigned a passing grade.

##### **HONOR ROLL DIVISIONS (SUBJECT TO ABOVE CRITERIA)**

- STRAIGHT “A”—A GPA of 3.67 and all A’s.
- HIGH HONORS—A 3.67 or above, but not all A’s.
- HONORS—A GPA of 3.0 or above.

To be placed on the honor roll, a student must carry six or more courses of an academic nature and must obtain a 3.0 GPA. A student carrying 5 courses or less must obtain a 3.33 GPA.

##### **WITHDRAWAL PROCEDURES**

A parent/guardian transferring his/her student to another school district must fill out a “Student Withdrawal Form” prior to the records being sent to the new school. The withdrawal form can be obtained in the high school office.

### *SENIOR HONOR CORDS*

A senior must have a minimum 3.0 cumulative GPA at the completion of the 1<sup>st</sup> semester of his/her senior year to qualify for an honor cord. Final class standings will be established at the end of the fifteenth quarter. Seniors with a cumulative GPA of 3.0-3.49 will wear silver honor cords and seniors with a cumulative GPA of 3.5-4.0 will wear gold honor cords.

### **Course Requirements**

A minimum of six full credits each year must be included in the grade point average. Six academic courses per semester are required each year. A student may take fewer than six academic courses if granted permission from the school principal.

Courses may be taken out of sequence only by special permission from the instructor and the counseling and guidance departments.

The school reserves the right to adjust a student's schedule in terms of the student's abilities, interests, goals, and class sizes. The school will, within reason, try to accommodate each student's individual needs. A student who has failed a required course must repeat it unless special circumstances exist and the administration waives the requirement.

### *DROP/ADD PROCEDURES*

Once schedules are complete, a student at John Edwards High School will be allowed to drop/add courses for the following reasons only:

- The student is enrolled in a class for which he/she has already received credit;
- The student is a senior who needs additional credits for graduation;
- The student is enrolled in a class for which he/she lacks the prerequisite.

A student will not be able to drop or add a class after the third day of the semester.

The drop/add is a result of a conference between a teacher, the student and a parent/guardian.

### *YOUTH OPTIONS*

The Youth Options program allows each public high school junior and senior who meets certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. This includes a center or institution within the UW system, a tribally-controlled college or a private, nonprofit institution.

A student that enrolls in any class at a post-secondary institute under Youth Options that is offered at John Edwards High School will be responsible for all tuition and fees.

Applications for possible enrollment in the Youth Options program must be made by March 1<sup>st</sup> for the fall semester of the upcoming academic year, and by October 1<sup>st</sup> for the spring semester of the current academic year.

More information about the Youth Options program is available through the guidance counselor.

### *STUDENT ASSISTANT PROGRAM*

The John Edwards High School student assistant program allows eligible seniors to earn community service hours by serving as a student assistant for a teacher or administrator. A student participating in this program will develop employability skills that will benefit him/her once he/she enters the workforce. To be eligible, a student must meet the following criteria:

- Achieved senior status;
- Earned no D's or F's the semester prior to serving as a student aide;
- Must have zero unexcused absences and less than eight unexcused tardies the previous two quarters prior to serving as a student aide.

An interested junior must inform the guidance counselor during registration that he/she is interested in serving as a student assistant during his/her senior year. The student will complete a Student Assistant

form. The drop/add procedure applies to a student assistant position and the student will be expected to finish the assignment once the semester begins.

### **SUMMER SCHOOL**

If available, a high school student may be able to attend summer school to earn .5 credit in a course where the student previously earned a failing grade. Enrollment in summer school is limited and will be granted first to seniors, then to juniors, followed by sophomores and lastly freshmen. A student will be allowed no more than two absences for any reason during summer school and will be dropped on the third absence.

### **MEDICAL EXCUSE FROM PHYSICAL EDUCATION PARTICIPATION**

A written excuse signed by a parent/guardian will be accepted to excuse a student from a daily activity during phy ed class. Repeated excuses will result in a referral to the school nurse and may result in having to obtain a doctor's excuse. It is the student's responsibility to present the written excuse to the instructor. In the case of a chronic injury, or an injury in which a student will not be able to participate in phy ed activities for seven or more days, a written recommendation from a doctor, chiropractor, or other professionally-trained medical personnel is required. The recommendation should contain:

- How long the student should be excused;
- Or, if it is a partial excuse and any limitations for the student.

A student excused from activities is to remain under the supervision of the physical education teacher unless prior arrangements have been made with a classroom teacher or study hall supervisor. If a student becomes ill or sustains an injury while in school and would like to be excused from physical education activities, the student will need to report to the school nurse for her evaluation or to the school office if the school nurse is unavailable.

### **Graduation Requirements**

The following criteria will be applied to any student wishing to obtain a John Edwards High School diploma (see Board Policy 345.6 for complete graduation policy):

- 22 required credits that will include:
  - ❖ 4 credits English
  - ❖ 4 credits Social Studies
  - ❖ 3 credits Science
  - ❖ 3 credits Mathematics
  - ❖ 1 ½ credits Physical Education *over a three year period*
  - ❖ ½ credit Health
- Physical disability and unusual circumstances that might prevent a student from meeting the physical education requirements may be exempt from this provision subject to administrative and board of education review. The opportunity to make up the exempted credit must be exercised as long as the possibility for make-up exists.
- Approved correspondence courses may be used to fulfill any of the above requirements. A recommendation is to be made by the counselor in consultation with the high school principal. The district administrator gives the final approval.
- Credits earned from other sources, such as vocational schools, work-study programs, etc. may be considered. The courses to be allowed credit and the number of credits allowed shall be arrived at by observing North Central Association recommendations and evaluation by a panel consisting of the district administrator, high school principal and high school counselor. Final approval of the credit to be allowed will be made by the district administrator.
- To participate in commencement exercises, a student must meet the requirements for a diploma and meet district attendance and behavioral requirements. All library fines, tech. ed. and art fees, lunch account, etc. must be paid prior to participating in the graduation ceremony and receiving a diploma.

## **Student Assignments**

### ***PLAGIARISM***

The following statement applies to any written work required in any class offered at John Edwards High School:

- A variety of writing skills are expected of JEHS students. A student practices technical and creative techniques. It is required that all written work be the work of the student. Violations of this rule may include his/her assignment being returned for revision. Teachers have the option of assigning a late work penalty on the revision. Other disciplinary consequences may also be assigned, such as earning a zero on the assignment.

