

# John Edwards High School

801 Second Street  
Port Edwards, WI 54469  
(715)887-9000

<http://www.pesd.k12.wi.us/>

Improving America's future.....One student at a time.

The 5 R's

Respect, Relationships, Reflect, Responsibility, Resolve



**John Edwards 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. *SaferSanerSchools: Restoring community in a disconnected world*. PA: International Institute for Restorative Practices, 2000.)

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**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 IMPLEMENTING THE 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.**

➤ **Code of Student Conduct** - PESD Policy #443

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.

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

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

<ul style="list-style-type: none"> <li>• Using profanity</li> <li>• Using, distributing or selling any controlled substance at any time</li> <li>• Arson</li> <li>• Possessing a weapon or look-alike weapon</li> <li>• Physically assaulting a student/adult</li> <li>• Making a bomb threat (written or oral)</li> <li>• Threatening a student or adult</li> <li>• Vandalizing or causing criminal damage to school property</li> <li>• Possessing stolen property or theft</li> <li>• Repeatedly acting in disruptive and/or disrespectful ways</li> <li>• Dialing 911 or reporting a non-existent emergency from school</li> <li>• Possessing fireworks or other explosives on school property</li> <li>• Truancy</li> </ul>	<ul style="list-style-type: none"> <li>• Parent-teacher-administrator meeting</li> <li>• Police Liaison Officer involvement</li> <li>• Temporary, short-term or permanent removal from class</li> <li>• Daily meeting with administrator and/or counselor</li> <li>• Behavior sheet signed daily by each teacher and/or staff member and parent/guardian</li> <li>• Reflective essay</li> <li>• Restorative approach</li> <li>• Suspension (in-school or out-of-school)</li> <li>• Recommendation of expulsion to the School Board</li> </ul>
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***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.
- Kyle Cronan, Non-Discrimination Compliance Officer, 801 2<sup>nd</sup> Street, Port Edwards, WI 54469, 715-887-9000, ext. 102.

**Harassment**

- The Port Edwards Board of Education supports an educational environment that is free of discrimination and harassment of any form. The board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is therefore the policy of the district that neither students nor employees will be allowed to engage in any form of sexual or other types of harassment or intimidation toward other students or school employees.

**Safety**

- In order to ensure a secure learning environment for all students, all people entering John Edwards Middle/High School during school hours will be required to enter the building through the main entrance (801 2<sup>nd</sup> Street) and check in at the office to receive a visitor badge. From 7:15 a.m. to 8:00 a.m. the cafeteria doors (3<sup>rd</sup> Street) will be open for students, parents and visitors to enter the building. Prior to 7:50 a.m., students are to report to the cafeteria unless they are seeking help from a teacher, using the library, or working in ATS.

➤ **Daily class schedule**

	1	2	3	4	5	6 Lunch	7	8	9	BH
<b>Start</b>	8:00	8:49	9:36	10:23	11:10	11:57	12:30	1:17	2:04	2:51
<b>End</b>	8:46	9:33	10:20	11:07	11:54	12:27	1:14	2:01	2:48	3:18

Each student is welcome to wait in the cafeteria, library or main hallway prior to 7:50 a.m. Each student should be dropped off on 3<sup>rd</sup> Street at the cafeteria doors or the main entrance on 2<sup>nd</sup> Street.

➤ **School Calendar of Events 2016-2017**

School Begins September 1<sup>st</sup>, 2016  
 School Pictures September 14, 2016

Homecoming	October 7, 2016
Parent-Teacher Conferences	TBD
High School Graduation	May 28, 2017
Last Day of School	June 2, 2017
<b>Vacation Days:</b>	
Labor Day	September 5, 2016
Thanksgiving Vacation	November 24 & November 25, 2016
Christmas Vacation	December 24th, 2016 – January 1, 2017
Spring Vacation	March 25 – April 2, 2017
Easter	April 14 – April 17, 2017
Memorial Day	May 29 <sup>th</sup> , 2017

➤ **Report Card Schedule**

Semester Ends	Report Cards Mailed
January 16, 2017	January 20, 2017
June 2, 2017	June 7, 2017

➤ **Library Services**

**LIBRARY HOURS:**

- Monday –Thursday 7:00 a.m. – 4:00 p.m.
- Friday 7:00 a.m. – 3:20 p.m.
- At lunch, students in the HS only, may come to the library if they sign up by the end of 3<sup>rd</sup> hour.

