

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.

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

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

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 2nd 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 2nd Street). From 7:15 a.m. to 8:00 a.m. the cafeteria doors (3rd Street) and main doors (2nd 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

	1	BP	2	3	4	5	6	7	8	9
Start	8:00	8:47	9:02	9:49	10:36	11:23	12:11	12:59	1:46	2:33
End	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 3rd Street at the cafeteria doors.

At the end of the school day, the bus lobby doors (located by the cafeteria – 3rd 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
Vacation Days:	
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 2nd 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 6-12 guidance and counseling department. A certified counselor is available to assist each student with personal and social issues.

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 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 can not 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 can not be reached, school personnel will then call the alternate person listed on the emergency card. A student can not 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 6-8 lunch prices are currently:

- Hot lunch - \$1.90
- 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 can not 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. In addition, they are posted on PowerSchool. Each student is responsible to either listen to or read these announcements 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 cause the U.S. flag to be displayed 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 6-8. 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, (eg. 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 middle school students.
- 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.

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.

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 “O” 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

4.00	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
3.00	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
2.00	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
1.00	Points awarded for any grade between	63-66
0.67	Points awarded for any grade between	60-62
0.00	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.

Promotion and Retention Criteria

The following criteria shall be applied to promotion and retention of student. A student must earn nine (9) points from three (3) categories in order to advance from grade 8 to 9; or have met the goals and objectives established in his/her Individual Education Program (IEP).

A student who transfers to the Port Edwards School District in grade 5 or 6 will follow the policy. A student in grade 7 or 8 will be assessed by guidance and counseling on an individual basis. The building principal will approve any adjustments.

Wisconsin Knowledge & Concepts Exam <ul style="list-style-type: none"> ○ 1 point per test (basic level) ○ 1 ¼ points per test (proficient level) ○ 1 ½ points per test (advanced level) 	0 – 9 Points
Performance Criterion <ul style="list-style-type: none"> ○ Classroom Assessment ○ Summer School 	0 – 5 Points
Teacher Recommendation One point per category <ul style="list-style-type: none"> ○ Standardized Form ○ Portfolio 	0 – 2 Points
Possible Points	16 Points

It is the district’s general policy to retain a student failing in three or more full year classes. These cases will be reviewed by the staff on an individual basis. The principal will make a final decision. A student in an E.E.N. program will be reviewed on an individual basis.

Please review board policy, Promotion & Retention – Grade 8, adopted 01/14/2002 for further information and the administrative rules for this policy. This is a very important change in policy and should be reviewed.

SUMMER SCHOOL

Summer school will be mandatory for any 6th – 8th grade student that fails a core class (math, science, social studies, communication arts) for the school year. During summer school, a student will be allowed a maximum of two absences (for any reason) and will be dropped from summer school on the third absence. A student will also be dropped from summer school if his/her behavior interferes with instruction.

A student that earns a failing grade in a core class will have to repeat the class during the following school year if a passing grade is not earned in summer school. For a student that earns three or more failing grades in core classes, performance in summer school will play a major role in the principal’s decision regarding retention.

Drop/Add Procedures

A student at John Edwards Middle School will be allowed to drop/add courses for the following reasons:

- The drop/add is a result of a conference between a teacher, the student and a parent or guardian.
- A student’s schedule may only be changed during the first five days of each semester, with approval from a parent/guardian, instructors and the middle school principal.

Physical Education Policies

Every student will be expected to dress in gym wear for class. Failure to dress appropriately for PE class will result in the student making up class time as decided by the teacher. Each student should take his/her PE clothes home at least every two weeks for laundering.

No gum will be allowed in the gym. The teacher will decide the penalty.

Every student is expected to shower at the end of each class. Each student will supply his/her own towel. If it is necessary to be excused from a regular shower, a student must provide a written note for excuse from showers for that day. Failure to shower will result in penalty.

At the end of the class, the teacher will dismiss the students. After showers, the students will remain in the locker rooms, ready to leave when the dismissal bell rings. Passes will only be given to a student who will be late due to an injury, lock trouble or late class dismissal. The PE teacher will decide this.

All injuries and accidents must be immediately reported to an adult supervisor. Always work in a safe way.

Each student is expected to work hard, cooperate with classmates and teachers, listen and follow directions, and to do the best work possible. TRY!

Each student is given a lock to use. The lock must be turned in at the end of the year or the student will have to pay for a replacement. EACH STUDENT SHOULD KEEP HIS/HER COMBINATION A SECRET!

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 physical education 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 physical education 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. 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.

Student Assignments

PLAGIARISM

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

- A variety of writing skills are expected of JEMS 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, of course, have the option of placing a late work penalty on the revision. Other disciplinary consequences may 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 could show a fact is 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 Middle 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 required rewrite or a failing grade.

- Submitted work that was copied from someone else;
- Use of the name of a student or staff person of JEMS 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 JEMS. 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 JEMS 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.

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 and clothing 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 6th grade area for the 6th 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:

- 1st 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.
- 2nd 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.
- 3rd/4th 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:

- 1st 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.
- 2nd 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.

- 1st 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.
- 2nd 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 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:

- 1st 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.
- 2nd 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.
- 3rd 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 5th 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 a 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.

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. John Edwards Middle 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 will result 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

The principal must approve all dances in advance.

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.
- Dance doors will be locked one hour after the start of the dance; NO one may enter after this time unless previous permission has been obtained.
- Any student 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.
- Only current JEMS students are allowed to attend middle school dances.

JEMS dances must follow the time guidelines below:

Grade	Max. # of events per year	Time limit	Event must end by:
6, 7, 8	3	2.5 hours	9:30 p.m.

DANCE CHAPERONES

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

- Two chaperones, one of each sex is required. A husband and wife team is acceptable. Assistant chaperones may be requested by the head chaperones. If chaperones are other than staff members, they must be parents of current students of JEMS. Older brother or sisters or friends of students are not acceptable chaperones. Duties of the chaperones will be whatever common sense dictates.
- 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.
- 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 the 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.