

School District of Janesville

Craig & Parker High School Handbook

2016-2017

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**CRAIG HIGH SCHOOL
401 S. Randall Ave
Janesville, WI 53545**

Main Office Telephone Number	608-743-5200
Attendance Office Telephone Number	608-743-5230
Guidance Office Telephone Number	608-743-5251
Assistant Principals' Office Telephone Number	608-743-5262
Athletic Office Telephone Number	608-743-5266
Registrar's Office Telephone Number	608-743-5252

SCHOOL ORGANIZATION

Administrative Team

Principal	Dr. Alison Bjoin
Assistant Principal	Mr. Shawn Kane
Assistant Principal	Mr. Monte Phillips
Dean of Students	Ms. Sonja Robinson
Police/School Liaison	Officer Brian Foster

Student Services

Student Services Specialist	Mr. Karl Bryan
Counselor	Mrs. Audrey Fiore
Counselor	Mrs. Shelley Osmond
Student Services Specialist	Mrs. Sherri Rudkin
School Psychologist	Dr. Lauri Donnell
Social Worker	Mrs. Ann Forbeck
Academic Learning Coach	Ms. Niki Shucha and Ms. Kristen Worm
Nurse	Mrs. Trina Jackson

**PARKER HIGH SCHOOL
3125 Mineral Point Ave
Janesville, WI 53548**

Main Office Telephone Number	608-743-5600
Attendance Office Telephone Number	608-743-5630
Guidance Office Telephone Number	608-743-5651
Assistant Principals' Office Telephone Number	608-743-5665
Athletic Office Telephone Number	608-743-5641

SCHOOL ORGANIZATION

Administrative Team

Principal	Mr. Chris Laue
Assistant Principal	Mrs. Quiana Polk
Assistant Principal	Mrs. Jolene Terrones
Dean of Students	Mr. Brian Martin
Police/School Liaison	Officer Todd Bailey

Student Services

Counselor (A-E)	Ms. Sara Ofner
Counselor (F-K)	Ms. Mary Ross
Counselor (L-R)	Mrs. Denise Kruser
Counselor (S-Z)	Ms. Jen Leneau
School Psychologist	Mr. Nick Paniagua

Social Worker
Academic Learning Coach
Nurse

TBD
Mrs. Lisa Brovick
Mrs. Diane Campton

2016-2017 CALENDAR
School District of Janesville

First Day Kickoff		September 1
Labor Day Monday	(NO SCHOOL)	September 5
End of First Quarter		November 4
Thanksgiving Break	(NO SCHOOL)	November 24-25
Winter Break Begins	(NO SCHOOL)	December 22
School Resumes		January 2, 2017
End of Semester	(NO SCHOOL)	January 19
Teacher work day	(NO SCHOOL)	January 20
End of Third Quarter		March 31
Spring Break Begins	(NO SCHOOL)	April 10
Staff PD/Snow Reserve Day (SEE BELOW)		April 17
School Resumes		April 18
Staff PD/Snow Reserve Day (SEE BELOW)		May 5
Snow Reserve Day (SEE BELOW)		May 26
Memorial Day	(NO SCHOOL)	May 29
School Ends – Students		June 7
Staff PD/Snow Reserve Day (SEE BELOW)		June 8
Optional Teacher Work Day		June 9

Snow Reserve Day: Two inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than two days in the school year, the third and beyond inclement weather days will be made up on the closest Snow Reserve Day after the inclement weather day that is not already being used for make-up time (Monday, April 17; Friday, May 5; Friday, May 26; Thursday, June 8). If one or more of these days are not needed to be used to make-up time they will be days off for students. Days marked Staff Professional Development/Snow Reserve Day will be used for staff development if not needed to be used to make-up instructional days due to inclement weather.

High School Conferences: Dates & Times

Wednesday, October 26	4:00-7:00 p.m. (NO SCHOOL)
Thursday, October 27	8:00 a.m.- 7:00 p.m. (NO SCHOOL)
Friday, October 28	No School For Students/Teachers
Wednesday, March 8	4:00-7:00 p.m. (NO SCHOOL)
Thursday, March 9	8:00 - 7:00 p.m. (NO SCHOOL)
Friday, March 10	No School For Students/Teachers

GENERAL INFORMATION

THANK YOU FOR TAKING THE TIME TO REVIEW THE SCHOOL DISTRICT OF JANESVILLE'S POLICY AND PROCEDURES MANUAL. PLEASE KEEP THIS MANUAL ON HAND TO REFER TO DURING YOUR CHILD'S SCHOOL CAREER. NOTICES REGARDING CHANGES TO THE FOLLOWING POLICIES AND PROCEDURES OR ADDITIONAL IMPORTANT MATERIAL WILL BE PROVIDED TO YOU BY YOUR CHILD'S SCHOOL ON A YEARLY BASIS AT THE BEGINNING OF THE SCHOOL YEAR. PLEASE ALSO REFER TO YOUR PARENT NEWSLETTERS FOR OTHER IMPORTANT INFORMATION. THIS MANUAL IS

AVAILABLE ON-LINE AT THE SCHOOL DISTRICT OF JANESVILLE'S WEBSITE
WWW.JANESVILLE.K12.WI.US.

EXPECTATIONS

Students enrolled in the School District of Janesville are expected to:

1. Attend school and scheduled classes on a daily basis unless ill or excused by school officials.
2. Take advantage of all available resources and learning opportunities presented to them, and to develop and learn to the best of their abilities.
3. Select courses with the purpose of achieving meaningful goals.
4. Complete assigned work within the time designated.
5. Challenge their intellect and not just work for grades.
6. Give the best possible performance in all testing situations.
7. Obey all rules, directives, and district policies, which are communicated either in writing or verbally.
8. Participate in school-sponsored events and activities.
9. Accept help from their classmates and be willing to help others when they can.
10. Register complaints and concerns with those who have the most direct responsibility to address them.
11. Students and parents should consult the Student Discipline Code of Conduct for further conduct guidelines. The Student Discipline Code of Conduct will have the same authority as the student rules outlined in student handbooks.

NONDISCRIMINATION POLICY (BOARD POLICY 5020)

The School District of Janesville is committed and dedicated to providing the best education possible for every student in the District consistent with applicable legal requirements, school district policy and procedures.

The right of the student to be admitted to school and to participate fully in curricular, extra-curricular, recreational, or other programs or activities and in student services shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or because of the person's physical, mental, emotional, or learning disability.

Students who have been identified as having a disability under either the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504) shall be provided reasonable accommodations as developed through Individualized Education Programs (IEP) or 504 Plans in accordance with federal and state rules and regulations. Accommodations will be developed with the intent of providing equal access and/or participation for these students across school environments.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing by a parent/guardian and be approved by the building principal. Accommodations may include, but not necessarily be limited to, exemption from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances.

The district shall also provide for the reasonable accommodation of a student's confirmed transgender identity with regard to access to single sex-designated school facilities and programs. Requests for accommodations shall be made in writing by a parent/guardian and be approved by the building principal. Accommodations may include, but not necessarily be limited to, use of the restroom designated for the gender with which the student identifies, use of the locker room designated for the gender with which the student identifies and reasonable access to other single-sex designated school facilities and programs.

This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of students, including gifted and talented, special education, school-age parents, bilingual bicultural, at-risk and other special programs, or programs designed to overcome the effects of past discrimination.

Complaints regarding the interpretation or application of this policy regarding students with a disability shall be referred to the District Administrator/designee. All other nondiscrimination complaints, including harassment and bullying complaints based on other legally protected discrimination factors, shall be referred to the District Administrator/designee. All complaints shall be processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

FINANCIAL OBLIGATIONS

Each student is required to pay a general fee before books and materials are issued. The fee covers consumable materials, book rental, and the student newspaper.

It is the student's responsibility to return books in the same condition as received. The user will be assessed a fee for the misuse of a book. Additional fees may be required in certain courses and for specific purposes.

Class dues will cover any expense that may arise. Each freshman, sophomore, junior and senior are expected to pay class dues in order to receive a diploma.

GRADUATION POLICY

The purpose of this document is to distinguish “graduation” from “commencement” and explain the criteria for each.