➤ **Avenues Toward Success (ATS)**

**ATS HOURS:**

- Monday –Thursday 7:00 a.m. – 7:55 a.m. and 3:20 p.m. – 4:00 p.m.
- Friday 7:00 a.m. – 7:55 a.m.

Participation in ATS Program

- ATS is open to any student seeking a quiet work environment or homework assistance
- ATS is recommended for any student who receives two or more D's and/or F's in his/her classes

➤ **Attendance – PESD Policy 431**

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.

**ABSENCES**

- 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. 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 such as car trouble, oversleeping, traffic problems, etc. are not acceptable excuses.**
- A letter or note from the person conducting the appointment will be required to excuse all appointments. 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 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 school office. An automated attendance line is available 24 hours a day. An absence will become truancy unless a valid reason is provided to the office within 48 hours from the start of the absence.
- Attendance reports will be included with quarterly grade reports.

**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 *five* 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 *fifth* 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 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.
- Students participating in extra-curricular athletic activities will adhere to the attendance requirements as specified in the applicable District Athletic Code.

### *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.

### *PRE-ARRANGED ABSENCES/FAMILY VACATIONS*

- The board of education recommends that extended family vacations and other pre-arranged absences 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. A good rule of thumb is to notify the school ahead of time, two school days for which school day missed.
- If the student has not properly completed the work assigned prior to the vacation, 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.

### *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, the student will meet with his/her teachers. 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 student must then submit the form to the principal for approval.
- 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. A classroom teacher may assign detention in accordance with his/her individual discipline policy. Habitual tardiness may be referred to the principal for further corrective action.

## ➤ **School Wellness**

- The school district will support the use of school property to promote nutrition, nutrition education, physical education that includes activities. The district will also support curricular and co-curricular activities and the school gardens/greenhouse. The gardens/greenhouse will provide students with experiences in planting, harvesting, preparing, serving and taste testing foods. This will be integrated with nutrition education and core curriculum, and articulated with state standards. The district will support the sustainability of the greenhouse through activities including, but not limited to fund raising, solicitation of community donations, use of existing resources, and allocation of school district funds. Whenever possible, school gardens will be connected with food service.
- School food service will increase the availability of fresh and whole foods and limit consumption of processed foods during the school lunch program. Fresh whole foods meeting the nutritional guidelines will be purchased locally and included in the school lunch and breakfast programs.

- Low-fat milk and water will be available to all students at every school meal. Drinking water will be available to students throughout the school day to encourage water consumption. Each student is only allowed to bring a **clear** water bottle to school for water or have items that are permissible for purchase from the school vending machine that are Smart Snack compliant. Parents who send lunches to school are encouraged to be sending low fat and low sodium items for their children. Students are not allowed to order food into the building.
- Parents may send juice for lunch; however, sport drinks, caffeinated beverages, etc. do not constitute as juice and will not be allowed at any time during school hours. It is encouraged that juice not be a daily part of a student's lunch due to the fact many juice products contain high amounts of sugar. A list of healthy snack ideas will be placed in each parent folder at the beginning of the year and also in each teacher's classroom.
- Teachers, parents and support staff are encouraged to consider non-food items as student incentives or rewards. If food is used for celebrations or incentives those food items should adhere to the nutrition guidelines. Prior to the event, the teacher or sponsor must get approval from the principal.
- All fundraisers and sales activities, including the soliciting of businesses for donations, must be approved by the building principal prior to discussing the event with students or parents.
- Wellness updates and information will be shared on parent bulletin boards, newsletters, Friday folders, or on Power School.
- The physical education curriculum will emphasize knowledge and skill for a lifetime of regular physical activity and encourage participation in activities after school and outside of school.