The rules for original work are:

- Always include the name of the source for facts, ideas or language that is not original. This documentation helps establish authority for what is said.
- If a student demonstrate a fact as common knowledge, it is not necessary to document it.
- Proper use of quotation marks is expected when utilizing a direct quote.

If a student has questions regarding these guidelines, he/she should discuss them with the teacher or ask the teacher for a copy of the English handbook.

### ***ACCEPTABLE SPEECH & WRITTEN WORK***

To reflect the John Edwards High School philosophy of excellence in education, guidelines have been developed to assist students in achieving this goal. Therefore, the following are not permitted and will result in a revision or a failing grade.

- Submitted work that was copied from someone else;
- Use of the name of a student or staff person of JEHS in an assignment without his/her permission in advance;
- Sexist comments or racist comments that demean minorities or create a hostile learning environment;
- Slanderous or \*libelous comments;
- Inappropriate jokes;
- Language inappropriate to a classroom situation – ask for specific information if in doubt;

Any question on the suitability of a student's written or spoken work will be determined by the classroom teacher. If a resolution cannot be reached in the classroom, the student can appeal the decision to the building principal.

\*Libel is injury to reputation. Words, pictures, or cartoons that expose a person to public hatred, shame, disgrace, or ridicule or induce an ill opinion of a person are libelous.

### ***ACADEMIC DISHONESTY***

Academic dishonesty will not be allowed at JEHS. Academic dishonesty (more commonly known as cheating) includes, but is not limited to:

- Receiving answers to an assignment by looking at someone else's assignment or sharing an assignment with another student;
- Providing answers or materials to another student that were not provided as study materials by the instructor;
- Using answers or materials that were not approved as study materials by the instructors or were not made available to all students.

Plagiarism and academic dishonesty will result in detention, suspension or expulsion as well as parent/guardian notification. Both of these infractions also violate the Port Edwards athletic code and will result in an athletic suspension. Other disciplinary consequences may be assigned, such as earning a zero on an assignment, test, quiz, etc. or completing an alternate assignment.

## **Attendance**

### ***ABSENCES***

Wisconsin State Statute 118.15 and 118.16 requires all children between the ages of 6 – 18 to attend school every day that school is in session. When a student is absent for any part of the school day, the parent/guardian must call the school and provide a valid reason for the student's absence or send a note. The principal has the final authority as to whether an absence is excused.

Valid reasons are limited to situations where the absence is unavoidable, such as an illness, medical or legal appointments, religious observance or a funeral. Personal reasons (without specifics), car trouble, oversleeping, traffic problems, etc. are not acceptable excuses.

A letter or note from the person conducting the appointment may be required to excuse any appointment. A note from a physician may be required to excuse an unusual illness, frequent illness, or extended absence due to illness. The principal will determine when a note is required.

In accordance with state law, a student may only be excused by a parent/guardian for a total of 10 days or parts of days in any school year. All absences after 10 days or parts of days in any school year will be considered truant unless the principal received satisfactory documentation from the parent/guardian to justify the additional absences.

A parent/guardian can call in an absence at any time by phoning the high school office at 887-9000, extension 109 or to the attendance line at 887-9000, extension 500. This line has voice mail which is available 24 hours a day. An absence will become a truancy unless a valid reason is provided to the office within 48 hours from the start of the absence.

### ***TRUANCY***

Truancy is defined as missing 15 or more minutes of a class without a school-approved reason. Any unresolved absence that is not cleared up within 48 hours will be recorded as truancy. When a student is truant for *three* days or parts of days in a semester, the student will be referred to local law enforcement and social services as a habitual truant and may receive a fine.

### ***UNEXCUSED ABSENCES***

An unexcused absence is an absence without a school or state approved reason. Students who are unexcused/truant from school will face consequences and will make up the time missed. These consequences will be determined by the principal or designee. Consequences could include, but not limited to: parent contact/conference, detention, in-school suspension or community service as determined by the principal or designee.

The high school office will make every effort to notify the parent/guardian on a regular basis when no notification has been received regarding the student's absence. In addition, truancy notices will be sent home on the third, fourth, and fifth truancy in any semester. Attendance reports will also be included with report cards. Keep in mind, on the *third* truancy in a semester, local law enforcement and social services will be notified.

A student will not be allowed to make up daily assignments, homework or projects if an absence is unexcused. A student may receive a grade of "F" for assignments missed during a truancy or unexcused absence. Assignment deadlines will not be extended for unexcused absences. In accordance with state law, exam make-up will be allowed.

### ***REQUIRED ATTENDANCE TO PERFORM IN EXTRA-CURRICULAR ACTIVITIES***

An extra-curricular activity is defined as any non-graded school-sponsored activity outside the regular school day. If a student misses five days or parts of days, for a non-school approved reason in any semester, he/she will not be eligible to participate in all extra-curricular activities. This would include attending or participating in activities such as athletic events, prom/homecoming/dances, and graduation ceremony.

### *EXCUSED*

A student who has an excused absence from school will be allowed to make up work. Two make-up days will be allowed for each non-vacation, excused absence. This make-up privilege applies to work assigned or missed due to the absence and not to previously assigned work, test, papers, etc.

### *FAMILY VACATIONS*

The board of education recommends that extended family vacations be planned so as not to interfere with the student's in-school education. Many in-school educational experiences cannot be made up. THE MOST IMPORTANT guideline is to start planning with the teachers as early as possible. Each parent/guardian must complete a pre-arranged absence form ahead of time – two school days for each school day missed. Completing work before a vacation can minimize the effect of the absence. Arrange make-up work for vacation with each teacher prior to leaving.

### *PRE-ARRANGED ABSENCE REQUEST FORMS*

The student should pick up this form from the middle/high school office. A parent/guardian must sign the form. After the parent/guardian signature is obtained, it is given to the principal for his approval. If the request is approved, the student will meet with his/her teachers. This allows the teacher to assign work (if possible) and gives the teacher notification that the student is requesting an excused absence. If the student has not made arrangements prior to vacation to complete required assignments, the absence for that class will be unexcused. This emphasizes the importance of notifying and working with the teachers well ahead of the planned vacation. Each teacher will sign if the student has satisfied the teacher's requirements. The teacher will not sign if requirements have not been properly completed. The absence from that class will be unexcused.

The completed form must be returned to the high school office before 12:15 p.m. of the last school day preceding the absence.