“Graduation” occurs when a student has successfully completed the requirements needed to earn a high school diploma. The requirements for this process are explained in Board Policy 6310 (available at the School District of Janesville’s website). If a student has met the identified criteria, he/she has a right to graduate - or earn a diploma.

“Commencement” is the ceremony held to recognize students who have graduated (successfully completed the Board requirements to earn a diploma). The High School Principals are responsible for coordinating and overseeing commencement. Students participate in commencement exercises at the Principal’s discretion. Participation in commencement is an earned privilege.

In order to be eligible to participate in commencement exercises, students must:

- Complete all requirements as described in Board Policy 6310.
- Maintain satisfactory/appropriate behavior up to and through the commencement ceremony.
 - NOTE: Students may be removed, at any time, from the ceremony due to behavior at the Principal’s discretion.

Students who complete their programming at Rock River Charter School earn diplomas from Craig or Parker High Schools. They may choose to participate in their home school’s commencement and are expected to follow the policies described above.

GRADUATION REQUIREMENTS

Starting with the class of 2018, students must earn 26.5 credits. A course that meets four days per week for one semester is awarded 0.5 of a credit. **A STUDENT MUST CARRY SEVEN FULL-TIME COURSES.** Each student must earn credits in the following required courses:

CREDITS REQUIRED OVER 4-YEARS TO EARN A DIPLOMA

Curricular Area	Class of 2017	Class of 2018	Class of 2019	Class of 2020
English	4.0	4.0	4.0	4.0
Mathematics	3.0	3.0	3.0	3.0
Social Studies**	3.0	3.0	3.0	3.0
Science (See courses below)	1.0 Physical 1.0 Bio/Life 1.0 Additional Science Credit	1.0 Physical 1.0 Bio/Life 1.0 Additional Science Credit	1.0 Physical 1.0 Bio/Life 1.0 Additional Science Credit	1.0 Physical 1.0 Bio/Life 1.0 Additional Science Credit
Physical Education	1.5	1.5	1.5	1.5
Freshman Seminar	-	0.5	0.5	0.5
Personal Finance	0.5	0.5	0.5	0.5
Additional Credit in: English, Math, Science, Social Studies	-	1.0	1.0	1.0
Total Required Credits*	15.0	16.5	16.5	16.5
Total Elective Credits	10.5	10.0	10.0	10.0
Total Credits Required for Graduation	25.5	26.5	26.5	26.5

*One semester of Health is required for high school graduation. This may be earned by completing one semester in 7th or 8th grade or taken in high school.

**1.0 credit must be US History or AP American History

**Students must meet Civics Test requirements

PHYSICAL SCIENCE

AP Chemistry Physical Science
 AP Physics Pre-AP Chemistry
 Chemistry Principles of
 Engineering
 Earth Science

BIO/LIFE SCIENCE

Anatomy &
 Physiology Ecology
 Animal
 Science (ES) Forensic Science
 AP Biology Genetics
 AP
 Environmental Microbiology
 Science
 Biology Plant Science (ES)

ADDITIONAL CREDITS

- A. The maximum number of credits which apply to rank point total can be no more than 8.0 per year.
- B. Students may earn credit through summer school. No rank points will be awarded for these courses.
- C. If a student would like to take an off-campus, correspondence, or study/travel programs, all credits must be pre-approved with a maximum allowance of 3.0 credits. More than 3.0 credits may be pre-approved as part of the Youth Options program, which allows high school students to take college/technical school courses for credit. See your counselor or Student Services Specialist for further information about this program. [Pre-Approval for Credits Over 8 Courses.docx](#)
- D. Students taking courses over the summer through the Wisconsin Center for Academically Talented Youth (WCATY) or Northwestern's Center for Talent Development (CTD) or an online source must follow a Pre-Approval Process. The organization offering the course provides verification of credit earned. Pre-approval forms are available from the Student Services Office and must be considered along with your registration with WCATY, CTD, or any other organization. These courses will not be included in scholarship tie breakers. Questions can be referred to Amy Sheridan, 743-5035. [Pre-Approval for Credits Over Summer.docx](#)

EARLY GRADUATION

Students desiring early graduation from high school must complete all required courses and enough electives to equal or surpass the minimum number of credits required for graduation by the anticipated date of early graduation. Students must also have written approval of their parent or guardian and have completed a minimum of six semesters of high school work. Students must apply at least one semester before the planned date for early graduation. They must consult with their counselor or Student Services Specialist and principal prior to submitting an application. (*Board Policy 6310.2*)

STUDY HALLS

All students must be in study hall when not scheduled into a regular class. No credit is earned. Students may schedule a maximum of one study hall each semester.

ADVANCED PLACEMENT (AP) AND HONORS COURSES (HR)

Advanced Placement and Honors courses are available in all academic areas.

The School District of Janesville offers the Advanced Placement (AP) Program for students who want to be academically challenged. The AP Program is a cooperative educational endeavor between high schools and colleges which offers college credit for college-level courses taken while in high school when students receive a particular score on the AP exam.

ADVANTAGES OF PURSUING AP AND HONORS COURSES

- Provides rigorous academic experience
- Better prepares students for post-secondary course work
- Increases competitive edge in gaining entrance into selective colleges
- Potential to earn college credit or placement in advanced courses
- Enhances academic preparation for college entrance exams (ACT/SAT)
- Allows students to pursue academic/career interests in more depth

ADVANCED PLACEMENT COURSES

AP 2-D Design Portfolio	AP Drawing	AP Physics I
AP 3-D Design Portfolio	AP English Language and Composition	AP Physics II
AP Biology	AP English Literature and Composition	AP Psychology
AP Calculus AB	AP Environmental Science	AP Spanish
AP Calculus BC	AP European History	AP Statistics
AP Chemistry	AP French	AP United State History
AP Computer Science A – JAVA	AP Human Geography	AP US Government Politics
AP Computer Science Principles	AP Music Theory	AP World History

HONORS COURSES

Accelerated A Cappella – Honors	English 9 – Honors	Physical Science – Honors
Accelerated English 9-10 – Honors	English 10 – Honors	Pre-Calculus – Honors
Accelerated Orchestra – Honors	English 11 – Honors	Spanish for Heritage Speakers I – Honors
Accelerated Wind Ensemble - Honors	French IV – Honors	Spanish for Heritage Speakers II – Honors
Assistant Child Care Teacher - Honors	French V – Honors	Spanish IV – Honors
Biology – Honors	Global Studies – Honors	Spanish V - Honors
Chinese IV – Honors	Integrated Algebra II – Honors	
Chinese V – Honors	Integrated Geometry – Honors	

CLASS RANKING/RANK POINTS/GRADING SYSTEM GRADING SCALE

<u>Grade</u>	<u>GPA</u>	<u>Range</u>
A	4.0	92 – 100
A-	3.7	90 – 91
B+	3.3	88 – 89
B	3.0	82 – 87
B-	2.7	80 – 81
C+	2.3	78 – 79
C	2.0	72 – 77
C-	1.7	70 – 71
D+	1.3	68 – 69
D	1.0	62 – 67
D-	0.7	60 – 61
F	0	50 – 59

- Rank points are earned each semester
- Students will be ranked by total number of rank points earned
- A cumulative rank will be reported at the end of each semester
- The rank to determine scholarships and class recognition is determined at the end of the 1st semester of the senior year.

HONOR ROLL

3.0 – 3.49 Honors

3.5 – 3.74 High Honors

3.75 – 4.00 Academic Excellence

Honor Roll is determined at the end of each semester and is not the cumulative GPA.

SCHEDULE CHANGES

Students and their parents are asked to carefully and thoughtfully plan the student's schedule each year. If students realistically consider their abilities, interests, and goals in choosing their courses, it should not be necessary to make schedule changes. Careful planning and good decision making will keep schedule changes to a minimum. **Changes must be made within 2 weeks** of start of semester. Beyond that they require administrator approval.

Reasons for a schedule change (during the first 2-weeks of a semester) include:

1. Teacher/counselor/administrator recommendation for a change based on ability of student
2. Ineligibility to take the course
3. Computer error
4. Balancing of classes
5. To make up failed courses

Add Classes (or switch classes):

1. These changes must take place during the first week of school. Since students have had ample time to select courses and make adjustments during the previous school year, changes can only be made during the first week and only if extremely necessary.
2. These changes must include written permission of parent or counselor.
3. The new/exchanged class can be added into a study hall or into a period in which a class was dropped. The schedule cannot be rearranged to add a class.