### ➤ **CAFETERIA AND HOT LUNCH PROGRAM**

- Students must have a positive account balance
- Each student is issued a lunch ID number.
- When an account balance is low, the school may call the home or send a reminder note.
- Breakfast is available prior to school, these meals will be charged from each student's account.
- Free and Reduced meal plans include 1 breakfast and 1 lunch daily, additional meals are charged.
- The Free and Reduced meal program allows a family with a limited income to obtain reduced or free lunch. Forms may be obtained from the school office to see if you qualify.
- 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 9:00 a.m. if the payment is to be applied to that day's lunch! Current account balances can be viewed on PowerSchool. Prices are subject to school board approval and may change.***

### ***CLOSED CAMPUS POLICY AND OPEN CAMPUS PRIVILEGES***

- The lunch period will be closed for all high school students.
- Senior Open Campus Lunch Privileges will be awarded at the beginning of each quarter to seniors who complete an application within the first five days of any quarter and who have, during the previous quarter:
  - Received at least C- or better in all of their classes; however a senior with any D grade may ask that their situation be reviewed for acceptance to open campus lunch privileges so long as their overall GPA is 2.0 or better.
  - Had no unexcused absences and fewer than 5 unexcused tardies
  - Had no Discipline Referrals (sent to the office for a discipline incident that resulted in the student receiving a negative consequence)
- Senior Open Campus Study Hall Privileges will be awarded at the beginning of each quarter to seniors who have received at least a B- or better in all of their classes during the previous quarter and who have met all of the other guidelines stated above for Senior Open Campus Lunch Privileges. This privilege allows seniors to leave campus during one study hall period daily.
- Junior Open Campus Lunch Privileges will be awarded at the beginning of each quarter to Juniors who complete an application within the first five days of any quarter and who have, during the previous quarter:
  - Received at least B- or better in all of their classes.
  - Had no unexcused absences and few than 5 unexcused tardy instances.
  - Had no Discipline Referrals (sent to the office for a discipline incident that resulted in the student receiving a discipline consequence).
- A senior or junior who has permission to leave campus and is in the company of a student or students that do not have permission to leave will have his/her privilege suspended for the remainder of the semester. A second offense will result in the loss of the privilege to leave campus for the remainder of the year.
- Parents/guardians are asked to excuse their students during lunch for only an emergency situation or extenuating circumstances. Parents/guardians must notify the office in writing if the student must leave campus during the lunch period.

- Students who leave campus without permission
  - ◊ Will be considered truant and face the consequences outlined in the student handbook under the heading of truancy.
  - ◊ Other consequences may be assigned at the discretion of the principal or designee.
- A student who has permission to leave campus and is in the company of a student or students who do not have permission to leave will have his/her privilege suspended for the remainder of the semester. A second offense will result in the loss of the privilege to leave campus for the remainder of the school year.
- Since student vehicles are not on school property, a student needs permission to go to his/her vehicle during school day. Only students with senior privileges may go to their vehicles during the school day without a special pass from the office.
- Privileges may be revoked at any time for behavior, grades, attendance, etc.

➤ **Fees & Fines**

Students may be assessed fines, in accordance with board policy and guidelines, for school property that is lost or damaged while in their possession or assigned to their care.

*MUSICAL INSTRUMENT RENTAL- PESD Policy 656.1*

- Students requesting the use of school owned musical instruments will be assessed a non-refundable user fee of \$15.00 per semester. Students will also be responsible for payment of any damage to the instrument caused through negligence or wear which is beyond that which would be considered normal. Students sharing the use of a school-owned instrument will both be assessed the user's fee. Both will be accountable for damages to the instrument.
- Rental fees will be waived for any student whose family is economically disadvantaged as determined by federal free and reduced lunch standards.
- Any student that is 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 that instrument.
- A signed agreement will be required for school rentals.

