

School District of Janesville

MIDDLE SCHOOL STUDENT HANDBOOK 2017-2018



Edison Middle School Contact Number: (608) 743-5900



Franklin Middle School Contact Number: (608) 743-6000



Marshall Middle School Contact Number: (608) 743-6200

JANESVILLE CORE VALUES

Respect. Responsibility. Cooperation. Honesty. Caring.



We value self and others

We are accountable for our choices

We work together as one

We tell the truth

We are kind and helpful

Respeto. Responsabilidad. Cooperación. Honestidad. Solidaridad.



Nos valoramos a nosotros mismos y a los demás

Somos responsables de nuestras decisiones

Trabajamos juntos como unidad

Decimos la verdad

Somos amables y serviciales

Dear Student:

Welcome to Edison/Franklin/Marshall Middle School. We hope that you have a successful year. In order for any school year to be productive and enjoyable, it takes student cooperation, citizenship, and pride. Please read this general information about school rules and procedures and share this with your parents/guardians.

We hope that you have a productive and successful school year.

The School District of Janesville

OUR MISSION: To serve our community by educating every child.

OUR VISION: Educational Excellence: Building our Future

ABSENCES and PASSPORTS

When a family knows in advance that a student will be missing school, the Attendance Office should be contacted to obtain a "Planned Absence Form." This form should be completed and returned to the Attendance Office prior to the absence. Students are responsible for getting all assignments prior to pre-planned absences.

When students need to leave the building with a passport, they must check out of school at the Attendance Office when leaving and must check into the school upon returning. Students needing passports to leave school must have parental permission to obtain the required passport.

State Law requires that all children of school age be in school during all days and hours that school is in session. Students who must be out of school due to reasons of health or family emergency must return to school with a statement from parents, guardians, or physician to the attendance office. Parents or guardians are expected to call the attendance office if their child is going to be out of school. Students who skip a class or a school day or who exceed the 10 day/80 hours of parentally excused days are subject to disciplinary action. **Every time a student reaches the equivalent of 5 unexcused absences (40 hours), a referral to the school resource officer will be made and a truancy ticket (fine) will be issued. Attendance records transfer with the student to any School District of Janesville middle school.**

ADVISORY/HOME ROOM

Each student is assigned to an advisory/home room. This is the student's "Home Base." The advisory/home room teacher is the student's first contact for help and information sharing. During this time, students will participate in academically, socially, and emotionally developmental activities. Some of these activities include: getting acquainted with other students, receiving schedules and lockers, listening to guest speakers, participating in educational and fun assemblies, learning about self and others, signing up for next year's classes, watching videos or films on teen issues, keeping lockers organized, attending awards presentations, and academic review.

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.

- **The school administration reserves the right to ask students to remedy the clothing or appearance that is considered distracting or inappropriate.**
- Clothing worn by students should be neat and appropriate and should be worn as it was intended. (Example: bib overalls with straps up and attached, pants worn at waist.)
- Clothing or appearance should not cause a distraction in the classroom or be embarrassing to others.
- **Underwear should not be visible for it may be offensive or embarrassing to the other students or staff.**
- 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/ shoulder straps (unless at least 2 inches in width) and short shorts (as determined by administration) are not allowed.
- Hats (including bandanas) and jackets are not to be worn in the building and must be stored in a student's assigned locker during the day.
- Chains, including wallet chains are not allowed.
- Students with temporary hair color may be referred to the office. Parent/Guardian will be contacted and student may be asked to wash out the temporary hair color.
- Students with inappropriate clothing will be referred to the office. Students will be allowed to change or to contact parents/guardians to bring appropriate clothing. Students will remain in the office/ISS until proper clothing is available.

ATHLETIC/SCHOOL ACTIVITIES

Students may have the opportunity at each grade level to participate in before or after school activities: athletics, music, school play, school newspaper, peer mediation, student council, and yearbook club.