Important scheduling notes:

1. Schedule changes will not be made because of a job or athletics during either first or second semester.
2. All students will be scheduled for periods one through eight.
3. **STUDENTS ARE REQUIRED TO KEEP ALL PERIODS AND TEACHERS AS ASSIGNED BY THE COMPUTER.**
4. The District **cannot** guarantee the availability of courses that are at the end of a sequence. Enrollment in end of sequence courses must meet district guidelines.
5. Independent study classes are not available to Janesville high school students.

Course Drops:

1. A student who drops a course in weeks 3 – 11 of a semester for a study hall will receive no grade recorded for that course. A student who drops a course after week 12 of a semester will receive a semester grade of "F" for that course.
2. If the student is carrying more than 8.0 credits, they may drop one course for a study hall.

IT IS THE SCHOOL DISTRICT'S PRACTICE THAT, ONCE A STUDENT HAS BEEN SCHEDULED INTO A COURSE AT THE BEGINNING OF A SEMESTER, THE STUDENT MUST REMAIN IN THE COURSE FOR THE SEMESTER. IF THE STUDENT IS CARRYING MORE THAN 8.0 CREDITS THEY MAY DROP ONE COURSE AT THE QUARTER.

If you have questions regarding scheduling or your academic progress please contact your students' school.

- Students attending Craig High School - call 743-5251 or visit the Craig High School website home page at:

<http://www.craighighschool.org/>

- Students attending Parker High School - call 743-5651 or visit the Parker High School website home page at:

<http://www.janesvilleparker.org/>

Remember: Students should pick a class based on their interest in the class not on their ability to pay for the course. If a student is not financially able to pay a fee or have the appropriate equipment for a class, please contact the student's school counselor or administrator.

NATIONAL HONOR SOCIETY

A faculty committee chooses members annually. Juniors and seniors are eligible for membership. Students are chosen on the basis of scholarship, character, leadership and service. General guidelines and application dates will be announced.

WISCONSIN ACADEMIC EXCELLENCE

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP/TIE BREAKERS

The State of Wisconsin awards an Academic Excellence Scholarship to each high school's top students, if they attend a Wisconsin state public or private college, or a technical college. Craig and Parker High Schools determine the recipients of these scholarships based on cumulative grade point average (GPA) earned through the first semester of the senior year to comply with state statutes.

In the event of a GPA tie the following criteria will be used:

1. Total number of AP courses
2. Total number of honors courses
3. Composite ACT score
4. If a fourth tie breaker is needed a random selection process, established by the District Administrator/Designee will be considered.

The Wisconsin Technical Excellence Scholarship (TES)

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The new TES scholarship program is to begin awarding scholarships in the 2014-2015 academic year. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS) located within the state. The value of the scholarship is up to \$2,250 per year, to be applied towards tuition. Students wishing to be considered for the TES need to meet eligibility criteria set by the Wisconsin Higher Educational Aids Board (HEAB) and will need to be nominated by their school. Interested students should pick up the Request for Consideration from their guidance office and return it to the guidance office at their respective schools no later than January 15, 2017.

More information can be found on HEAB's website, at www.heab.wisconsin.gov

ACADEMIC SCHOLARSHIPS

Academic scholarships are presented annually to high school seniors who have achieved excellence in studies and co-curricular activities. These awards are generally given to provide opportunities for further education and total thousands of dollars. See a guidance counselor for applications and more information.

OPERATIONAL PROCEDURES AND POLICIES

(Listed Alphabetically)

ACCIDENT AND ILLNESS

Please be sure that any injuries occurring in class or other supervised locations are reported to the teacher in charge and to the administration. An accident report form must be filed. Notice of injury is mandatory. The nurse will be in her office at posted times. Any ill or injured student should report to the attendance office where a nurse or other personnel can assist him/her and if necessary contact parents. Do not leave without contacting the office and do not miss class due to illness or injury without reporting to the attendance office. No medication may be given to students by staff with the exception of those medications registered with the assistant principals in the attendance office. Limited first aid is available and in emergencies the paramedics will be called.

A goal of Parker High School and Craig High School is to ensure the healthy environment for all students. Parents are asked to please notify the school office of any infectious or communicable disease that their student has or that causes them to seek treatment for their student. By notifying the school, action can be taken to prevent further spread of the infectious or communicable diseases in the school and reduce the chance of a student re-contracting the disease when he/she returns to school.

ALCOHOL AND DRUG USE/ABUSE AND ENFORCEMENT PROCESS/ E-CIGARETTES

Board Policy 5234

The School District of Janesville becomes concerned when an individual student's drug or alcohol-impaired behavior endangers the property, health or safety of others during the school day, on the school grounds, or during a school related activity.

Suspected to be under the influence of drugs or alcohol:

1. Contact parents or guardian,
2. Notify Network Team.
3. If the student admits engaging in behavior identified above:
 - a. Parent/guardian and/or adult student arrange for an assessment at personal expense within 5 days and provide assessment results to school officials.
 - b. Student follows the recommendations of the assessment provider as a condition of continuing in school.
 - c. Possibly suspend student from one to 5 days and/or apply other disciplinary sanctions.
 - d. Refer the student for pre-expulsion conference and/or expulsion for failure to obtain an assessment and follow

- through on recommendations.
4. If the student denies engaging in behavior identified above and no immediate mitigating evidence is provided to reduce suspicion:
 - a. The student will submit to a urine screen within 24 hours and/or breath test within one hour at parent expense through designated clinic and/or school authority or law enforcement and provide results to school officials.
 - b. If the urine screen and/or breath test is positive, the student must arrange for an assessment within 5 days, provide a copy of assessment results to school officials, and follow provider recommendations as a condition of continuing in school.
 - c. Failure to obtain an assessment and follow through on provider recommendations will lead to a student suspension for up to 5 days, a pre-expulsion conference and/or recommendation for expulsion.*
 - d. If the urine screen and/or breath test is negative, no further action is necessary.

*Any consideration of expulsion for Special Education students will conform to statutes. **Please refer to Board Policy 5234 for the School District of Janesville's policies regarding Drug and Alcohol Use/Abuse and Enforcement and Administrative Regulation 5234.1 for the Referral Process for students thought to have a problem in this area.**

An electronic cigarette is a device that converts liquid nicotine into a water vapor that the user inhales. Nicotine is a substance that is prohibited for people under the age of 18 years old. Wisconsin law states:

254.92 Purchase or possession of cigarettes or tobacco products by person under 18 prohibited.
(2) No person under 18 years of age may purchase, attempt to purchase, or possess any cigarette, nicotine product, or tobacco product

Therefore, the possession of electronic cigarettes by a person under the age of 18 is prohibited. At Parker/Craig High School ALL students are prohibited from possessing and/or using electronic cigarettes on school grounds or at school events. Please see a building administrator if you have questions about electronic cigarette use.

APPEARANCE

Appearance should reflect the purpose or activity for which the student is participating. Our day-to-day operation is that of an educational business. We request the students to present themselves in a manner that reflects this serious business. School sponsored activities may adjust this appearance as we establish special dress up days.

Clothing and jewelry promoting alcohol, drugs, tobacco products, or gangs will not be tolerated. Also, clothing which has objectionable pictures, sexual meaning, or is otherwise offensive, is prohibited. Crop tops and short shorts are not allowed. Headgear (ie, hats, hoods, bandannas, etc) and jackets are not to be worn in the building and must be stored in a student's assigned locker during the day. Chains are not allowed.

The school administration reserves the right to ask students to remedy the clothing or appearance that is considered distracting or inappropriate.

ATTENDANCE POLICY

Student Attendance: Middle and High School (BP 5141, AR 5141.1)

Wisconsin has a Compulsory School Attendance Law. Accordingly, the School District of Janesville has adopted a Board Policy and Administrative Regulation consistent with the provisions of this State Law. The State Statute establishes the following definitions:

Truancy: Any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

Habitual Truant: A pupil who is absent from school without an acceptable excuse part, or all of five (5) or more days, on which school is held during a school semester.