*FINES FOR LOST OR DAMAGED MATERIALS – PESD Policy 656*

- If materials are not returned, the fine will be equivalent to the replacement cost.
- If materials are returned defaced or damaged, the student will be fined a minimum of \$1.00 up to the replacement cost of the item. The assessed fine is at the discretion of the instructor or librarian, and based on the extent of the damage to the article.
- The student may also be responsible for any administrative costs associated with replacement of the materials.

➤ **Academics**

*LETTER GRADES*

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

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

*GRADE POINTS*

4.00	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.

### WITHDRAWAL PROCEDURES

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

### DROP/ADD PROCEDURES

- Once schedules are complete, a student at John Edwards High School will be allowed to drop/add courses for the following reasons only:
  - The student is enrolled in a class for which he/she has already received credit;
  - The student is a senior who needs additional credits for graduation;
  - The student is enrolled in a class for which he/she lacks the prerequisite.
- A student will not be able to drop or add a class after the third day of the semester.
- The drop/add is a result of a conference between a teacher, the student and a parent/guardian.

### SUMMER SCHOOL

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

### ACCEPTABLE SPEECH & WRITTEN WORK

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

## ➤ Course Requirements

- A minimum of six full credits each year must be included in the grade point average. Six academic courses per semester are required each year. A student may take fewer than six academic courses if granted permission from the school principal.
- Courses may be taken out of sequence only by special permission from the instructor and the counseling and guidance departments.
- The school reserves the right to adjust a student's schedule in terms of the student's abilities, interests, goals, and class sizes. The school will, within reason, try to accommodate each student's individual needs. A student who has failed a required course must repeat it unless special circumstances exist and the administration waives the requirement.

## ➤ Graduation Requirements

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

- 22 required credits that will include:
  - ❖ 4 credits English
  - ❖ 4 credits Social Studies
  - ❖ 3 credits Science
  - ❖ 3 credits Mathematics
  - ❖ 1 ½ credits Physical Education *over a three year period*
  - ❖ ½ credit Health
  - ❖ ½ credit Financial Literacy Emphasis Course (this requirement can be taken to simultaneously meet other credit) Beginning with Class of 2019
  - ❖ Pass the required Civics Exam per board policy and state law
- Physical disability and unusual circumstances that might prevent a student from meeting the physical education requirements may be exempt from this provision subject to administrative and board of education review. The opportunity to make up the exempted credit must be exercised as long as the possibility for make-up exists.
- Approved correspondence courses may be used to fulfill any of the above requirements. A recommendation is to be made by the counselor in consultation with the high school principal. The district administrator gives the final approval.
- Credits earned from other sources, such as vocational schools, work-study programs, etc. may be considered. The courses to be allowed credit and the number of credits allowed shall be arrived at by observing North Central Association recommendations and evaluation by a panel consisting of the district administrator, high school principal and high school counselor. Final approval of the credit to be allowed will be made by the district administrator.
- To participate in commencement exercises, a student must meet the requirements for a diploma and meet district attendance and behavioral requirements. All library fines, tech. ed. and art fees, lunch account, etc. must be paid prior to participating in the graduation ceremony.

### YOUTH OPTIONS

- The Youth Options program allows each public high school junior and senior who meets certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private, nonprofit institutions of higher education. This includes a center or institution within the UW system, a tribally-controlled college or a private, nonprofit institution.
- A student that enrolls in any class at a post-secondary institute under Youth Options that is offered at John Edwards High School will be responsible for all tuition and fees.
- Applications for possible enrollment in the Youth Options program must be made by March 1<sup>st</sup> for the fall semester of the upcoming academic year, and by October 1<sup>st</sup> for the spring semester of the current academic year.
- More information about the Youth Options program is available through the guidance counselor.

### STUDENT ASSISTANT PROGRAM

- The John Edwards High School student assistant program allows eligible seniors to earn community service hours by serving as a student assistant for a teacher or administrator. A student participating in this program will develop employability skills that will benefit him/her once he/she enters the workforce. To be eligible, a student must meet the following criteria:
  - Achieved senior status;
  - Earned no D's or F's the semester prior to serving as a student aide;
  - Must have zero unexcused absences and less than eight unexcused tardies the previous two quarters prior to serving as a student aide.