### *TARDINESS*

Every student is expected to be on time for every class. Unfortunately, situations arise from time to time in which a student will be late to class. In order to be flexible and considerate of true emergencies, a student will be permitted seven tardies per quarter without receiving a detention from the principal. A classroom teacher may assign detention in accordance with his/her individual discipline policy.

Once a student reaches 8 tardies in a quarter, the student will meet with the principal or designee to discuss the situation and solutions to correct the problem. These could include parent contact, detention, community service, or some other solution to correct the tardiness. If a student continues to be tardy, additional consequences will be assigned.

## **Conduct & Discipline**

One general rule governs the conduct of a JEHS student: RESPECT FOR ALL. The principal will address misconduct after consideration of the facts and circumstances.

### *CLASSROOM EXPECTATIONS*

Each teacher or supervisor is expected to communicate classroom expectations to all students as well as consequences for students who violate class expectations.

### *SUBSTITUTE TEACHERS*

A substitute teacher is considered to be a member of the staff while substituting. A student is expected to treat a substitute teacher courteously and with respect.

### *DISRESPECT*

Disrespect of any kind to any employee of the Port Edwards Schools by a student will result in a conference with the student, teacher and principal to determine the reason for the student's behavior. Subsequent consequences may follow, such as detention or suspension. The parent will be notified of the punishment and the reason(s) for it.

### *PROFANITY*

The use of profanity, vulgar or offensive language or possession of profane, vulgar or offensive material in school is prohibited. If the incident disrupts a class, lunch, study hall, school-sponsored event, etc., law enforcement may be contacted.

### *FIGHTING*

A fight is defined as deliberately striking another person with the intent to cause physical harm. Any student that engages in a fight will receive a minimum of 2 days suspension. Law enforcement will also be contacted if the fight disrupts a class, lunch, study hall, recess, school-sponsored event, etc.

### *THEFT*

A student who takes another person's property or school property, will be suspended a minimum of two days and local law enforcement will be contacted.

### *VANDALISM--DAMAGE TO SCHOOL PROPERTY*

A student who knowingly defaces or damages school property will be assigned a consequence which could include but not limited to: detention or out-of-school suspension and will be responsible for restitution.

### *DISAGREEMENTS BETWEEN STUDENTS & STAFF*

When a student and any employee of the Port Edwards Schools have a disagreement, the following steps are to be followed:

- The student is not to argue any issue in such a manner as to disrupt a class or activity.
- Upon the request of the student or employee, the student or employee will arrange a time to meet in private to discuss the disagreement in a calm, rational and courteous manner.
- The employee may also initiate a request that the student meet in private for a discussion.
- After discussion with the staff member, a student may wish to discuss the matter with the principal.

Disrespect towards any staff member shall not be tolerated at any time. Reprimand, detention, removal from class (temporarily or permanent), suspension or expulsion may result from such acts.

### *INAPPROPRIATE TOUCHING*

Each student is to respect himself/herself and each other by refraining from inappropriate physical contact. Kissing and prolonged hugging are not appropriate behaviors for public places and are prohibited. In addition, a student should refrain from touching, hitting, or grabbing another student's buttocks, chest or genital area. Violation of this policy may result in a punishment ranging from detention to expulsion as well as possible legal action against the individual.

### *PRINCIPAL'S OFFICE*

When discipline issues are referred to the principal's office the following steps will be taken:

- In most cases, the student will not return to the class period from which he/she was sent.
- The principal or designee will counsel the student and determine an appropriate disciplinary procedure (this may range from a warning, detention or suspension).

John Edwards High School is a safe place for all students and staff. Assaults, fighting, and theft may result in suspension or other form of discipline. Authorities may be notified and disorderly conduct citations will be requested in extreme cases.

### *HOMECOMING & FLOATBUILDING CONDUCT GUIDELINES*

All homecoming activities, including float building, are school-sponsored activities and ALL school rules and athletic code rules apply. It is expected that any student who chooses to participate in a homecoming activity agrees to follow the guidelines listed below:

- Supplies used to build the float must be furnished by the class
- Students are not to take supplies from the school for float-building
- Each class is allowed to requisition up to \$150 for float-building materials

- Each float-building activity is open only to members of that class (i.e. freshman only at the freshman float, seniors only at the senior float, etc.). "Crashing" another group's float is prohibited.
- Trespassing on property bordering a float building site, without permission from the property owner, is prohibited.
- Throwing of objects (water balloons, apples, toilet paper, etc.) or destroying property (floats, shrubs, cars, etc.) is prohibited.
- Using, possessing, or being under the influence of alcohol, drugs or tobacco while at float building or other homecoming activities will be subject to the consequences outlined in the student handbook and/or athletic code.
- If a certain behavior or activity is inappropriate at school, it is also inappropriate for float building and homecoming.
- Be respectful of the adult chaperones at each homecoming activity.
- All materials, messages and decorations used for homecoming must be suitable for a school environment.

These guidelines are meant to keep all students and community members safe from possible harm. The goal is for every student to have a great time and to enjoy all of the festivities that are being offered.

### *STUDENT DRESS*

The Port Edwards School District strives to maintain an environment that is conducive to a positive educational setting. As a result, the school district has established minimal regulations for student dress worn in the school environment. Every student is expected to comply with the following regulations:

- The building principal will have final approval of any clothing or apparel worn by students in the school setting that may be in violation of this policy.
- Clothing or dress that distract from the learning environment, or is disruptive of the school setting will not be allowed.
- Clothes must be neat and clean.
- Reference to drugs, alcohol, tobacco, profanity, gangs, etc., as well as pictures or saying that are derogatory, offensive or racial are not allowed on clothing, jewelry, lockers, or backpacks; (for example; Hooters, Big Johnson, Marlboro Racing, Miller Lite, swastika, etc.).
- No coats, outdoor vests, hats, headwear, hoods, bandanas, chains or sunglasses may be worn.
- Shoes/sandals must be worn at all times while on school property or while attending a school-sponsored function.
- Jackets and coats need to be kept in the locker for grades 7 – 12, and on the hooks outside the 6<sup>th</sup> grade area for the 6<sup>th</sup> grade students.
- Shirts must cover the shoulder and must be at least three fingers wide. Tank-tops, halter tops, spaghetti straps, tube tops, and t-shirts with the sleeves removed that do not have a shoulder at least three fingers wide are not allowed.
- See-through shirts and other garments of this nature are not allowed unless an article of clothing that meets the dress code is being worn under the garment.
- Clothing must cover underwear and provide coverage to the chest and back, waist and lower back, buttocks, etc.
- Short skirts/shorts are not allowed. A recommended length would be mid-thigh or longer when standing.