Students may participate in interscholastic athletics involving other Janesville and Beloit public schools. All participants complying with the rules of the team will participate at contests. Students involved in interscholastic athletics are required to have a parent signed authorization and information card on file with the school. This card requires verification of insurance coverage. The card highly recommends, but does not require, an annual dental and physical examination. Parents with important health considerations for their student are expected to call the school and inform the coach assigned to the activity of these concerns. Information regarding Athletic Fees will be distributed at the beginning of each Athletic Season.

ATTENDANCE

Students may not be absent more than 10 days/80 hours per school year. These include: illness and parent request for a family vacation. Excused absences outside the 10 day/80-hour limit per school year are: religious holidays, medical or dental appointments, serious illness, death of a family member or funeral for close relatives, a court appearance or other legal procedure, and school ordered suspensions. **Students beyond the 10 days/80 hours may be required to make up academic time through detentions or In-School Suspension.**

Parents of students who accumulate the ten-day absence limit per school year will receive a letter of notification in the mail. If absences continue, a truancy letter may follow. **Every time a student reaches the equivalent of 5 unexcused absences (40 hours), a referral to the school resource officer will be made and a truancy ticket (fine) will be issued. Attendance records transfer with the student to any School District of Janesville middle school.**

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.

BACKPACKS

Students are encouraged to use a backpack to transport school work back and forth to home; however, upon arrival at school, backpacks must be stored in lockers from the beginning of the day until the school day ends.

BICYCLES

Bicycles are to be parked in the bicycle racks. All bicycles must be locked with one bicycle per lock. Bicycles may not be ridden on the school lawn, in the front circle area, in the courtyard or in the front entrance area, or in the school parking lot. **The School District of Janesville is not responsible for stolen bicycles.**

BUILDING EXIT HOURS

All students are expected to leave the building by 3:38 p.m. unless they are participating in a supervised co-curricular activity. Students serving detention are expected to exit the building after their detention unless otherwise supervised.

CAFETERIA

Janesville Middle Schools operate a closed campus. Students may not leave the school grounds for lunch unless accompanied by a parent. This is approved on an individual basis only. No parties or groups are allowed to leave the building during the lunch period. Individual students who request permission to leave the building during lunch must obtain a passport from the attendance office before the start of school.

Lunches can be purchased for a reasonable price in the cafeteria by using your cafeteria PIN (Personal Identification Number). Each student will be issued a cafeteria PIN. A cafeteria informational sheet is available to parents at registration and at Ready, Set, Goal conferences. Students will have a choice of two balanced meals. Menus are posted on a daily basis. Meals may not be charged, but money may be added through a students' Infinite Campus account. Money may be also added to your student's cafeteria account at registration, Ready, Set, Goal conferences, or before school on any school day. Please send a check payable to the *School District of Janesville* in a sealed envelope. The outside of the envelope must have the student's full name and the amount of the check written on it. You may write a check for as much money as you desire. In the morning before school, an envelope should be dropped in the money box.

The following rules will be enforced:

1. Money for cafeteria accounts should be deposited before school.
2. Cutting in line is not permitted.
3. Students are expected to clean up after themselves and to put all debris in the proper containers and to return

trays, dishes, and utensils to the dishwashing window. On a rotating basis, students will be asked to assist with the clean-up of the cafeteria after each lunch.

4. No food is permitted outside the cafeteria. All food must be eaten at the cafeteria tables only.
6. Students with behavioral problems at lunch may be assigned to a specific table by the supervisor or closed lunch.
7. Students are to remain in the cafeteria until they are dismissed. Students then are allowed in the gym or other designated areas during the lunch period. When weather permits, students will go outside to designated areas for the remainder of the lunch period. Students are expected to bring their coats to lunch. They must remain in the designated area until dismissed to classes.
8. Misconduct during the lunch period will lead to the loss of lunchtime privileges or referral to the Assistant Principals office.