- An interested junior must inform the guidance counselor during registration that he/she is interested in serving as a student assistant during his/her senior year. The student will complete a Student Assistant form. The drop/add procedure applies to a student assistant position and the student will be expected to finish the assignment once the semester begins.

#### SENIOR HONOR CORDS

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

### ➤ **GENERAL INFORMATION**

#### 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.

#### 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.

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.

#### CONDUCT

- The 5 R's (Respect, Relationships, Responsibility, Reflect, and Resolve) will direct all of our actions. The principal will address misconduct after consideration of the facts and circumstances.
- Disrespect of any kind to any employee of the Port Edwards Schools by a student will result in a restorative conference with the student, teacher and principal to determine the reason for the student's behavior. The parent will be notified of any subsequent consequences and the reason(s) for it. 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.

- 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.
- 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).
  - 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.

#### **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.

#### **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.

#### **DRUG & ALCOHOL USE, POSSESSION & PARAPHERNALIA**

A student is prohibited from possessing and/or being under the influence of any amount of drugs and/or alcohol while on school premises or while involved in any school-sponsored activity. A student is also prohibited from exchanging, distributing, selling, or being in possession of any alcohol and/or drug paraphernalia (examples include but are not limited to containers, pipes & rolling paper) while on school premises or at a school-sponsored activity.

- 1<sup>st</sup> Offense: The student will be assigned a 5-day in-school or out-of-school suspension. The incident will be referred for review by the district administrator for possible assignment of additional out-of-school suspension time and for possible referral to the school board for expulsion of the student. Prior to any re-entry into school, a parent/guardian conference will be conducted and the student will need to meet with the ATOD counselor. The incident will be referred to local law enforcement.
- 2<sup>nd</sup> Offense: Student will be assigned a 5 day out-of-school suspension and the incident will be referred to the district administrator for assignment of additional out-of-school suspension time and referral to the school board for expulsion of the student. The incident will be referred to local law enforcement.

#### **DRUG & ALCOHOL SALE, DISTRIBUTION OR EXCHANGE**

A student is prohibited from selling, distributing or exchanging with the intent to sell, distribute or exchange any quantity of drugs and/or alcohol while on school premises or at a school-sponsored activity.

- A student found to be selling, distributing or exchanging with the intent to sell, distribute or exchange any amount of drugs and/or alcohol while on school premises or at a school-sponsored activity will be assigned a 5 day out-of-school suspension. This incident will be referred to the district administrator for assignment of additional out-of-school suspension time and referral to the school board for expulsion. The incident will be referred to local law enforcement.

#### **ELECTRONIC DEVICES**

- Personal electronic devices (such as headphones, cell phones, ipods, 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.

#### **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.

### *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.

### *LOCKERS – PESD Policy 446.1*

- Students will be assigned lockers and locks 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 school personnel or law enforcement agency. Use of canine units to inspect lockers will take place periodically at the discretion of school administration.
- Any personal items found in lockers which constitute evidence of an illegal act or school rule violation shall be subject to seizure. School personnel will remove anything from a student's locker contrary to rules or detrimental to the school or safety of other students. Any unauthorized item found as a result of a locker search may be given to the parent/guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant. If illegal substances are found, the matter will be referred to proper legal authorities.
- School personnel shall contact law enforcement officials for assistance in conducting a search when the potential for danger or the possibility for disruption is so great that such assistance is essential.
- 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.

### *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.

### *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 lockers
  - 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 undergarments and provide coverage to the chest and back, waist and lower back, buttocks, etc.
  - Short skirts/shorts are not allowed. A recommended length would be mid-thigh or longer when standing.
- If the above regulations are not followed, the following consequences will apply:
- 1<sup>st</sup> offense: Office referral; the student will have to replace the article of clothing that is in violation of the dress code with an appropriate article of clothing. If the student does not have an appropriate article of clothing at

school, the student will be offered a school shirt or sweat pants to wear for the day. The parents may also be called to bring a change of clothes if possible. The student will be sent to class once the dress code issue in question has been rectified.