In summary, the following provisions of the new Attendance Policy are important for parents and guardians to remember:

1. Students may not be absent without an acceptable excuse, part or all of five (5) or more days per semester. Students are limited to ten (10) excused absences per year. Excused absences within the ten (10) day limit include family vacation days and illnesses verified by the parent or guardian.
2. The following absences are always excused absences and are never counted toward student truancy:
 - a. Religious holiday which falls on a normal student school day.
 - b. Written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner.
 - c. A death in the immediate family or funeral for close relative.
 - d. A court appearance or other legal procedure which requires the attendance of the student.
 - e. School-ordered student suspensions.
 - f. A waiver authorized by the building principal or agent in special cases where he/she determines that exceptional circumstances exist.
3. Middle and high school students who are tardy in excess of five (5) minutes will be recorded as absent for that class.
4. All students with excused absences shall make up work missed. Teachers shall grant the number of days absent plus one for make-up time. All students with unexcused absences shall not be given credit for class make-up work.
5. The school's attendance officer or principal will notify parents or guardians after a student has been absent the five allowable days during a school semester under the provisions of this policy. A letter will be sent to the parents or guardians of habitual truants when their absences warrant that designation under the provisions of the attendance policy.

A complete copy of the School District Attendance Policy 5141 and Administrative Regulation 5141.1 is available for reading at any school office or at the Educational Services Center at 527 S. Franklin Street, Janesville. **Please review your individual school's absence reporting procedures.** Questions concerning this policy may be directed to your building principal.

Parents or guardians may review their student's attendance record through the Infinite Campus system. If a parent or guardian believes their student has an error in their attendance record, the parent or guardian should put in writing the date(s) they feel are in error and why they are in error. They should also include copies of any documentation from a doctor's office, etc. which could lead to correction of the error. Attendance errors can be corrected with the attendance office, classroom teacher or with a school administrator. It is the parent/guardian's responsibility to confirm that any written or verbal requests for correction are corrected in the Infinite Campus system. The School district of Janesville recommends that errors are corrected within 10 days of the absence.

Students who are in the School District of Janesville under the State of Wisconsin Open enrollment program can have their open enrollment terminated at the end of the attendance semester or school year if they are habitually truant under this policy.

PARENT OR GUARDIAN EXCUSED ABSENCE

Students are limited to ten (10) excused absences per year. Students may not be absent without an acceptable excuse part or all of five (5) or more days on which school is held during a school semester or the student will be considered a habitual truant. Students are required to attend and be on time for all of their scheduled classes, advisory periods, and study halls and where appropriate, lunch periods, unless they have obtained permission and a pass approved by the principal or designee.

STUDENT ABSENCE FROM THE BUILDING

No student shall leave his/her building while school is in session without permission from the building administration. During school hours, principals, or designee, shall release students only to parents, legal guardians, or persons designated by the parent or legal guardian. Students eighteen years of age and above must attend all assigned classes, study halls, advisory periods and assigned assemblies and must follow all school rules. Reaching the age of maturity does not imply any specific rights.

REPORTING STUDENT ABSENCES

It is essential that parents or guardians notify the school if a student is going to be absent. The Attendance Office is staffed from 7:30 a.m. to 4:00 p.m. each day. An answering machine is in operation from 4:00 p.m. to 7:30 a.m. for parent notification convenience. Absence calls should be made by 11:00 a.m. the same day of each absence. An absence for which an acceptable telephone call or note has not been received by the school within 48 hours following the absence will be considered truant. The Attendance Office may be reached at 743-5230 (Craig) or 743-5630 (Parker).

BICYCLES

Students who bring bicycles to school do so at their own risk. The school does not provide special supervision for the bike rack and will not be responsible for bikes that are damaged or stolen.

BOUNDARY LINES AND TRANSFER PROCEDURES

Please refer to Administrative Regulation 5130.1. Information about annual transfer procedure requirements is also published on the district website and in your parent newsletters. Any questions may be directed to the Administrative Services Department at 608-743-5006.

BULLETIN BOARDS

Information should only be posted in designated areas. All materials posted in the classroom must have teacher approval. Materials to be posted in the hallways must have Assistant Principal approval.

BULLYING PREVENTION

The School District of Janesville Board of Education supports an educational environment that is supportive, caring and safe. It is therefore the policy of the School District of Janesville that neither students nor employees will be permitted to engage in any form of “bullying” behavior at school, on the bus, or at school-related activities. Such behavior is unacceptable and will not be tolerated.

Please refer to Board Policy 5030 for complete policy

BUS CONDUCT

Students being transported are reminded that they are to conduct themselves in a lawful and orderly manner at all times. Students violating bus regulations are subject to disciplinary action.

CLASSROOM BEHAVIOR/RESPONSIBILITY

Behavior that disrupts the learning environment should not occur and will be dealt with immediately. A student may be removed from class for conduct or behavior which:

1. Violates the District’s policies regarding suspension or expulsion.
2. Violates the behavioral rules and expectations set forth in the student handbook.
3. Is disruptive, dangerous or unruly
4. Interferes with the ability of the teacher to teach and/or student learning in the classroom

Removal from class refers to a daily removal with option to return or permanent removal with placement into an alternative setting, such as, study hall or resource room.

CO-CURRICULAR INFORMATION

Getting involved in co-curricular activities enhances student life in high school. The more a student is involved, the better he/she feels about self, school, and community. We encourage students to participate. Students should commit themselves to getting involved in at least one activity during the school year. These activities are organized and sponsored for the enjoyment and participation of the entire student body.

A code of conduct has been adopted by the Janesville Board of Education. All students interested in participating in a sport or other co-curricular activity must attend a co-curricular code meeting with their parent/guardian prior to participating in their first sport or activity. It is the student’s responsibility to meet the expectations of the code. The school will enforce the requirements of the co-curricular code

twelve (12) months of the year. Copies of the co-curricular code are available in the school assistant principal / athletic director office and can also be found on the school website. It is required that a signed co-curricular code card be on file for all students participating in extracurricular activities. A list of extracurricular offerings can be found on the school website.

INTERSCHOLASTIC ATHLETIC ELIGIBILITY

All student athletes are required to meet the Wisconsin Interscholastic Athletic Association - WIAA eligibility requirements and those of the School District of Janesville.

Student athletes must have a current physical on file. A physical examination taken after April 1 is valid for the following TWO SCHOOL YEARS. Examinations taken before April 1 are valid for the remainder of that school year and the following school year. A WIAA Athletic Permit Card must be completed, stamped by the medical facility, and signed by the physician and parent/guardian. All students participating in athletics for the first time at their current school must submit a completed physical form. Students will submit an alternate year card the school year following the year of the completed physical form.

Students participating in athletes must be covered by medical insurance. If a student does not have medical coverage, insurance can be purchased through Student Assurance Services. Applications are available in the athletic office and the main office during regular business hours. “Red” insurance cards must be completed each year.

A signed HIPPA form agreeing to the release of medical information or denial of the release of medical information must be on file in the athletic office.

Athletes and parents must sign the Concussion Education Parent and Athlete Agreement and WIAA Athletic Eligibility Information Bulletin annually prior to the first practice.

ATHLETIC FEES

Payment of Fees

The School District of Janesville requires a fee for participation in high school co-curricular athletic activities.

Following is the athletic participation fee schedule

Sport	Participation Fee	Reduced Lunch	Free Lunch
Basketball – Boys & Girls	\$75.00	\$15.00	Waived
Cheerleading	\$75.00	\$15.00	Waived
Cross Country - Boys & Girls	\$75.00	\$15.00	Waived
Gymnastics	\$75.00	\$15.00	Waived
Pom Poms	\$75.00	\$15.00	Waived
Soccer - Boys’ & Girls	\$75.00	\$15.00	Waived
Swim - Boys’ & Girls	\$75.00	\$15.00	Waived
Tennis - Boys’ & Girls	\$75.00	\$15.00	Waived
Track - Boys’ & Girls	\$75.00	\$15.00	Waived
Volleyball	\$75.00	\$15.00	Waived
Wrestling	\$75.00	\$15.00	Waived

The following sports carry a surcharge in addition to the participation fee

Sport	Participation Fee	Surcharge	Total Fee	Reduced Participation Fee	Reduced Surcharge	Total Reduced Fee	Free Lunch
Baseball	\$75.00	\$23.00	\$98.00	\$15.00	\$4.60	\$19.60	Waived
Golf - Boys & Girls	\$75.00	\$150.00	\$225.00	\$15.00	\$30.00	\$45.00	Waived
Football	\$75.00	\$65.00	\$140.00	\$15.00	\$13.00	\$28.00	Waived
Hockey - Boys' & Girls	\$75.00	\$600.00	\$675.00	\$15.00	\$120.00	\$135.00	Waived
Softball	\$75.00	\$23.00	\$98.00	\$15.00	\$4.60	\$19.60	Waived

Payment is due by the tenth day of practice. Checks and money orders should be made payable to the School District of Janesville. Payments may be made in the building athletic office. Electronic payment is also available via the Infinite Campus link found on the district home page. Contact the athletic office for additional information.