Janesville Middle Schools offer a breakfast program to students. Breakfast is free to ALL students. Students may enter the cafeteria at 7:30 a.m. to pick up a breakfast. Breakfast items may be eaten in the cafeteria or during morning advisory/homeroom. **Only items served in the cafeteria are allowed in morning advisory/homeroom.** Students may not transport open food or drinks through the halls.

Because all students in participating schools may receive reimbursable school meals, all School Food Authorities must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

If a student account balance is negative a daily reminder call to the parent / guardian will be placed asking for payment. Low balance reminder calls will begin when a student account is under \$5.00 for a full pay student and under \$2.00 for a reduced price student. These low balance reminder calls are sent on Mondays and Thursdays.

Middle School and High School students must have either funds available in their account or cash to purchase foods they select for lunch. If the student does not have funds available, they must seek out the Kitchen Manager for approval to purchase a meal on credit. All credit purchases must be paid by the following school day. If a student does not have funds or the ability to make a payment they can select an alternate meal (peanut butter and jelly sandwich, fruit, and milk) at no charge. The student may request a cheese sandwich if allergic to peanuts. Alternate meals are available on two successive days for students.

Middle School and High School students will be asked to contact their parent / guardian by the Kitchen Manager when they ask for approval to receive a meal on credit. Parents will be contacted by texted message or phone call from their child's phone, or a written reminder that their child's lunch account requires payment will be sent home with student. If a parent cannot pay they must make payment arrangements with the Kitchen Manager or School Nutrition office at the Educational Services Center or the child's account will be

suspended. The parent / guardian will be asked if they would like to apply for free or reduced price meals.

Charging by adults and all district personnel is not allowed at any time.

CELLULAR PHONES - ELECTRONIC – PHOTOGRAPHIC DEVICES

Possession of cellular phones are permitted on school premises. Cellular phones must be powered off/turned off and not used for any purpose, unless permission is granted by the teacher.

Student use or possession of electronic paging (e.g. beepers) or two-way communication devices other than cellular phones on school premises is prohibited. Building administration, however, is authorized to permit a student to use an electronic paging device, two-way communication device, including a cellular phone, to be used for medical, school, educational, vocational, or other purposes as deemed appropriate. Personal music devices, cameras, recording devices, as well as hand held games are also prohibited.

Any student found violating this policy shall surrender the communication device and be subject to disciplinary action. If a student device is confiscated more than once, a parent/guardian will need to pick up the device. (Reference Policy Board 5237)

DETENTIONS

When a student engages in conduct which results in the assignment of a detention, the detention should be served on the same day it is assigned unless a prior agreement has been made with a parent/guardian. Skipped detentions may be doubled. Repeatedly skipping detention may result with assignment of ISS.

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.

DISORDERLY CONDUCT

Engaging in offensive, obscene or abusive language or behaving in a boisterous, noisy or disruptive manner is prohibited at all times. **Such behavior may be referred to the police.**

EDUCATIONAL/INSTRUCTIONAL TECHNOLOGY

The School District of Janesville recognizes that instructional technology is a key component in contemporary education. Because of the many types of applications, the Board of Education established a board policy to plan for and guide educational technology use and growth for instructional uses. The purpose of the School District of Janesville's educational technology program is to support and enhance student learning and achievement. Students are responsible for ethical and moral behavior in the use of computers and

the Internet, just as they are in a classroom or on school property. The School District of Janesville educates students about appropriate online behavior, including social networking, cyberbullying awareness, and digital citizenship. Users may be held personally responsible for the cost of repairing damage to technology resources when such damage is the result of a user's deliberate or negligent misuse. Inappropriate behavior may result in disciplinary actions including student expulsion. (Board Policy 6724)

If a technology device is damaged, School District of Janesville administration reserves the right to charge a student or parent/guardian the full cost for repair or replacement when the damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

1. Leaving technology devices or equipment unattended, or unlocked
2. Lending technology devices or equipment to others
3. Using technology devices or equipment in an unsafe environment
4. Using technology devices or equipment in an unsafe manner

The final determination of costs of repairs or replacement will be determined by the Chief Information Officer.