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

#### *TOBACCO USE/POSSESSION - PESD Policy 831*

A student is prohibited from using or possessing tobacco, nicotine or look-a-like products; such as but not limited to e-cigarettes, while on school premises or at school-sponsored events.

- 1<sup>st</sup> Offense: The student shall be suspended for one day. Restorative practices may be used in conjunction with or in lieu of suspension at the discretion of the building principal. A letter shall be sent home and the parents/guardians notified by telephone. The student shall be referred to the village police. Further offenses will follow procedures outline in school district policy #831.

#### *TRESPASSING – PESD Policy 861*

##### *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, and on the south by LaVigne Avenue.
- 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.
- 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.

##### *Buildings*

- Any person not in official attendance or on official school business shall not enter into, congregate, wander, stroll, or stand in any school building in the Port Edwards district. Any person in the building on official business shall register in the building office.

#### *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.
- 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.

#### *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.

#### ➤ **Harassment & Bullying – PESD Policy 411.12**

- 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 of 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 – PESD Policy 443.2***

Each parent/guardian and student shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of each student while under his/her charge.

The following guidelines have been developed for all school-sponsored activities and for the protection and safety of all involved.

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

### *BUS STUDENT RESPONSIBILITIES*

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

Prior to loading, the student shall:

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

While on the bus, the student shall:

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

After leaving the bus, the student shall:

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

### *BUS DISCIPLINE PROCEDURES*

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

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

### *VIDEO CAMERA USE ON BUS – PESD Policy 751.21*

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 – PESD Policy 447**

#### **DETENTION**

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

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

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

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

#### **SUSPENSION**

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

- Noncompliance with school rules;
- Knowingly conveying any threat or false information concerning an attempt being made or to be made to destroy any school property by means of explosives (i.e. telephone bomb threats);
- Conduct by the student while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;

- Conduct while not at school or while not under the supervision of a school authority which endangers the property, health, or safety of others at school or under the supervision of a school authority; or
- Conduct which endangers the property, health, or safety of any employee or school board member of the school district in which the student is enrolled.

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

#### *IN-SCHOOL SUSPENSIONS*

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

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

#### *EXPULSIONS*

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

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

#### ➤ **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 High School strongly encourages students to participate in these worthwhile activities.
- The guidelines of the co-curricular group and any co-curricular code 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

#### *TRANSPORTATION FOR CO-OP SPORTS*

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

### *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.

### *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. Middle school students are not permitted to attend high school dances.

### *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.

## ➤ **Student Council & Class Government**

### *STUDENT COUNCIL*

#### *Elections of class officers.*

The following guidelines will be used for elections:

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

### *STUDENT COUNCIL RESPONSIBILITIES:*

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

### *CLASS GOVERNMENT*

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

The following guidelines will be followed for elections:

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

## **CLASS RESPONSIBILITIES**

The following is a summary of the required and permitted activities of the various classes, clubs, and other organizations at John Edwards High School. It is not intended to be a complete and restrictive listing. Its purpose is to facilitate the work of the organization advisors and to reduce the number of questions arising each year concerning these functions.

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

### **Freshman Class:**

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

### **Sophomore Class:**

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

### **Junior Class:**

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

### **Senior Class:**

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

## **Events**

- **HOMEcomings** - Student council oversees and coordinates homecoming activities. Homecoming guidelines must be followed for all activities.
- **PARADE** - High school float plans must be submitted for approval to the principal two weeks before float building. All class, club and grade school parade entries must be submitted to the student council parade committee one week before the parade. Class and club advisors are responsible for the float construction. Good judgment should be used in maintaining the spirit of homecoming when designing the float around the homecoming theme.
- **PEP ASSEMBLY** - The school pep assembly and the evening pep assembly are the responsibility of the student council.
- **ROYALTY** - Homecoming Court: To be eligible for homecoming court, a student must have no discipline referrals that result in an office visit during present semester. Truancy and discipline referrals are included in this requirement.
- **DANCE** - Student Council Dance Committee will coordinate all dance activities. The senior class is in charge of determining the theme song for the dance. The sophomore class is in charge of the cost of decorating and clean-up. A class advisor must be present during all class activities.
- **HOMEcomings & FLOATBUILDING CONDUCT GUIDELINES**