Economically disadvantaged students may qualify for a waiver or reduction of fees if they meet the requirements for free or reduced lunch. Students meeting the requirements for free lunch will pay no fees. Students meeting the requirements for reduced lunch would pay 20% of the fee. Parents must complete a Request for Waiver Or Reduced Athletic Fee form to receive this benefit. Parents of students with special circumstances may also apply for a waiver or reduction of fees. The building athletic director will review the request and make a determination. Appeals of their decision are to be made to the Director of Administrative and Human Services. No student will be denied the opportunity to participate due to financial issues.

Fee Refunds

If a student is no longer able to participate in a sport due to circumstances beyond his or her control (specifically a season ending injury, a reduction in the team roster, or a move out of the district) he/she may request a refund. The decision regarding the amount of the refund will be determined by the building athletic director. No refund would be made if the student were dismissed from the team for academic or disciplinary reasons or if the student voluntarily quit the team. Appeals of this decision should be submitted the Director of Administrative and Human Services.

COMMUNICABLE DISEASE CONTROL POLICY

Please refer to Board Policies 4136 and 5215. Call the District Offices at 608-743-5000 with questions or concerns.

DISCRIMINATION COMPLAINT PROCEDURE (AR 5020.2)

Any complaint by a student or his/her parent or guardian regarding the interpretation or application of the provisions of state and federal nondiscrimination legal requirements and the District's student nondiscrimination policy shall be processed in accordance with the following complaint procedures. Complaints pertaining to students with a disability shall be referred to the Supervisor of Special Education. Other discrimination complaints, including harassment

complaints based on protected discrimination factors, shall be directed to the Director of Student Services.

These complaint procedures do not diminish or otherwise replace the rights of students or parents/guardians to pursue claims or issues through other legally-mandated procedures such as Section 504 or Individuals with Disabilities Education Act due process complaints and hearings.

Informal Procedure

The student or parent/guardian who believes there is a valid basis for a complaint shall attempt to resolve the complaint by discussing the concern with the building principal.

The Student Services Department, and/or designee, will attempt to resolve the complaint if the principal is the person alleged to have discriminated against the student. A prompt and impartial investigation will occur with a response to the complainant within seven (7) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Step One A written statement of the complaint shall be prepared with a signature by the complainant and submitted to the principal and/or Student Services Department/designee within ten (10) days after the known occurrence of the act or event. The written complaint shall be submitted to:

Title IX/Discrimination Complaint Officer
Educational Services Center
527 S. Franklin Street
Janesville, WI 53548-4779

The principal, and/or Student Services Department/designee, upon receiving such a written complaint, shall further investigate the complaint. The principal, and/or Student Services Department/designee, shall, within fifteen (15) days after the completion of the investigation, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant and the accused.

Step Two If the complainant is dissatisfied with the decision of the principal, and/or Student Services Department/designee, he/she may appeal the decision by giving written notice to the District Administrator within five (5) days after the receipt of the written decision. The District Administrator/ designee shall schedule and hold a meeting with the aggrieved party within fifteen (15) days. The District Administrator shall, within five (5) days after the meeting, deliver a written response to the aggrieved party and to the accused.

Step Three If the complainant is dissatisfied with the decision of the District Administrator/designee, the complainant may appeal the decision by giving written notice, thereof to the Board Clerk within five (5) days after receipt of the District Administrator/designee's decision. The Board shall hear the appeal within fifteen (15) days. It shall make its decision in writing within five (5) days after the completion of the hearing.

Within five (5) days, copies of the written decision shall be mailed or delivered to the complainant, the District Administrator/designee, and the accused.

Failure of the complainant to act within the time specified shall mean acceptance of the decision rendered at the last step, or may indicate that the complaint is being pursued through other avenues afforded by law. Failure of the principal, Director of Student Services/designee, District Administrator/designee to act within the times specified shall cause the complainant to proceed to the next step of this procedure.

A written determination of the complaint must be made within 90 days of receipt of the written complaint unless the parties agree to an extension of time. An explanation of the complainant's right to appeal the District's decision to the State Superintendent of Public Instruction within 30 days of the decision must be stated in the letter.

Step Four If the complainant is still dissatisfied, further appeal may be made within thirty (30) calendar days to the State Superintendent of Public Instruction.

A complaint or appeal based on Title IX, Title VI, Section 504, or the Americans with Disabilities Act may be made to the U.S. Office for Civil Rights – Region V in Chicago.

Complaint Procedure -- Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation [e.g. Education Department General Administrative Regulations - EDGAR complaints) shall be referred directly to the State Superintendent of Public Instruction.

Complaint Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a student with a disability shall be processed in accordance with established appeal procedures outlined in the District's special education handbook.

Complaint Procedures -- Section 504 Complaints

Discrimination complaints relating to discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 shall be processed in accordance with the established complaint procedures unless the student or parent/guardian requests an Impartial Due Process Hearing in place of the grievance procedures. Impartial hearings shall be conducted in accordance with established procedures that entitle the student or parent/ guardian and his/her counsel, if any, to full participation including the right to present evidence.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records shall be kept for each complaint filed and, at a minimum, include the following:

1. Name and address of the complainant and his/her title or status,
 2. Date the complaint was filed,
 3. Specific allegation made and any corrective action requested by the complainant,
 4. Name and address of the respondents,
 5. Levels of processing followed, and the resolution, date and decision-making authority at each level,
 6. Summary of facts and evidence presented by each party involved, and
1. Determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

CORPORAL PUNISHMENT - USE OF FORCE

Per Board Policy 5310, Wisconsin law prohibits corporal punishment, "intentional infliction of physical pain which is used as a means of discipline," in schools. School personnel may use reasonable and/or necessary force to:

1. Quell a disturbance;
2. Prevent an act that threatens physical injury to any person;
3. Obtain possession of a weapon or other dangerous object within a student's control;
4. Defend oneself or others;
5. Protect property;
6. Remove a disruptive student from school premises, a school motor vehicle, or a school-sponsored activity;
7. Prevent a student from harming himself or herself;
8. Protect the safety of others; and
9. Maintain order and control.

Any staff member using physical force, or witnessing the use of physical force, should report such use in accordance with established procedures.

DELAYED OPENING OF SCHOOL

Decisions about whether to delay school are made in coordination amongst the Manager of Purchasing and Transportation and both the Janesville Transit System and the Van Galder Bus Company. Information about the passage of city streets, safety of rural students and information from the county highway department and city street department is also considered. The final decision to delay school rests with Superintendent.

Campus Messenger will serve as our primary means of notification. We urge you to keep your contact information updated. WCLO and additional radio and TV stations will be contacted regarding school closings or delays. Closing and delay information will be posted no later than 6:00 a.m. In order to keep district lines open for general operations we suggest parents not call the district for closing information.

DISCIPLINE

Students are expected to abide by any and all established codes of conduct, board policies, and conduct/behavior as outlined by the student handbook and as stated in rules established by building principals for each school.

All students are considered important to establishing and maintaining a safe and educationally conducive environment. When it becomes necessary to investigate student misconduct, students have a duty to cooperate and answer questions truthfully and completely. Students who lie, are uncooperative, and/or evasive will be subject to disciplinary action up to and/or including a recommendation for expulsion.

MIDDLE / HIGH SCHOOL **STUDENT CONDUCT CODE**

Revised 4/15

INTRODUCTION

Statement of the Board Policy

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

It is a responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state Law, State Board of Education Regulations, and School District Policies.

The *Student Conduct Code* gives the rules and regulations that will help schools reach these goals.

DISCIPLINARY DEFINITIONS **AND** **PROCEDURES**

Students who violate the rules and regulations set forth in this manual are subject to one or more of the disciplinary actions described below.