If the above regulations are not followed, the following consequences will apply:

- 1<sup>st</sup> offense: Office referral; the student will have to replace the article of clothing that is in violation of the dress code with an appropriate article of clothing. If the student does not have an appropriate article of clothing at school, the student will be offered a school shirt or sweat pants to wear for the day. The parents may also be called to bring a change of clothes if possible. The student will be sent to class once the dress code issue in question has been rectified. The student will be assigned 40 minutes detention.
- 2<sup>nd</sup> offense: Office referral; the student will have to replace the article of clothing that is in violation of the dress code with an appropriate article of clothing. If the student does not have an appropriate article of clothing at school, the student will be offered a school shirt or sweat pants to

wear for the day. The parents may also be called to bring a change of clothes if possible. The student will be sent to class once the dress code issue in question has been rectified. The student will be assigned 80 minutes detention.

- 3<sup>rd</sup>/4<sup>th</sup> offense, etc.: Office referral; the student will have to replace the article of clothing that is in violation of the dress code with an appropriate article of clothing. If the student does not have an appropriate article of clothing at school, the student will be offered a school shirt or sweat pants to wear for the day. The parents may also be called to bring a change of clothes if possible. The student will be sent to class once the dress code issue in question has been rectified. The student will be assigned a minimum of 120 minutes detention.
- Additional offenses during the year will result in progressive consequences that may include suspension and expulsion.

### **BACKPACKS**

A student will be allowed to use a backpack to carry books back and forth to school but it will need to stay inside the student's locker during the school day. If the backpack, when full, will not fit in the locker, the student will need to empty the contents of the backpack into the locker before placing the empty backpack in the locker as well. Each student has a locker that locks and he/she will be expected to keep it locked. The school lockers are 9" x 12" so it will be necessary to have a soft-sided backpack that can be compacted to fit in the locker. If a student leaves a bag lying in the hall, it will be collected and stored in the office until the end of the school day. Continual problems with a particular student will result in disciplinary consequences.

Any gym bag, backpack, purse, briefcase, tote, etc., large enough for a normal sized textbook to fit inside will not be allowed in the classroom. Medical problems or special circumstances that may require an exemption to this policy will be addressed on an individual basis by the principal.

### **LOCKERS**

Each student will be assigned a lock and locker by the school. Lockers are the property of the school and are not under the exclusive control of the student. Lockers may be inspected and searched at any time by the school or other authorities. If illegal substances or contraband are found, the matter will be referred to proper legal authorities. Use of canine units to inspect lockers will take place periodically at the discretion of school administration. The following rules will be enforced:

- All items must fit completely inside the student lockers.
- Lockers are to be closed and locked except while the person assigned is using it. To avoid problems, locker combinations should be kept confidential. Only school locks will be allowed on lockers. All others will be cut off.
- Materials that may be unsafe or unsanitary will not be permitted. This would include such items as open food containers (pop, milk, etc.).
- Detention or suspension will be assigned for repeated or serious locker violations.
- Locker privileges may be revoked if a student repeatedly violates this policy.

Each student is responsible for the cost of repair to damaged lockers. \$15.00 per hour will be charged for repairs. A student may contact the office to make repairs.

Violation or disregard of the rules listed above could result in the loss of locker privileges.

### **CELL PHONES**

Our school cell phone policy is based on the following 4 concepts:

- Cell phone use cannot disrupt the educational environment
- Cell phone use cannot endanger the health or safety of anyone
- Cell phone use cannot invade the rights of other students
- Cell phone use cannot involve illegal or unethical conduct

As it relates to these 4 concepts, students will be able to use their cell phones specifically in the following ways:

Students will be allowed to use cell phones during passing periods and in the cafeteria during their lunch period. The use of cell phones during passing time is not an excuse for tardiness. If a student is tardy and still using his/her cell phone or electronic device when entering the classroom, he/she will be given a tardy and a violation of the cell phone policy. **The cell phone/device must be put away before entering the classroom.**

**Violations:**

- **Violation 1:** The student's cell phone will be confiscated by the teacher and may be returned after class.
- **Violation 2:** The student's cell phone will be confiscated by the teacher and turned into the office. The student will conference with the principal and contact will be made to the parents/guardians. Students may pick up their phone after school.
- **Violation 3:** The student's cell phone will be confiscated by the teacher and turned into the office. The student will be assigned detention. With principal approval, the cell phone will be returned to a parent/guardian. The principal reserves the right to suspend cell phone privileges for any length of time.

This new cell phone policy will be tried on an experimental basis during the 2010-2011 school year. The policy will be reviewed by students, staff, and administration on a periodical basis to determine its effectiveness. The administration reserves the right to change the policy in any way to preserve the integrity of the educational process at John Edwards Middle/High School.

A complete explanation of the building cell phone policy as to how cell phones can be used can be obtained in either the Middle/High School Office or the Counseling Office. Students will be given a copy at the start of the school year.

*HEADPHONES, WALKMEN, CD PLAYERS, IPODS, MP3 PLAYERS, RADIOS, ETC.*

Headphones, walkmen, cd players, ipods, MP3 players, radios, etc. are the responsibility of the person bringing them to school. Students need to keep their personal property secured. The school district does not accept responsibility for electronic items lost or stolen. Students who bring these items to school do so at their own risk. Personal electronic devices are not to be used during the school day.

*CONTRABAND*

The possession of items that are unsafe, unsanitary, disruptive or dangerous are not permitted – items such as matches, lighters, cigarettes, knives, firearms, etc. These items will be confiscated and held by the administration for appropriate action.

*WEAPONS*

A student in possession of a firearm as defined by Wisc. 921(a) (3) shall be suspended for up to 15 days. The principal will also recommend to the school board that the student be expelled for a period of one year. Possession of knives or explosive materials will also result in suspension for up to 15 days and possible expulsion.

*POSSESSION OF ALCOHOL & OTHER DRUGS (WITH THE INTENT TO EXCHANGE, DISTRIBUTE OR SELL)*

A student is prohibited from exchanging, distributing, selling, or being in possession with the intent to exchange, distribute or sell any quantity of alcohol and/or other drugs while on school premises or while involved in any school-related activity.

A student found to be exchanging, distributing, selling or in possession with the intent to exchange, distribute or sell any quantity of alcohol/and or other drugs while on school premises or while involved in any school-related activity shall be suspended for up to 15 days. The principal will also recommend to the school board that the student be expelled. School personnel will also make counseling referrals as appropriate. If necessary, lockers and desks will be subject to search by/or under the direction of the principal.