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

- Supplies used to build the float must be furnished by the class
- Students are not to take supplies from the school for float-building
- Each class is allowed to requisition up to \$150 for float-building materials
- Each float-building activity is open only to members of that class (i.e. freshman only at the freshman float, seniors only at the senior float, etc.). "Crashing" another group's float is prohibited.
- Trespassing on property bordering a float building site, without permission from the property owner, is prohibited.

- Throwing of objects (water balloons, apples, toilet paper, etc.) or destroying property (floats, shrubs, cars, etc.) is prohibited.
- Using, possessing, or being under the influence of alcohol, drugs or tobacco while at float building or other homecoming activities will be subject to the consequences outlined in the student handbook and/or athletic code.
- If a certain behavior or activity is inappropriate at school, it is also inappropriate for float building and homecoming.
- Be respectful of the adult chaperones at each homecoming activity.
- All materials, messages and decorations used for homecoming must be suitable for a school environment.

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

- **PROM** - The prom court will be made-up of members of the junior class. The student body will elect the king and queen. The crown and tiara will be provided by the student council.
  - Prom Court: To be eligible for prom court, a student must have no discipline referrals that result in an office visit during present semester. Truancy and discipline referrals are included in this requirement.
  - Prom is a high school event and anyone attending must be a high school student or be escorted by a John Edwards High School student. Guests may come to the dance but must be approved by the principal prior to attending. At no time will any students below the freshman level be admitted to any high school dance. The maximum age for a student guest is 20 years old.
  - The procedure for selecting royalty may be modified by mutual agreement of the appropriate group and the principal. Any modification must be accomplished sufficiently far enough in advance so that the selection process is not unduly disrupted.
  - Students are eligible to participate on Prom court junior year or Homecoming court senior year, but may not participate on both courts. If a circumstance arises and, for example, a male that served on Prom court is requested to escort a female on Homecoming court the following year, that male is not eligible to receive votes. He would be a stand-in member only.

### ➤ **National Honor Society**

- The National Honor Society is an honorary organization. Each year certain students from John Edwards High School are selected for membership in the National Honor Society. According to national guidelines, the selections are based on the following criteria:
  - Scholarship
  - Character
  - Leadership
  - Service
- Eligibility: A student in grades 10, 11 and 12 with a cumulative grade point average of at least a 3.0 or better is eligible. Each academically eligible student will receive notification of his/her eligibility. Each eligible student will be given an activity summary questionnaire that should be completed and returned for review by the date indicated if interested in membership.
- Review of all applications: Each scholastically eligible student is then rated by a JEHS faculty committee on personal qualities of character and leadership. Each candidate will be rated on the following 4-point scale basis:
  - 4 points = considerably above average
  - 3 points = above average
  - 2 points = average
  - 1 point = below average
  - 0 points = considerable below average
- Each teacher rates only the students he/she knows whether from the classroom or co-curricular activities. Each student's points are totaled and averaged in the same way that grade points are averaged, resulting in a "personal quality average."
- Final selection: Using the faculty ratings and the activity questionnaire, the JEHS faculty council then considers which of the eligible students should be selected for induction into the National Honor Society. There is no rule concerning what percentage of the eligible students may be chosen. All may be chosen, but all need not be chosen. The intent of the National Honor Society is to maintain its high standards of both scholarship and the above-mentioned personal qualities.
- National Honor Society also believes in accepting all those students who are deserving of the distinction.
- Continuing membership: Once selected for membership, a student automatically remains a National Honor Society member for the rest of his/her high school career unless removed for significant scholastic decline or for indications of unsatisfactory character, leadership, or service. Transfer students who were selected for National Honor Society membership at another school automatically become National Honor Society members at John Edwards High School. Other transfer students become eligible after at least one semester of attendance at JEHS.