GANG ACTIVITY OR ASSOCIATION

Per School Board Policy 5467, a "gang" as defined by this policy, is a group of two (2) or more individuals with a unique name, attire, identifiable marks or symbols who associate on a regular basis and who engage in anti-social or criminal activity.

GRADING SYSTEM

The standards are aligned with the Common Core State Standards in English Language Arts and Math, and the Wisconsin Model Academic Standards in all other subject areas. Student achievement is measured based on student ability to meet the standards put in place for specific content areas. Depending on the level at which a student is able to meet a standard, the student achievement will be evaluated on a 4, 3, 2, 1 grading scale. These numbers do not correlate with letter grades. The grading scale is similar to the Janesville Elementary Schools. It is the objective of the District for students to obtain 3's, while offering them the chance to demonstrate higher level thinking, resulting in 4's. Teachers will determine if a standard is met through a variety of assessments. In addition, specific teacher comments regarding life skills such as responsibility and attitude will also be reported by subject area. Parents will be able to view ongoing progress on Infinite Campus, and report cards will be sent home with students at the end of each quarter. The last report card of the year will be mailed to parents.

GUIDANCE and COUNSELING

Guidance and counseling services are available to every student. Students wishing to talk with a counselor should sign up in the guidance office sometime during the day (before school, after lunch, after school, or between classes.) Parents are also encouraged to visit the guidance personnel if they wish information concerning their child's progress in school. An appointment is advisable prior to the visit to assure the availability of the counselor or teacher. Phone conferences are also welcomed.

HEALTH SERVICES

A nurse is on duty on a limited basis at Edison, Franklin and Marshall. You must have a pass from your classroom teacher before going to the school nurse. If you take medication, your parent must make arrangements and complete the appropriate paperwork with the nurse.

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

Students who lack a fixed, regular or adequate nighttime residence are protected by the McKinney-Vento act. Although eligibility is determined on a case-by-case basis by the homeless liaison, the following situations often qualify.

- Sharing the housing of others due to loss of housing or economic hardship
- Living in a motel, hotel, or campground due to lack of alternative adequate accommodations
- Living in an emergency shelter or transitional living program
- Abandoned in a hospital
- Living in a vehicle or RV, park, public space, abandoned building, substandard housing, bus or train station or other place not designed for or ordinarily used as a regular sleeping space
- Unaccompanied youth who are not in the physical custody of a parent or guardian, runaways, and youth denied housing by their parents.

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, 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.

HOMEWORK ASSISTANCE

Teachers will be available until 3:45pm on most school days for homework assistance.

“IN LOCO PARENTIS”

During the time that a student is at school, the law demands that school personnel assume responsibility for the student in the absence of the parent/guardian.

LASER DEVICES

Laser devices are not allowed.

LOCKERS

Each student is issued a locker as a convenient place for books and personal property. Above all, lockers should be locked and the combinations kept private. Report any locker

problems to the advisor/homeroom teacher. Students should stay with the assigned locker and not move to a friend's locker. Sharing a hall locker with a friend is prohibited. **The school district assumes no responsibility for articles missing from lockers.** Lockers are the property of the School District of Janesville and may be searched by school administrators at any time. (Board Policy 5231.1)

LOST and FOUND

It is recommended that student names be placed on as many personal articles as possible. Check with your child's school with questions regarding lost and found.

MAKE-UP WORK

It is the student's responsibility to contact teachers to make-up work missed during an absence from school. Teachers will grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absences. It is the responsibility of the student to turn make-up work in to the teacher. Parents contacting the school for student make-up work will need to allow 24 hours before they pick it up in the Main Office between 3:20 – 4:00 p.m.