### *USE OF ALCOHOL & OTHER DRUGS*

A student is prohibited from being under the influence of any amount of alcohol and/or drugs while on school premises or while involved in any school-related activity. A student found to be under the influence of any amount of alcohol or drugs will be subject to the following consequences:

- 1<sup>st</sup> offense: The student will be assigned a 5-day in-school or out-of-school suspension and will be referred to local law enforcement. A parent/guardian conference will be conducted and the student will need to meet with the ATOD counselor.
- 2<sup>nd</sup> offense: The student will be assigned a 15-day out-of-school suspension and a recommendation will be sent to the school board for expulsion.

### *TOBACCO USE/POSSESSION*

A student is prohibited from using or possessing tobacco products on school property or at school-sponsored events. A student that violates this rule will be subject to a minimum 2-day suspension and will be referred to law enforcement for prosecution.

### *DRUG & ALCOHOL PARAPHERNALIA*

A student is prohibited from exchanging, distributing, selling, or being in possession of any alcohol and/or drug paraphernalia, containers, pipes, rolling papers, etc.

- 1<sup>st</sup> offense: Student will be assigned a 5-day in-school or out-of-school suspension and will be referred to local law enforcement. A parent/guardian conference will be conducted and the student will need to meet with the ATOD counselor.
- 2<sup>nd</sup> offense: Student will be assigned a 15-day out-of-school suspension and a recommendation will be sent to the school board for expulsion of the student.

### *TRESPASSING*

#### *Grounds*

There will be no trespassing on school property from south of the basketball courts located north of the 6-12 school building bounded on the west by Third Street, on the east by Second Street, to LaVigne Avenue on the south.

There will be no trespassing on the high school bleacher area located on Third Street. Exceptions are for legitimate school activities. School activities are defined as those activities carried out with school knowledge and approval. Examples of (but not limited to) such activities are athletics, car washes, Little League, YMCA programs, etc.

#### *Buildings*

Loitering will not be permitted in any district building. Students in the building after 4:00 p.m. and prior to 7:30 a.m. need to be under the direct supervision of a school employee. The trespassing policy is in effect on school days between the hours of 4:00 p.m. and 7:30 a.m. and at all times on days when school is not in session.

### **Harassment & Bullying**

The Port Edwards School District seeks to provide a safe and civil environment in school so that students can learn and achieve high academic standards. Therefore, the Board prohibits acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, staff and school volunteers to provide positive examples for student behavior.

"Harassment or bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts via the Internet, cell phone, personal digital assistant or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as sex, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it

takes place on or off school property, at any school-sponsored function or in a school vehicle if it 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. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people of sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

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. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

The Board also prohibits reprisal or retaliation against any person who reports an act of harassment or bullying, or participates in the investigation of such a report, and prohibits any person from falsely accusing another as a means of harassment<sup>14</sup> or bullying.

Management, including all administrators, is responsible to assure that prohibited activities do not occur. Any student who believes that he or she has been the subject of prohibited conduct under this policy should report the matter immediately in accordance with established complaint procedures.

If the alleged harasser/bully is the person to whom the complaint would normally be made, the complaint should be made to the next higher administrative authority in the complaint procedure. Complaints and reports will be investigated promptly and confidentiality maintained within practical bounds. Disclosure of information related to the complaint will be made only to those with a legitimate need to know, consistent with legal requirements. Students are required to cooperate fully with any harassment/bullying investigation.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee. Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior and protect the victim of the act.

The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for school employees found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with District policies, procedures and collective bargaining agreements.

### **Bus Students**

(Also see Board of Education Policies regarding Bus Topics in the Policy Book)

The Port Edwards School District requires students to cooperate and behave courteously during any bus transportation. The bus driver is in charge and is to be treated with courtesy and respect. Misuse of the bus or misconduct may result in a student being denied bus privileges. A student may be required to pay for damage caused by him/her.

No radios or equipment that may be disruptive to the safe operation of the bus will be permitted.

The driver has a time schedule that must be maintained. Therefore, the bus driver is not obligated to wait at a stop for a student who is not there at the scheduled time. No excuse will be allowed for a student who misses the bus due to his/her own fault.

### *BUS CONDUCT*

Each parent/guardian and student shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of each student while under his/her charge. The following guidelines have been developed for all school-sponsored activities and for the protection and safety of all involved.

- Every student of the Port Edwards School District must be able to ride in a district bus free from the fear of harassment, abuse, or discrimination. Any incident or suspicion of harassment, abuse, or discrimination should be filed according to the complaint procedures.

### *BUS STUDENT RESPONSIBILITIES*

Each student shall obey all rules that apply to bus riding for his/her own safety and protection as well as others aboard the school bus. Misbehavior on the school bus will not be tolerated.

Prior to loading, the student shall:

- Be on time at the designated school bus stop – help keep the bus on schedule.
- Stay off the road while waiting for the bus. Each bus rider shall conduct himself/herself in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to board the bus. Each student should line up in a single-file manner and should not rush to get on the bus.

While on the bus, the student shall:

- Keep hands and head inside the bus at all times.
- Treat bus equipment as he/she would valuable furniture in the home. Damage to seats, etc. shall be paid for by the offender.
- Follow the directions of the bus driver.
- Do not throw items.
- Always remain in the seat while the bus is in motion. No standing up or changing seats.

After leaving the bus, the student shall:

- Cross the road at least 10 feet in front of the bus but only after checking to be sure that no traffic is approaching and/or after receiving a signal from the driver.
- Never walk behind the rear of the bus. If the rider can touch the bus after unloading, he/she is too close and is in potential danger.

### *BUS DISCIPLINE PROCEDURES*

Each student shall conduct himself/herself while on the school bus in a manner consistent with established student behavior standards. The initial phase of discipline for non-critical situations shall be between the bus driver and the rider. If the bus driver is unsuccessful on a one-to-one basis with the rider, he/she will initiate the following progressive disciplinary actions:

- 1<sup>st</sup> offense: The offender will receive a verbal warning from the bus driver that the next infraction will result in a written report to the bus company manager. The bus driver may choose, at any time, to assign a seat to the offender.
- 2<sup>nd</sup> offense: The offender will receive a written report of misconduct. This report of misconduct will be filed with the bus company. The offender's parent/guardian and the school principal will receive a copy of this report within 48 hours of the incident.
- 3<sup>rd</sup> offense: A written report will be filed with the bus company. The parent/guardian will be notified and the student will receive a three-day suspension from bus privileges. A student whose bus riding privileges have been suspended is required to be in school.
- If the student receives more than one three-day suspension in a semester, the student's parent/guardian will be required to meet with the principal and demonstrate intent of corrective action before the student returns to the bus route. No student will be suspended for more than three consecutive days without a hearing.