For certain single conduct violations, the maximum consequence will be immediately applied.

Parents will be notified of these disciplinary actions in a timely fashion.

Conference	A meeting with school staff.
Detention	Requiring a student to remain at school beyond the normal school day or at lunch.
*In-School Suspension	The temporary removal of a student from his/her regular classroom to another supervised learning area for one to five days.
*Out-of-School Suspension	The removal of a student from school and school grounds for one to five days.
*Pre-Expulsion	The purpose of this conference will be to convey to the student and parents that this is the last Conference stop before the Board of Education. The conference will be documented with a letter to the parent/guardians from the person holding the conference. If an expulsion ultimately occurs, this letter will be used as part of the documentation.
*Expulsion	The removal of a student from school and school grounds for a time to be determined by the Recommendation Board of Education.

Mandatory Reporting of Student’s Misconduct to Rock County Department of Human Services (RCHS) The School District is required by state law to report incidents of sexual assault to the Department of Human Services.

Reporting of Student Misconduct to Police Department
The Police Department will be contacted by the School District regarding certain incidents.

BATTERY

According to Wisconsin State Law, Battery is: *“Causing “bodily harm to another by an act done with **intent** to cause bodily harm to that person or another without the consent of the person so harmed.”*

This includes acts by individuals, gangs, or threat groups.

DRUGS, ALCOHOL, TOBACCO, AND LOOK-ALIKE DRUGS

Possession, use, distribution, or sale of drugs, alcohol, tobacco, look-alike drugs or drug paraphernalia is prohibited on school premises before, during, or after school, or at any school-sponsored activity. According to Wisconsin State Law, drug/alcohol is defined as: *“Any fermented malt beverage or intoxicating liquor, any controlled substance, counterfeit substance, or look-alike substance.”*

According to Board Policy 5234, a student who shows a continuing problem or is suspected of being under the influence of drugs or intoxicants will be referred to the designated administrator or to guidance, health, or other trained staff for assessment.

ELECTRONIC DEVICES

Authorized electronic devices may be used with Administrator approval; however, they are prohibited in locker rooms and restrooms unless powered off in accordance with State Statute 175.22. Unauthorized devices are prohibited on school premises or at any school-sponsored activity. Personally owned electronic devices may be searched as permitted by law. Please refer to Board Policy 6724 and the related Administrative Regulations for the complete policy on Instructional Technology and the Acceptable Use Policy for Technology.

FALSE ALARMS/BOMB THREATS

Initiating a false fire alarm or initiating a false report warning of a weapon, fire or an impending bombing or catastrophe.

FORGERY/CHEATING/ACADEMIC DISHONESTY

Forgery/Cheating/Academic Dishonesty includes:

- Falsely using the name of another person.
- Falsifying times, dates, grades, addresses, or other data on school forms.
- Claiming or using the work or answers of another student or source as one's own.
- Plagiarizing (using the ideas of someone else as one's own ideas without acknowledging the source).
- Copying or stealing another person's work.
- Allowing another person to copy one's work.
- Doing another person's class work.
- Intentionally accessing another person's work to use it as one's own.
- Disseminating a copy of another person's work.
- Downloading information from online sources and representing it as one's own work.
- Giving or receiving unauthorized assistance on exams.
- Altering grades or other academic records.
- Submitting identical work in more than one course without the prior approval of the instructor.
- Prohibited use of a cell phone or electronic device for academic dishonesty purposes (cheating/forgery)

HARASSMENT/DISCRIMINATORY ACTS

Promoting negative stereotyping that degrades or flagrantly demeans any individual or group by negatively referring to the religion, socio-economic status, race, sex, national origin, creed, ancestry, marital or parental status, sexual orientation, pregnancy, or physical, mental, emotional, or learning disability of the individual or group. Also, disturbing an individual or group by name calling, pestering, or threatening.

INAPPROPRIATE CLOTHING/ATTIRE

Clothing/attire is considered inappropriate if it is offensive or disruptive to the school environment as determined by staff/administration.

Inappropriate clothing includes, **but is not limited to:**

- alcohol or drug-related clothing/jewelry
- threat/hate group or gang-related clothing
- clothes that contain a message that is discriminatory

- clothing or attire that causes a distraction or is embarrassing to others
- clothes that contain a negative message about any aspect of race, religion, ethnicity, gender, sexual orientation, national origin, ancestry, creed, pregnancy or physical, mental, emotional or learning disabilities
- hats may not be worn in the building

INAPPROPRIATE LANGUAGE

Conduct, gestures, written or spoken language that is obscene, lewd, profane, vulgar, sexual, libelous, slanderous, or suggestive. “Swear words” are an example of inappropriate language.

INAPPROPRIATE USE OF TELECOMMUNICATIONS EQUIPMENT, NETWORKS AND SERVICES

Includes but is not limited to:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- loading software on district owned computers
- damaging computers, computer systems or computer networks
- violating copyright laws
- using others’ passwords
- trespassing in others’ files or work
- intentionally wasting limited resources
- using the network for commercial or for profitable purposes
- using the network for personal, religious, political or private business
- using the network to access pornographic or other inappropriate materials
- portraying themselves on personal Internet Home Page as representatives of the School District of Janesville or an individual school
- copying or using someone else’s work without their permission
- using the district’s network to access or download music for personal use
- Prohibited use of a cell phone or electronic device for academic dishonesty purposes (cheating/forgery)
- Recording someone without their knowledge
- Filming fights and/or posting/sending fights to others via text, email or social media

PHYSICAL ATTACK ON STAFF MEMBER

Intentionally pushing or striking a School District staff member.

REPEATED CLASSROOM DISRUPTION/CHRONIC DISRUPTION OR VIOLATION OF SCHOOL RULES

Repeatedly engaging in conduct on school premises before, during or after school or while under the supervision of a school authority that disrupts the ability of school authorities to maintain order or an educational atmosphere at school, in the classroom, or at an activity supervised by a school authority.

SAFETY VIOLATIONS/FIGHTING

Conduct or behavior which endangers the physical health or safety of any student or school employee on school premises before, during, or after school or at any school-sponsored activity.

SEXUAL ASSAULT

Sexual Assault is any act prohibited by Wisconsin Statutes, which includes “sexual contact” or “sexual intercourse” and is without the consent of the person with whom sexual contact or intercourse occurs. These terms have specific definitions in Wisconsin Statute.

THEFT

Intentionally taking or concealing the property of another person without the person’s consent.

THREATS OR INTIMIDATING ACTS

Threatening the well-being, health, or safety of an individual by verbal remarks, bullying or gestures.

Also, extorting or attempting to extort money or anything of value from a person on school premises before, during, or after school or at any school sponsored activity.

VANDALISM/GRAFFITI

Intentional damage or defacing of property belonging to the school or others.

VERBAL ATTACK ON STAFF MEMBER

Threatening the well-being, health, or safety of any staff member with words or gestures.

WEAPONS

Possession or use of a weapon (defined below) on school premises before, during, or after school or at any school sponsored activity is prohibited.

Prohibited Weapons:

1. Articles designed or commonly used to intimidate and/or inflict bodily harm on other persons. This category of weapons includes, but is not limited to: firearms (loaded and unloaded), BB guns, pellet guns, look-alike weapons, toy guns, knuckles, razors, switch blades, and any other types of knives, chains, clubs or stars.
2. Articles designed for other purposes but used or intended to be used to intimidate and/or inflict bodily harm on other persons. This category includes, but is not limited to: belts, combs, jewelry, pencils, files, compasses, aerosol sprays, or scissors.

Search for Weapons:

In accordance with School Board policy, school personnel may search desks, school lockers, as well as book bags, gym bags, coats or jackets, or other personal property a student may

bring onto school grounds or into a school building. Please refer to Board Policy 5270 and the related Administrative Regulations for the complete policy on Student Searches and Seizures.

Weapons Not Prohibited:

This includes all normally prohibited weapons that a student may bring to school for an authorized curricular use. Such weapons must be approved in advance by the teacher in whose class the weapon will be shown and by the building administration.

POLICY OF THE JANESVILLE SCHOOL DISTRICT ON YOUTH GANGS

The School District of Janesville recognizes that a school must create and maintain a safe and orderly environment in which learning can take place.