MEDICATION

School personnel may not give any type of medication, including aspirin, without a written note from the parents. **Any prescription medication a child is to be given while at school must have a written doctor's order on file in the school attendance office in addition to the parental consent form. All medication must be stored in the attendance office in the original prescription bottle or package; this includes aspirin.** Students requiring asthma inhalers may carry these medications on their person; however, for safety reasons, the school nurse should be made aware of the medical condition.

NONDISCRIMINATION

The right of a 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.

OFF LIMITS

Stores and other business establishments are “off limits” during the school day. The “grates” on school property are “off limits” at all times. Motor vehicles are “off limits” during the school day unless leaving or returning to the campus with a parent.

PDA (PUBLIC DISPLAY OF AFFECTION)

Students are not allowed to hold hands, touch affectionately, hug, or kiss on school grounds.

PHYSICAL EDUCATION

Students are issued a lock by the school for P.E. It is very important that students be careful with personal belongings in the locker room and lock the locker. Loss of the school-issued lock will result with a replacement fee. Students should stay with the assigned locker and not move to a friend's locker. Sharing a hall locker with a friend is prohibited. **The school district assumes no responsibility for articles missing from lockers or the locker room.** Lockers are the property of the School District of Janesville

and may be searched by school administrators at any time. (Board Policy 5231.1)

PROGRESS REPORTS

Progress reports may be sent to parents at any time during the year. Parents may also request progress reports. Parents can also utilize Infinite Campus for progress reports.

REC NIGHT

“Rec Night” is a Friday evening event held eight times a year. This event is sponsored by Janesville Recreation Division not the School District of Janesville. The Janesville Recreation Division rents the building and takes the responsibility for all supervision. **The school does not take disciplinary action for misconduct that occurs at this event.** For more information regarding Rec Night activities, please contact the Janesville Recreation Division at 608-755-3030.

REFERRAL TO POLICE OR JUVENILE AUTHORITIES

If a student’s misbehavior is so extreme that a law violation is involved, police or juvenile authorities will be contacted by the principal or a designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities are called. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter; therefore, the principal shall not interfere with the pupil’s removal from the building. It is expected that a contact with the pupil shall be arranged in a manner to make it as unobtrusive as possible.

ROLLERBLADES/WHEELED SHOES

Rollerblades are not allowed to be used on school property. Students owning shoes with wheel capability may not use the wheels anywhere on school grounds - inside or outside.

SCHOOL DANCES

When a middle school sponsors a dance, school staff and parent volunteers will chaperone the event. Students must be in attendance at school in order to attend the dance. School administration may remove student dance eligibility in response to misconduct; in this case, advanced sale tickets will be refunded with proof of purchase. **Students may only attend a dance at the school they attend.**

SCHOOL DAY TIMES

Breakfast entry time:	7:30 a.m.
Non-breakfast entry time:	7:45 a.m.
School starts:	8:00 a.m.
School ends:	3:23 p.m.
Student exit time:	3:38 p.m.
Homework Assistance	3:45 p.m.

(unless otherwise designated)

SCHOOL DELAY/CLOSING INFORMATION (for Weather, Mechanical, Safety or other Reasons)

Should it become necessary to delay the start of school or to cancel school, the School District of Janesville will use the Infinite Campus Messenger system as our primary means of notification to parents and guardians. These messages are sent as a Priority message. We urge parents/guardians to make sure their contact information is always current and correct in the system.

In order to keep district telephone lines open for general operations, please do not call the district or your school for

closing information/confirmation. In addition to using directing messaging to parents and guardians through Infinite Campus Messenger, the School District of Janesville utilizes many other forms of public communications to post or announce closing and delays, including: WCLO AM 1230 radio and other local radio stations; the Janesville Gazette; local and regional television stations; the School District of Janesville Facebook page (<https://www.facebook.com/SDJK12/>); and the district website (<https://www.janesville.k12.wi.us>). If the closing and delay information is related to inclement weather, the district will communicate to the public the night before (if possible) or no later than 6:00am on the day of the closing or delay.