- Any single incident of a very serious nature which threatens the health, safety, and welfare of other individuals on the bus, or a school district employee, may be referred directly to the principal.

#### *VIDEO CAMERA USE ON BUS*

The Port Edwards School District approved the use of video cameras on the 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, providing safer transportation for our students. For the district's complete policy, see the policy book.

Parents/guardians shall be notified once a year by the district newsletter that video cameras are being used on the buses and a sign shall be placed at the front of each bus indicating that video cameras are being used on that bus.

The district administrator or his/her designee shall approve the rotation schedule and maintain a log, which includes the date, bus number, and driver. Bus drivers may not be informed as to the placement of the video camera. Individual drivers and principals may request that the video camera be on a specific bus on designated dates.

Only the transportation manager, bus drivers, principals, and district administrator shall be authorized to view the videotape for the purpose of documenting a problem and determining which student may be involved. Disciplinary action may be taken with students based on video documentation. A student being disciplined based on the viewing of a video tape recording, and/or his/her parent/guardian, may view that isolated segment of the videotape that documents the incident for which the student is being disciplined. The transportation director or building principal shall view the videotape with the student and/or parent/guardian and document the date and the names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principal or district administrator may authorize other individuals, such as the guidance counselor, school psychologist, or social worker to view segments of a specific video tape if such individuals are working with the student on the video tape because of a behavior, emotional, or learning problem, and viewing the video tape is beneficial to his/her role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

#### **Video Cameras**

The Port Edwards School District approved the use of video cameras in the 6-12 school building and around the exterior of the 6-12 building for the primary purpose of maintaining a safe and secure learning environment.

Only the principals, district administrator or designee shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with a student based on video documentation. A student being disciplined based on the viewing of a video tape recording, and/or his/her parent/guardian, may view that isolated segment of the videotape that documents the incident for which he/she is being disciplined. The building principal shall view the videotape with the student and/or parent/guardian and document the date and the names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principal or district administrator may authorize other individuals, such as the guidance counselor, school psychologist, or social worker to view the segments of a specific video tape if such individuals are working with the student on the video tape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to his/her role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

## **Detention, Suspension, and Expulsions**

### ***DETENTION***

Detention may be assigned as a penalty for violations of school regulations.

- Detention is served after school Monday through Friday from 3:20 p.m. until 4:00 p.m.
- After notification of the detention penalty, students will be given one day to arrange transportation.
- In an emergency situation, excuses from assigned detention must be arranged with the principal. Skipping detention for any reason without prior approval from the principal will result in additional penalties.
- Co-curricular practices, co-curricular activities or jobs are not acceptable reasons for failing to attend detention.
- Each student must serve detention the day following the date it was assigned. For example, if detention is assigned on Monday, detention must be served on Tuesday.
- If a student skips detention on the assigned day, an additional 40 minutes will be assigned. If a student skips a second day of detention, another 40 minutes will be assigned. Forty additional minutes will be assigned for the third, fourth and fifth time detention is missed. Each time detention is skipped after the 5<sup>th</sup> miss, the student will be suspended from school. The individual will be required to make up the assigned detention immediately upon return to school.

### ***FAILURE TO SERVE ASSIGNED DETENTION***

If a student fails to serve detention when scheduled, he/she will not be allowed to participate in any school-sponsored extra-curricular activities until the outstanding detention is served. Extra-curricular activities include activities such as athletics (playing or watching), prom/homecoming/dances, graduation, etc.

### ***SUSPENSION***

A student may be suspended from school for the following reasons:

- Noncompliance with school rules;
- Knowingly conveying any threat or false information concerning an attempt being made or to be made to destroy any school property by means of explosives (i.e. telephone bomb threats);
- Conduct by the student while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
- Conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority; or
- Conduct which endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled.

In such cases, the parent/guardian will be notified within 24 hours following the suspension. A suspended student "shall not be denied the opportunity to take any quarterly, semester or grading period examinations or daily assignments missed during the suspension period." The student will be responsible for all assignments and tests. If a student is assigned to in-school suspension, the student will work on assignments and tests in the suspension room. The student will receive appropriate credit for work completed. Assignments that are not adaptable outside the classroom such as labs, physical education, family and consumer education, technical education, etc., will be made up on a make-up basis of one day for each day out of class.

### ***IN-SCHOOL SUSPENSIONS***

A suspended student may be placed on in-school suspension instead of out-of-school suspension at the discretion of the principal. In this case, the student will spend the time at school under supervision.

The following in-school suspension guidelines will be followed:

- If necessary, appropriate reading material may be required so that the student is making constructive use of the time spent in the suspension room.

- Except for emergencies, the student will be provided one visit to the lavatory in the mid-morning, noon and afternoon. This visit may be escorted.
- At lunchtime, the student will be required to bring a sack lunch and eat in the suspension room, or will be isolated from other students if eating hot lunch.
- If the student does not cooperate during in-school suspension, he/she will be subject to out-of-school suspension.

### **EXPULSIONS**

The provisions of Wisconsin statute 120.13 (1980) will be followed. The specific charges and statutory grounds for expulsion are:

1. The student is guilty of repeated refusal or neglect to obey school rules;
2. The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives (i.e. bomb threat);
3. The student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of other;
4. The student while not at school or while not under the supervision of school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority;
5. The student engaged in conduct that endangered the property, health, or safety of any employee or school board member of the school district in which the student is enrolled;
6. The student is at least 16 years old and the school board finds that the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at any activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under items 1 and 5; and/or
7. The student, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921 (a)(3) (one year expulsion); AND that the interests of the school demand the student's expulsion.

### **Suspension, Expulsion and Participation in Athletic/Co-Curricular Activities**

A student removed from a class for any reason is not eligible to participate in any athletic or co-curricular activities until fully reinstated in the class. If the school permanently removes a student from the class, the privilege may or may not be reinstated depending on the circumstances surrounding the removal.

A student who is under school suspension (in-school or out-of-school) or expulsion will be ineligible to participate (including practices) in any athletic or co-curricular activity for the period of the suspension or expulsion.

