

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

Handbook cover art by Logan Goodenough



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 Rule

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” rule 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.

- **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.

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>
LEVEL 2 BEHAVIORS: These very serious 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.	
<ul style="list-style-type: none"> • Bullying or harassing another student or students, either physically or verbally • Fighting • Plagiarism/Academic Dishonesty (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 	<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

<ul style="list-style-type: none"> • Making a bomb threat (written or oral) • Threatening a student or adult • Vandalizing or causing criminal damage to school property • Possessing stolen property or theft • 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 	<ul style="list-style-type: none"> • 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
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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 P19, 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 in PESD Policy 2260 and 2260.01.
- Cara Christy, Non-Discrimination Compliance Officer, 801 2nd Street, Port Edwards, WI 54469, 715-887-9000, ext. 101.

Anti-Harassment Policy 5517

- It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.
- The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.
- The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at

students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

- Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.
- For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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) and check in at the office to receive a visitor badge. From 7:15 a.m. to 8:00 a.m. the cafeteria doors (3rd 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	7	8	9	BH
Start	8:00	8:49	9:36	10:23	11:10	11:57 Lunch	12:30	1:17	2:04	2:51
End	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 3rd Street at the cafeteria doors or the main entrance on 2nd Street.

➤ School Calendar of Events 2018-2019

School Begins	September 4, 2018
Homecoming	October 7-13, 2018
Parent-Teacher Conferences	October 16, 2018 and October 22, 2018
High School Graduation	June 2, 2019
Last Day of School	June 6, 2019
Vacation Days:	
Labor Day	September 3, 2018
Thanksgiving Vacation	November 21, 22, & 23, 2018
Christmas Vacation	December 22, 2018 – January 1, 2019
Spring Vacation	March 23 – March 31, 2019
Easter Break	April 19 – April 21, 2019
Memorial Day	May 27, 2019

➤ Report Card Schedule

Semester Ends	Report Cards Mailed
January 18, 2019	January 22, 2019
June 6, 2019	June 10, 2019

➤ 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 3rd 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 5200**

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 Policy 8510

- 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 Infinite Campus.
- 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 Infinite Campus. 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 the school day. Only students with senior privileges may go to their vehicles during the school day without a special pass from the office.
- Privileges may be revoked at any time for behavior, grades, attendance, etc.

➤ **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 6152.01

- 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 6152

- 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 semester basis. A student’s GPA for the semester is determined by the numerical grades earned during that semester. 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 JEHS in an assignment without his/her permission in advance;
 - Sexist comments or racist comments that demean minorities or create a hostile learning environment;
 - Slanderous or libelous comments;
 - Inappropriate jokes;
 - Language inappropriate to a classroom situation – ask for specific information if in doubt
- Any question on the suitability of a student's written or spoken work will be determined by the classroom teacher. If a resolution cannot be reached in the classroom, the student can appeal the decision to the building principal.
- Libel is injury to reputation. Words, pictures, or cartoons that expose a person to public hatred, shame, disgrace, or ridicule or induce an ill opinion of a person are libelous.

➤ *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 5460 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.

EARLY COLLEGE CREDIT AND START COLLEGE NOW

- The Early College Credit and Start College Now programs allow public high school students 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.
- Tuition and Fees are dependent upon the program entered and the circumstances of the enrollment.
- More information about these programs is available through the school counseling office.

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 1st 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 Policy #5136

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 AND WEAPONS

- The possession of items that are unsafe, unsanitary, disruptive or dangerous are not permitted – items such as matches, lighters, cigarettes, knives, firearms, and other weapons as defined by PESD Policy 5772. These items will be confiscated and held by the administration for appropriate action.
- 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.

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 PESD Policy 5530

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.

- 1st 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. The incident will be referred to local law enforcement.
- 2nd 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 Policy 5530

A student is prohibited from using, possessing, 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 Policy 5136 & 5136.01

- 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 5771

- 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 no less than 2 inches wide. Tank-tops, halter tops, spaghetti straps, tube tops, and t-shirts with the sleeves removed that do not have a shoulder at 2 inches 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:

- 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.
- 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. Further consequences will depend on the specific circumstances and may follow a restorative approach.
- 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. 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 5512

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.

- 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. Additional offenses will result in further disciplinary consequences or other restorative approaches being applied.

TRESPASSING

Grounds

- There will be no trespassing on school property from south of the basketball courts located north of the 5-12 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.

➤ **Harassment & Bullying – PESD Policy 5517.01**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions:

"Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

➤ **Bus Students**

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 CODE OF 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 GUIDELINES

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.

- 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.
- 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 5-12 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 PESD Policy 5610

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying 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; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

IN-SCHOOL SUSPENSION PROCEDURES

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 PESD Policy 5610

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; 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; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had 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 an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, 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), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above- stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

➤ **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 15th 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), fundraiser 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

- **HOME COMING** - 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.
- **HOME COMING & FLOAT BUILDING 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.