Decisions to delay or cancel school due to inclement weather are made in coordination with both the Janesville Transit System and the Van Galder Bus Company. They are also based on the passage of city streets, safety of rural students and information from the county highway department and city street department. The School District of Janesville also consults with a meteorologist and a team of District staff and area Superintendents before the decision is made. 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, it is their prerogative to keep their student(s) home. Families choosing to keep students home will need to call the student’s school(s) to report their absences(s), which will be considered a principal excused absence.

The School District of Janesville does not close early in an attempt to avoid incoming snow or ice storms. This is to protect children who may get home before their families and have no home access or supervision. If a parent/guardian is concerned about incoming weather, they may come to the school to have their child released early, which will be considered a principal excused absence.

If schools are closed for weather related reason, be aware that all Preschool 4 Janesville (P4J) programs located in School District of Janesville Public Schools will also be closed. Should a decision be made to delay the start of school as opposed to closing, the School District of Janesville Public schools with P4J morning programs will be cancelled, but they will hold their afternoon sessions as regularly scheduled. If your child attends P4J at a private school location or community child care center, be sure to contact your P4J site coordinator to confirm any closings or delays.

Cancellation of Athletic or Extracurricular Events: There will be no athletic contests and no practices on days school is called off for weather reasons. The gyms will also be closed to the public on those days. On days when school is in session but weather has progressively worsened, cancellations for after school or evening athletics or extracurricular activities will be announced by 2:00 p.m. on WCLO radio that day and posted on the School District of Janesville Facebook page (<https://www.facebook.com/SDJK12/>) and on the district website (<https://www.janesville.k12.wi.us>). The School District of Janesville calendar has several days built in to accommodate weather delays/closures. However, should the district exceed those buffer days, state law requires the School District of Janesville to make-up days to meet the minimum number of hours of direct public instruction (<http://dpi.wi.gov/cal/days-hours>).

See School Response to Truancy (Page 10 of the Parent/Student Handbook.

SCHOOL FEES

Parents and guardians are required to pay annual school fees which cover the use of textbooks, hall lockers, physical education lockers and towels, special assemblies, and other supplies. The optional yearbook is an additional fee that may be paid at the same time school fees are paid. Cost of fees is published in the local newspaper, district website or available at the school office.

SKATEBOARDS

Skateboards, scooters, long boards and hover boards are not allowed to be ridden on school district property.

SNOWBALLS

Throwing snowballs or ice on school grounds is prohibited and will result in disciplinary action.

STUDENT CONDUCT

Statement of Policy: It is the philosophy of the Janesville Middle Schools that learning can best take place in an orderly environment. It is a responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. Every individual is entitled to courtesy and consideration in relationships with fellow students and staff. Students must earn this courtesy and consideration by extending the same respect to every person during the course of the day. Actions which injure others, damage private property or public property, or which impede or obstruct the learning process and/or the operation of the school are not characteristic of a mature, responsible citizen and will not be tolerated. Anyone who engages in the actions described above will be subject to either school disciplinary action or legal action, or both.

Students and parents are expected to be familiar with the **Middle/High School Student Conduct Code**. It has the same authority as the student rules outlined in the student handbook.

SUBSTITUTE TEACHERS

A substitute teacher is an important visitor whose impressions of our school are carried into the community. Students are expected to be polite, helpful and considerate. Uncooperative students should expect to receive disciplinary consequences from their regular classroom teacher.

TELEPHONES

The telephones in the office are for school business. District staff will not call students from class to answer the telephone unless it is an emergency. Students are required to have a pass from the office or a teacher to use the phone during class time.

TEXTBOOKS

Students are responsible for the safekeeping of books which, if lost or damaged, must be replaced at the student's expense or the parent's expense. Students should contact their teachers for assistance.