### **Transportation for Co-op Sports**

The school district has entered into several co-op athletic programs with neighboring school districts to enhance the opportunities available to students. A student participating in a co-op program will be expected to provide his/her own transportation to the co-op school for practice and games.

### **Guidelines for Participating in Co-Curricular Activities**

Co-Curricular activities are defined as activities other than athletics that are sponsored by the school and contribute to the students' growth and development. Co-curricular activities are not graded and participation is voluntary. Examples of co-curricular activities include, but are not limited to: forensics, drama, math league, student council, class officers, Youth Alliance and NHS. John Edwards Middle/High School strongly encourages students to participate in these worthwhile activities.

After school hours, the guidelines of the co-curricular group will govern student involvement in these activities. When the co-curricular activity results in the student missing school, the following guidelines will be enforced:

- The student must currently have a passing grade in all classes
- The student must have all assignments turned in for each class
- The student may not have been truant for the current semester

## **Co-Curricular Groups & Activities**

### **REQUESTS TO SPONSOR DANCES**

Any class or club may sponsor a dance. The following guidelines will be used when sponsoring a dance:

- All school dances must have a district teacher or aide as an advisor. In addition to the advisor, at least two other chaperones are needed (See section on "Chaperones" below). The group organizing the event is responsible for submitting the completed event request form to the office at least two weeks in advance. The advisor must be present at the dance for the entire dance and will serve as lead supervisor.
- A dance for students in grades 9-12 will last no longer than 4 hours and must end by 12:00 midnight.
- Guest lists are required for all dances. Any student wishing to bring a guest will be required to submit a completed dance guest contract at least 5 school days before the dance to the high school principal (see back of handbook). A JEHS student may sponsor only ONE outside guest per event. At no time will any students below the freshman grade level be admitted to any high school dance. The maximum age for a student guest is 20 years old.
- Any person leaving the school building during a school function will not be allowed to return during the remainder of that event. Paying a second entry fee will NOT re-admit that person to the event.
- All school rules need to be followed for any school-sponsored activity.
- All decisions of the chaperones are final.

### **DANCE CHAPERONES & STUDENT HOSTS**

The following guidelines will be used when chaperoning/hosting a dance:

- *Four* chaperones, one of each sex are required. A husband and wife team is acceptable. Assistant chaperones may be requested by the head chaperones/*advisor/administration*. If chaperones are other than staff members, *administrative approval is required*. Duties of the chaperones will be whatever common sense dictates.
- The two head chaperones will be paid by the sponsoring organization - \$25.00 a piece.
- Chaperones shall arrive 30 minutes before the doors are to open for the dance. The chaperones shall remain after the dance until all students have left the building.
- Two student hosts are required. The two students are to report to the adult chaperones before the dance begins to find out what is expected of them.
- Chaperones will control the amount of lighting and the amplification of the music. No vulgar or obscene lyrics to music will be tolerated.

### **CUSTODIANS FOR DANCES**

It is the responsibility of the sponsoring organization to make arrangements with a custodian as to what times his/her services are needed. Custodian services will be paid for by the school district.

### **STUDENT CONDUCT AT DANCES**

If a student's behavior is inappropriate, the chaperone will ask the student to leave the dance. If a student appears to be under the influence of any controlled substance or if he/she refuses to leave the dance at the request of the chaperone, the chaperone will call for a law enforcement officer and request that he/she remove the student in question and charge him/her with appropriate violations of the law. A written report on any problem must be turned in to the principal the next school day following the dance.

### **FUNDRAISERS AND SALES**

All activities, including the soliciting of businesses for donations, must be approved by the building principal prior to discussing the event with students or parents.

### **DUES**

No class dues or fees are allowed. Dues or fees may be required only in voluntary organizations and only upon principal's approval.

### **ATTENDANCE AT CLASS MEETINGS**

Attendance is required at all class meetings that take place during the regular school day, not including lunch. An unexcused absence from a class meeting is considered a serious breach of school discipline and will be treated accordingly.

## **Student Council & Class Government**

### **STUDENT COUNCIL**

#### ***Elections of class officers.***

The following guidelines will be used for elections:

- The Student Council Election Committee will conduct all school elections.
- Any interested student must file nomination papers.
  - Nomination papers may be obtained from the Student Council Election Committee or student council advisor.
  - Nomination papers will be available no later than the 15<sup>th</sup> of May.
  - The nomination papers must be filed with the student council president or council advisor by Monday of the week preceding election week.
- All newly elected student council members will take office the last student council meeting of the year.
- Student Council officers will be chosen at the discretion of the advisors. Any interested Student Council member that has been a member for a minimum of 2 years may indicate their interest in becoming an officer in their application essay.

Complete details are available in the student council by-laws and constitution.

### **STUDENT COUNCIL RESPONSIBILITIES:**

Pays for cost of band or D.J. at dances for homecoming, spirit week, and prom. Classes/Organizations sponsoring the dance have no obligation to reimburse Student Council for the cost of the band or D.J.

### **CLASS GOVERNMENT**

#### ***Election of Class Officers and Representatives***

The following guidelines will be followed for elections:

- The Student Council Elections Committee will conduct all elections for class officers in a school-wide election.
- Any interested student may sign up for the office for which he/she would like to run (president, vice president, secretary, treasurer). Sign-up sheets will be in the high school office. Sign-up will be held in conjunction with Student Council sign-up.
- Elections will be held in conjunction with Student Council elections, and the officers will be elected by simple majority vote. Write-in candidates are legal.
- Newly elected officers will take office in the fall of the next school year.
- If a student expresses an interest to be either secretary or treasurer, that position will be split to be part of the leadership team.
- When students run for 1 of the 3 positions and do not receive enough votes, those students will be eligible for appointment by the Student Council advisors to a leadership position.

### **CLASS RESPONSIBILITIES**

The following is a summary of the required and permitted activities of the various classes, clubs, and other organizations at John Edwards High School. It is not intended to be a complete and restrictive

listing. Its purpose is to facilitate the work of the organization advisors and to reduce the number of questions arising each year concerning these functions.

Co-curricular groups that sponsor events such as prom, post-prom, and homecoming will be allowed a maximum of two class periods/year for intensive planning for these events.