The presence of gangs, gang affiliations and gang-related activities within a school disrupts the learning environment by threatening the safety of students, staff, and parents in the school building and causing disruption to and interference with the academic process.

The School District of Janesville bars all gangs, gang affiliations and gang-related activities from school buildings, school property, and school-related activities at all times.

Please note that the procedures for removing a student from the classroom, the placement procedures, parent/guardian notification, and actions taken prior to referral are identified in the Disciplinary Referral Form.

IGNORANCE OF RULES DOES NOT EXCUSE VIOLATION! The administration retains the right to deal with any action not covered by these rules. Administrators may vary from the disciplinary procedures whenever such action is deemed necessary. Building Administrators reserve the right to involve the police when deemed necessary.

DISPLAYS OF AFFECTION

Social interaction is a normal part of the developmental process, but physical displays of affection are considered inappropriate at school or at school-sponsored activities.

DISTRIBUTION OF FLYERS

Direct distribution of flyers from outside organizations to all high school students is prohibited unless in conjunction with a school sponsored activity. Outside organizations are encouraged to contact the newspaper, yearbook and/or athletic departments if they would be interested in purchasing advertising in school publications and/or programs.

EXPULSION

Board of Education policy 5350 and Wisconsin State Law provides students may be expelled from school if they:

- are in possession, use or under the influence or distribute alcohol or other illegal drugs or look-alike drugs;
- are in possession of a concealed, or store a dangerous weapon or look-alike weapon on their person, in a locker, in a vehicle or anywhere on the premises--a dangerous weapon is

defined as a gun, knife, razor, karate stick, metal knuckle, or any object or chemical irritant (i.e., pepper spray) which by the manner in which it is to be used is capable of inflicting bodily harm;

- sell, distribute, or are in possession of any firearms or dangerous weapons, or any form of look-alike weapons in school or on the school grounds, or at school sponsored activities;
- endanger the property, health, or safety of any employee or school board member of the School District of Janesville;
- disruption and intimidation caused by gang symbols on materials, jewelry, or clothing, also gang posturing, which provokes an altercation, or involvement in a gang fight or exchange of blows is prohibited.

FIRE AND DISASTER DRILLS

Each staff member has a specific set of instructions to follow in event of a fire or disaster. Fire and disaster drill regulations are posted in each classroom. Be sure you have read the directions carefully. It is important that students know the directions and respond calmly and rapidly to the fire or disaster alarm. Students who are the first to leave any exit should hold open the doors until everyone is out. Students should continue walking away from the building until everyone has exited. Everyone should be at least fifty yards from the building.

FOOD AND DRINK

Food and beverages will be consumed only in the cafeteria or commons. No open containers in the halls.

GUIDELINES FOR THE USE OF ANIMALS IN THE CLASSROOM

Please refer to Board Policy 6734 for the complete procedure.

GUIDELINES FOR THE ACCEPTABLE USE OF TECHNOLOGY BY STUDENTS AND STAFF

Please refer to Board Policy 6724 and Administrative Regulations 6724.1, 6724.2, and 6724.3 for the complete guidelines for acceptable use of technology.

HOMELESS STUDENTS: MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH ACT

Students who qualify for McKinney-Vento have the following rights:

- Immediate enrollment: Even without the required documents
- School choice: Students may stay at the school attended when they became homeless or they may enroll in the school in the area where they are currently living.
- Free lunch: For the entire school year
- School fee waivers: When requested by parents and verified by student services staff
- Transportation: If the student is living outside of the attendance area of the school he or she is attending and is currently homeless, transportation can be provided.

If you believe that your student may qualify, please contact your school social worker or guidance counselor, the homeless liaison at 743-5070 or the Education for Homeless Children and Youth social worker at 751-7779.

FIELD TRIPS

The staff recognizes the educational benefit of timely and well-organized field trips. Participation requires that the student miss other classes on the day of the field trip. **An unexcused absence does not permit the student to make up work for credit.**

The teacher directing the field trip reserves the right to deny participation to any student based on excessive absences, truancies, or conduct. A staff member may request that a specific student not participate in a field trip.

IDENTIFICATION CARDS (ID'S)

An identification card will be issued to all students. **Students should carry it with them at all times and are required to show it if asked by a staff member.** Students must have their cards for all activities during and after school hours. ID cards are required in order to check out LMC materials. Duplicate ID cards may be obtained at both schools in designated areas.

IMMUNIZATION POLICY

Please refer to Board Policy 5422 for specific details. All students who are admitted to the School District of Janesville shall provide a record of immunizations that are required by law. Parents/guardians need to submit a record of immunization or claim an immunization waiver. The school district will be responsible for maintaining an up-to-date immunization record. If you have questions on the policy, please call the District Offices at 608-743-5000.

LIBRARY MEDIA CENTER (LMC)

The Library Media center is a collection of ideas, opinions, images, sounds, and experiences recorded and available in all forms of media.

Media Center Hours – The Media Center is open from 7:30 a.m. until 4:00 p.m.

Visiting the LMC

- Study hall students report directly to study hall at the beginning of the period. After attendance is noted, students can sign out of study hall and report to the Library Media Center and present their ID card.
- Students coming into the LMC from the classroom must present a pass from the classroom teacher. Students are expected to remain in the LMC for the duration of the period unless a return time is noted on the pass.

Media Center Use

- The LMC is for: Information seeking and swapping, book browsing, reading, serious talking, game playing, in-school work, kicked back gabbing, eating/drinking at tables, checking grades online, printing, assignments, researching, surfing the internet, etc...
- Students violating Technology Guidelines may lose some or all computer privileges.

Overdue Materials

- Please renew or return all materials on time. There is a daily charge for overdue material.
- Students will be charged the current replacement cost for lost or damaged materials.

Students with fines, fees, or overdue materials that total less than \$10.00 are allowed to continue to check out materials.

LUNCH PROGRAM

The School District of Janesville lunch program offers lunch every school day. Sack lunches may be ordered in advance for field trips as well. Detailed information regarding the lunch program will be provided annually at the beginning of the school year.

LOITERING ON SCHOOL PROPERTY

Because of health and safety reasons and the possibility of theft and damage to property, school property is off limits to students except when they are coming to or leaving school. **NO LOITERING ON SCHOOL PROPERTY WILL BE PERMITTED.** Students are not to be on school grounds in areas that are not supervised by school personnel. Students violating this policy are subject to disciplinary action.

LOST AND FOUND

The school maintains a lost and found department in each school in designated areas. Items in the lost and found are taken to a charity at the end of each semester.

MEDICATION POLICY

Please refer to Board Policy 5425 and Administrative Regulation 5425.1 for procedures if you have a circumstance where your child will need to take medication (prescription or non-prescription) at school. If your child is allergic to bee stings or has any other life threatening condition, please contact the school office immediately so arrangements can be made to provide adequate care as needed.

MESSAGES

Students will be called to the attendance office for **necessary** messages from parents and/or guardians during the school day as appropriate. **Messages will not be delivered to classes for students unless it is an emergency.**

PARKING PERMITS

Students who wish to park motor vehicles in Craig/Parker's parking lots are required to register their vehicle and provide a valid driver's license and proof of insurance to purchase a current parking permit. Cost of a parking permit will be set prior to registration. Lot assignments will be made on a first come first served basis. Permits must be permanently displayed on the front window, bottom corner of the driver's side. Any parking violations may result in disciplinary action, a parking ticket, and/or the car being towed.

1. Speeds in excess of 10 miles per hour and careless or reckless driving on school premises are prohibited.
2. All motor vehicles are to be correctly parked in designated areas. Park only in the designated lot according to sticker location. Vehicles are to be parked facing into the parking stalls between the lines. Students are not allowed to park in visitor or staff

parking areas. The parking lots behind Craig and Parker are faculty lots only. There are 2 sections for visitors (CHS) they are clearly marked. Parking on the front drive is restricted to facility and visitor parking.