TRUANCY

VISITORS

Parents are welcome at all times; however, to visit a classroom in session, parents must make an appointment with the teacher prior to the visit. Parents/Guardians or Visitors must check in with the main office to sign in and receive a visitors' badge. The badge should be worn while in the building and returned to the office when signing out at departure. Student visitors are not permitted to visit the school unless their visit has been approved by the administration at least one day in advance and the necessary Visitor Request Form has been completed.

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. The principal or designee may place restrictions on a visitor to the school or prohibit access to the school if the principal/designee has credible information that the visitor may be a threat to the safety of students or staff or as required by law or court order. Registered sex offenders who wish to visit schools including parent/legal guardians must submit a Sex Offender Notification form to the Office of Administrative and Human Services at the Educational Services Center, obtain approval, and follow the procedures as required by that office. The principal or designee may order removal of persons who the principal/designee believes are: disturbing the school's educational programs, on school premises for the purpose of committing an illegal act; and/or making threats or engaging in other intimidating acts. The principal may order the removal of persons who do not report to the school office, identify themselves, state the purpose for entry upon school property or who enter school property for improper reasons. The principal/designee will contact local law enforcement authorities if necessary. Please refer to Board Policy 1240 and Administrative Regulation 1240.1 for the complete policy and regulations on visitors to our schools.

WEAPONS

Selling, distribution, possession or use of any firearms*, weapons*, firecrackers, smoke bombs, or any form of fireworks in school or on school grounds at school sponsored activities (C-17, P-21) is prohibited.

*"A dangerous weapon is defined as a gun, firearm, starter pistol, BB or pellet-firing gun that expels a projectile through the force of air pressure, an electronic gun, knife, razor, karate stick, metallic knuckles, or any other device, instrument, material or substance, which by the manner in which it is used or intended to be used, or by its appearance as a dangerous weapon, is capable of inflicting bodily harm and/or of being used to threaten, frighten, or intimidate." (Ref B.P. 5236)

**MIDDLE SCHOOL
STUDENT CONDUCT CODE
Revised 3/17**

INTRODUCTION

The School District of Janesville believes that:

- Learning cannot take place without a safe and orderly environment.
- Every student has the right to attend school without fear of harm, physical threats, or verbal abuse.
- It is the responsibility of each school in the District to create and maintain a safe and orderly environment.
- High expectations for student behavior must be the standard throughout our schools.
- Parents, students, and teachers must work together to promote responsible behavior; effective communication between the schools, the students and parents is the best way to foster positive student behavior.
- The School District of Janesville does not discriminate against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional or learning disability.

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

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

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”

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 Conference**

The purpose of this conference will be to convey to the student and parents that this is the last 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**

Recommendation: The removal of a student from school and school grounds **for a time to be determined by the 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.

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

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.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Confiscate the drug, alcohol, tobacco or look-alike drug
- Contact Network Team
- Assessment
- Educational Program
- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

ELECTRONIC DEVICES

Possessing, concealing, or storing unauthorized electronic devices on school premises before, during, or after school, or at any school-sponsored activity.

Prohibited Equipment:

Prohibited equipment includes, **but is not limited to**, boom boxes, beepers, cameras, speakers, blue tooth and tape recorders. (See page 11 for information on cellular phones, other 2-way communication or paging devices)

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Confiscation
- Detention
- Parent Referral/Contact
- Police Referral
- Probation Referral
- In School Suspension
- Removal from premises

Maximum Consequences:

- Out of School Suspension

- Pre-Expulsion
- Recommendation for Expulsion

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.