**Freshman Class:**

- Responsibilities: Elect 3 officers (president, vice president, secretary/treasurer), fundraise for sophomore year responsibilities.
- Permitted: Homecoming float

**Sophomore Class:**

- Responsibilities: Elect 3 officers (president, vice president, secretary/treasurer); plan and supply all items for decorations and assist student council members with decorating and clean-up for the homecoming dance. Appoint a student to “shadow” the planning of senior recognition program for smooth transition junior year.
- Permitted: homecoming float

**Junior Class:**

- Responsibilities: Elect 3 officers (president, vice president, secretary/treasurer); plan and hold the senior recognition program – this includes decorating, creating and sending invitations and providing the master of ceremony; plan and host prom – pay for decorations, decorate and clean-up; provide two people for distributing programs at the graduation ceremony.
- Permitted: homecoming float

**Senior Class:**

- Required: Elect 3 officers (president, vice president, secretary/treasurer);
- Responsibilities: Meet with current class advisor to plan and select items for graduation. This would include selection of class colors, flower and motto. Select cap and gown colors. Plan with advisor for selection of music to be played at ceremony. Caps and gowns for graduation will be required as well as wearing of shoes and other clothing that will maintain the dignity of the ceremony. Diplomas will be held by administration until completion of the graduation procedures. All fees must be paid and detentions served before diplomas are released.
- Permitted: homecoming float

**Events**

***HOMECOMING***

Student council oversees and coordinates homecoming activities. Homecoming guidelines must be followed for all activities.

In addition, please see the section on homecoming conduct guidelines.

***PARADE***

High school float plans must be submitted for approval to the principal two weeks before float building. All class, club and grade school parade entries must be submitted to the student council parade committee one week before the parade. Class and club advisors are responsible for the float construction. Good judgment should be used in maintaining the spirit of homecoming when designing the float around the homecoming theme.

***PEP ASSEMBLY***

The school pep assembly and the evening pep assembly are the responsibility of the student council.

### *ROYALTY*

Homecoming Court: To be eligible for homecoming court, a student must have no discipline referrals that result in an office visit during present semester. Truancy and discipline referrals are included in this requirement.

### *DANCE*

Student Council Dance Committee will coordinate all dance activities. The senior class is in charge of determining the theme song for the dance. The sophomore class is in charge of the cost of decorating and clean-up. A class advisor must be present during all class activities.

### *PROM*

The prom court will be made-up of members of the junior class. The student body will elect the king and queen.\* The crown and tiara will be provided by the student council.

Prom Court: To be eligible for prom court, a student must have no discipline referrals that result in an office visit during present semester. Truancy and discipline referrals are included in this requirement.

Prom is a high school event and anyone attending must be a high school student or be escorted by a John Edwards High School student. Guests may come to the dance but must be approved by the principal prior to attending. At no time will any students below the freshman level be admitted to any high school dance. The maximum age for a student guest is 20 years old.

\*The procedure for selecting royalty may be modified by mutual agreement of the appropriate group and the principal. Any modification must be accomplished sufficiently far enough in advance so that the selection process is not unduly disrupted.

\*Students are eligible to participate on Prom court junior year or Homecoming court senior year, but may not participate on both courts. If a circumstance arises and, for example, a male that served on Prom court is requested to escort a female on Homecoming court the following year, that male is not eligible to receive votes. He would be a stand-in member only.

### **National Honor Society**

The National Honor Society is an honorary organization. Each year certain students from John Edwards High School are selected for membership in the National Honor Society. According to national guidelines, the selections are based on the following criteria:

- Scholarship
- Character
- Leadership
- Service

#### Eligibility:

A student in grades 10, 11 and 12 with a cumulative grade point average of at least a 3.0 or better is eligible. Each academically eligible student will receive notification of his/her eligibility. Each eligible student will be given an activity summary questionnaire that should be completed and returned for review by the date indicated if interested in membership.

#### Review of all applications:

Each scholastically eligible student is then rated by a JEHS faculty committee on personal qualities of character and leadership. Each candidate will be rated on the following 4-point scale basis:

- 4 points = considerably above average
- 3 points = above average
- 2 points = average
- 1 point = below average
- 0 points = considerable below average

Each teacher rates only the students he/she knows whether from the classroom or co-curricular activities. Each student's points are totaled and averaged in the same way that grade points are averaged, resulting in a "personal quality average."

**Final selection:**

Using the faculty ratings and the activity questionnaire, the JEHS faculty council then considers which of the eligible students should be selected for induction into the National Honor Society. There is no rule concerning what percentage of the eligible students may be chosen. All may be chosen, but all need not be chosen. The intent of the National Honor Society is to maintain its high standards of both scholarship and the above-mentioned personal qualities. National Honor Society also believes in accepting all those students who are deserving of the distinction.

**Continuing membership:**

Once selected for membership, a student automatically remains a National Honor Society member for the rest of his/her high school career unless removed for significant scholastic decline or for indications of unsatisfactory character, leadership, or service. Transfer students who were selected for National Honor Society membership at another school automatically become National Honor Society members at John Edwards High School. Other transfer students become eligible after at least one semester of attendance at JEHS.

## John Edwards High School Dance Guest Request

Date of Dance \_\_\_\_\_

The school your guest attends must complete this form and it must be signed by his/her school's principal or administrator and your parent/guardian. Your parent's/guardian's signature indicates that they are aware you are requesting to bring a guest from another school and will take responsibility if a problem occurs at the dance. This form must be returned to the high school office **no later** than 3 days prior to the dance.

Name of John Edwards student \_\_\_\_\_

\_\_\_\_\_  
Parent's/Guardian's Name & Phone #

\_\_\_\_\_  
Parent's/Guardian's Signature

Guests will be allowed to attend the dance with the understanding that they will follow all Port Edwards School District rules and policies and will be subject to removal at any time. Guests who violate any laws will be referred to local law enforcement.

### **Guest Information:**

\_\_\_\_\_  
Guest Name (Print)

\_\_\_\_\_  
Name of School Attending

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Age

\_\_\_\_\_  
Parent's/Guardian's Name & Phone #

Guests are required to have their school principal/administrator complete and sign this form and fax it back to John Edwards High School at (715) 887-9040.

Principals: If you do not have any reservations regarding this student attending an event at our school, please indicate so in the box below and fax this form back to JEHS with your signature.

- I support the request and expect you will have no problems with the student listed above.
- I **DO NOT** support the request for the student listed above.

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Principal's Signature

Port Edwards School District • 801 2<sup>nd</sup> Street • Port Edwards, WI 54469 • Ph: 715-887-9000 • Fax: 715-887-9040

Gus Mancuso, Principal • Patricia Sullivan, Superintendent