3. All accidents in the parking lot are to be reported to the Police Liaison Officer.
4. Student vehicles parked on the Parker/Craig campus may be searched for “just cause” by an administrator accompanied by one adult, whenever possible.
5. Any student who has been issued a valid parking permit and parking on school property is responsible for locking their vehicle in order to prevent loitering or theft. Students are not permitted to loiter in the parking lot or in any vehicle during the school day including the lunch period.
6. Violations of parking rules may result in loss of parking privileges, in-school suspension, and/or the vehicle may be towed.
7. Students must attend classes on a regular basis and demonstrate appropriate behavior while on school grounds. Parking permits may be revoked as a result of truancies, unexcused absences, tardies, littering and other disciplinary related concerns.
8. Alternate vehicles must be registered in the Assistant Principals’ office. These must be signed in on a temporary parking permit form by 8:30 a.m. for students who have a permit.
9. Permits are not transferable to other students.
10. If a new sticker is needed, the old permit must be scraped off and brought in to the A.P. office before a new one will be issued. A student who returns the original sticker with the number visible will not be charged a replacement fee.
11. Parking permit fees for students purchasing permits during second semester will be half the cost of a permit, if parking spots are available.
12. Student must park in the stall that is assigned to you.
13. If another student parks in your assigned stall and without your permission, you should report it to the office. Also, park in the overflow lot until the situation is handled (Parker)

Failure to adhere to ALL regulations and procedures may result in revocation of nonrefundable parking permit

PHYSICAL EDUCATION EXCLUSIONS

All students are required to participate in physical education classes *unless they have a written excuse, signed and dated, from their physician.* This excuse should state the length of time the child is to be excused and the reason for the exclusion. The doctor's note must be turned in to the physical education teacher. The attendance office will make a copy of the excuse, which should be given to the physical education teacher. Failure to follow this procedure will result in an unexcused absence. Students who are excused from physical education for more than one quarter will report to study hall instead of physical education class after getting a schedule change from a counselor. If a specific timeline is not indicated by the physician, the student can be placed into a study hall until cleared.

POSTERS AND WALL DISPLAYS

Only school related items can be displayed in and around the school. All posters and wall displays must be approved by a building administrator.

RELEASE OF PUPIL DIRECTORY DATA INFORMATION AND HIGH SCHOOL STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Please refer to Administrative Regulation 5500.1 The Policy regarding the release of Pupil directory information will be distributed annually to all families at registration. Instructions on how to opt out of release of information are outlined in the policy.

REPORTING OF STUDENT MISCONDUCT TO POLICE DEPARTMENT

The Police Department will be contacted by the School District regarding certain incidents. The Police Department does not need a parent's permission to speak to your child. Parents will be notified of these disciplinary actions in a timely fashion.

RETENTION OF STUDENTS

Please refer to Administrative Regulation 6311.1 for the School District of Janesville's procedures on retention of students. Please note the State of Wisconsin has a "No Social Promotion" policy statewide.

WEATHER-INCLEMENT WEATHER/SCHOOL CLOSING INFORMATION

Decisions about whether to cancel school are made in coordination with both the Janesville Transit System and the Van Galder Bus Company as well as the passage of city streets, safety of rural students and information from the county highway department and city street department. The final decision to delay or close rests with the Superintendent. If school is not cancelled and families do not feel it is safe for their child to come to school, then they should keep their children home. Families should remember to call in the absence to the school.

The Superintendent will continue to have the option of delaying the start of school. **Campus Messenger** will serve as our primary means of notification. We urge you to keep your contact information updated. WCLO and additional radio and TV stations will be contacted regarding school closings or delays. Closing and delay information will be posted no later than 6:00 a.m. In order to keep district lines open for general operations we suggest parents not call the district for closing information.

Our schools do not close early in an attempt to avoid incoming snow or ice storms. This decision is to protect children who may get home before their families and have no access or supervision at home. There also will be no athletic contests and no practices on days school is called off for weather reasons. The gyms will also be closed.

On days when school is in session but weather has progressively gotten worse, cancellations for after school or evening athletics or extracurricular activities will be announced by 2:00 p.m. on WCLO radio that day. **Campus Messenger** will serve as our primary means of notification.

SCHOOL DANCES

All school rules apply to on and off campus dances. Students who wish to bring a non-High School guest must complete a request form and submit it to the Assistant Principal's Office

for prior approval. Attire must conform to school dress regulations. Smoking and alcoholic beverages are prohibited at all dances. Once students leave, they cannot return. Dances will end no later than 11:30 p.m. School staff and designated parent supervisors will be present at all dances with authority to discipline when necessary. Classes or organizations sponsoring a dance or party must have chaperones assigned one week prior to the activity. Failure to comply will result in the activity being canceled

SEVERE WEATHER/TORNADO

During times of weather warnings, students will be kept in their shelter areas beyond normal dismissal times and staff will remain with them. For safety reasons students will not be released until either the National Weather Service or local police or fire officials issue an “all clear” signal. Children will not be released to families during the time of a weather warning. Campus Messenger® system will serve as our primary means of notification to let parents know when students will be released.

SEXUAL HARASSMENT POLICY

Please refer to Administrative Regulation 5021.1 if you feel a student or staff member has subjected your child to a pattern of sexual harassment. Pupils have a right to be in a school environment that is free from all forms of harassment, including sexual harassment, and anyone who engages in harassing behavior will be disciplined, including students.

STUDENT LOCKERS AND DESKS AND OTHER DISTRICT PROPERTY

Ownership and control of lockers, desks, school-issued tablets and other District property is maintained by the school district. Students are granted use of desks, lockers, tablets and other District property in accordance with Board Policy 5231. The school district reserves the right to have a school official, or his/her designee, conduct a search at any time without consent of the student, without notifying the student and without obtaining a search warrant. Searches of student lockers and/or personal belongings will be reasonable. There should be reasonable grounds for suspecting that a search will yield contraband or turn up evidence that a student has or is violating the law, school rules or board policy. An administrator or his/her designee may contact law enforcement officials for assistance in conducting a search. Each building will distribute this policy information to enrolled students.

STUDENT RECORDS

Please refer to Administrative Regulation 5500.1 for complete regulations. Families will be annually provided at the beginning of the school year with notice of student and parent rights regarding student records.

SURVEY AND OPINION POLLS

Please refer to Board Policy 6210 for complete policy. Families will be provided annually at the beginning of the school year specific and approximate dates during the school year when such activities may take place and procedures for requesting to opt out their children from any of these activities.

TARDY POLICY

A student is considered tardy if they are not in their assigned classroom when the bell rings to begin the class. **A student that are more than five (5) minutes late to class, without an excused pass, will be marked as late. The number of minutes late will be in the comment line.**

TOBACCO USE

Per Board Policy 3645 smoking and the use of any tobacco products shall be prohibited on all school district properties and in school district vehicles. Notices to that affect will be posted.

TRANSPORTATION OF STUDENTS BY THE SCHOOL DISTRICT

Transportation to any school-sponsored event in which the student is participating must be in a school approved vehicle. Normally, transportation will be by school bus. Please refer to Administrative Regulation 3710.1 for the complete regulations on transportation including details on what the requirements are to be eligible for school bus transportation through the School District of Janesville.

Transportation to and from any school-sponsored events in which the student is participating must be in a school-approved vehicle. Personal parent contact **and** a note are required for a student to leave with his/her parent.

TRESPASSING

Unauthorized persons in the building or on school grounds will be charged with trespassing under the city ordinance. Students who are on a partial or limited schedule are required to leave the school grounds at the designated time. If the student remains and loiters in school or on the school grounds, this student may be charged with trespassing and may be referred for school discipline.

USE OR POSSESSION OF CELLULAR PHONES, OTHER TWO-WAY COMMUNICATION OR PAGING DEVICES

Cell Phones will be allowed at the high school during non-instructional times (i.e. before/after school, passing times, and lunch) Students may use cell phone at the discretion of their classroom teacher during instructional times. Staff must obtain administrative approval prior to cell phone use. The staff has a right to confiscate a phone if being used at inappropriate times or if it is disrupting the learning environment.

VISITORS TO THE SCHOOL

The administration and staff welcome families, community members and other interested persons who wish to visit schools in our district. However, the administration needs to balance the desires of persons wanting to visit a school with its responsibility to provide an environment which is conducive to learning and protective of the safety and welfare of students and staff. Please refer to Administrative Regulation 1240.1 for the complete policy and regulations on visitors to our schools. Student visitors are not permitted at the high school level.

MAPS

For safety reasons school maps are no longer provided. If you need a school map please contact your Building Principal for checkout procedures.

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