Consequences:

Students who commit this act of misconduct will be disciplined in **one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

Recommendation for Expulsion

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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Loss of grade/grade adjustment
- Conference
- Verbal Warning
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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, gender identity, 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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Educational Program
- Counseling
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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, gender identity, national origin, ancestry, creed, pregnancy or physical, mental, emotional or learning disabilities
- hats may not be worn in the building

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Required to modify his/her attire
- Parent Contact

Maximum Consequences:

- In School Suspension
- Out of School Suspension

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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Parent Contact
- Denied access to telecommunications equipment, networks and services

- Banned from bringing any software into school
- Required to pay for all property damage
- The Internet service provider will be notified
- In School Suspension
- Out of School Suspension

Maximum Consequences:

- Denied access to all district owned computer equipment, networks and services
- Appropriate law enforcement agencies will be notified
- Recommendation for Expulsion

PHYSICAL ATTACK ON STAFF MEMBER

Intentionally pushing or striking a School District staff member.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

REPEATED TARDINESS

Being late to school, class, or any other part of the student's scheduled school day. Tardy for middle/high school students is up to 5 minutes late for that class period.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Verbal Warning
- Parent Contact
- Detention

Maximum Consequences:

- In School Suspension
- Referral to Interagency Attendance Committee

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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Verbal Warning
- Detention
- Parent Contact
- Removal from the course
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- The School District, as required by law, will report all incidents of sexual assault to the Rock County Department of Human Services.
- The incident will be reported to district personnel.
- The Police Department may be contacted regarding the incident.
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

THEFT

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

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Verbal Warning
- Detention
- Parent Contact
- Payment for any damage to or loss of the property
- In School Suspension
- Out of School Suspension
- Police Referral
- Pre-Expulsion
- Probation Referral

Maximum Consequence:

- Recommendation for Expulsion

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.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

TRUANCY

Unauthorized absence from school during any portion of the student's scheduled day.

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Truancy Abatement Center
- Pre-expulsion

Maximum Consequences:

- Lack of progress leading to failure
- Retention in the course

- Repetition of the course
- Referral to Interagency Attendance Committee for possible court action

VANDALISM/GRAFFITI

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

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Payment for any damage to or loss of the property
- Detention
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion
- Clean, repair damaged or defaced property

Maximum Consequence:

- Recommendation for Expulsion

VERBAL ATTACK ON STAFF MEMBER

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

Consequences:

Student misconduct may receive **one or more of the following consequences:**

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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 containers a student may bring onto school grounds or into a school building.

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.

Consequences:

Consequences for possessing or using a weapon on school premises before, during, or after school, or at any school-sponsored activity are severe.

Student misconduct may receive **one or more of the following consequences:**

- Confiscate the weapon
- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

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.

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

Possession of cellular phones are permitted on school premises. Cellular phones must be powered off/turned off and not used for any purpose, unless permission is granted by the teacher.

Student use or possession of electronic paging (e.g. beepers) or two-way communication devices other than cellular phones on school premises is prohibited. Building administration, however, is authorized to permit a student to use an electronic paging device, two-way communication device, including a cellular phone, to be used for medical, school, educational, vocational, or other purposes as deemed appropriate. Personal music devices, cameras, recording devices, as well as hand held games are also prohibited.

Any student found violating this policy shall surrender the communication device and be subject to disciplinary action. If a student device is confiscated more than once, a parent/guardian will need to pick up the device. (Reference Policy Board 5237)

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

Classroom Code of Conduct: Students with Disabilities

All provisions for removal of students with disabilities from the classroom under the Classroom Code of Conduct are subject to IDEA 97 restrictions. Placement for these students is a decision of the IEP team subject to procedural safeguards. The IEP team, as appropriate, needs to conduct a functional behavioral assessment and implement a behavioral plan to address whether and to what extent the student should be expected to conform to behavioral requirements applicable to non-disabled students and alternative consequences and procedures for addressing behaviors.

No changes in placement for more than ten (10) school days may be made outside of the IEP process. If the IEP team did not conduct a functional behavioral assessment and implement a behavioral intervention plan prior to the behavior that resulted in the removal, the IEP team needs to convene to complete the assessment and develop a behavioral plan if appropriate. If the student IEP has a behavioral intervention plan the IEP team shall meet to review the plan and its implementation, and modify the plan and its implementation as necessary to address the behavior.

An administrator decision to remove a student from class under a long-term removal is further subject under IDEA 97 to IEP team procedures for student placement in an alternative education setting

