

# 23-24 John Edwards Middle School



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

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

The 5 R's

Respect, Relationships, Reflect, Responsibility, Resolve

*John Edwards High School is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community. Our goal is to achieve this through the utilization of the following techniques:*

- *Fostering awareness:* Most young people are so absorbed with the daunting task of growing up and finding themselves that they often don't have a clue about how their behavior affects others. Staff may ask questions to foster awareness of how others are affected by the inappropriate behavior or they may just express their feelings to the student.
- *Emphasizing student responsibility/involvement:* We all may react defensively when lectured and may see ourselves as victims. Students are no exception. We try to refrain from lecturing to give students room to notice how others are affected by their behavior and to allow them to feel empathy for the others involved.
- *Involving students actively:* Punishment alone allows students to remain completely passive and to assume the role of the victim. We try to involve students in the restorative process as much as possible, asking them to think about how they can repair the harm done and how they plan to keep their commitment to changing inappropriate behavior.
- *Accepting ambiguity:* Sometimes the answer to the question, "Who is at fault here?" is unclear and we simply have to accept this muddy state and move forward, encouraging students to accept as much responsibility for the situation as possible.
- *Separating the deed from the doer:* We always move from the initial position that our students do not mean to harm anyone. We want to be clear that we recognize our students' worth as individuals and disapprove only of their inappropriate behavior.
- *Seeing every instance of inappropriate behavior as an opportunity for learning:* We understand that many of our students have things to learn about appropriate behavior. We view school problems and incidents as opportunities to teach our young people what they need to know to be successful here and in the future.  
(Ref: Wachtel, T. *SaferSaferSchools: Restoring community in a disconnected world*. PA: International Institute for Restorative Practices, 2000.)

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## Calendar/Schedules

### School Calendar of Events 2023-2024

School Begins	September 5, 2023
Homecoming	September 19, 2023
Parent/Teacher Conference	Dates to be determined
High School Graduation	June 1, 2024
Last Day of School	June 5, 2024

### Vacation Days:

Thanksgiving Break	November 22 & 24, 2023
Christmas Break	December 25 – January 1, 2024
Spring Break	March 25 – 29, 2024
Memorial Day	May 27, 2024

### Grade Reports

Grade Check 1 – October 13, 2023	Trimester 1 - December 1, 2023
Grade Check 2 – January 23, 2024	Trimester 2 – March 7, 2024
Grade Check 3 – April 25, 2024	Trimester 3 – June 5, 2024

### Daily Bell Schedule

	1	2	3	LUNCH	4	5	BH
Start	8:00	9:13	10:26	11:39	12:12	1:25	2:38
End	9:10	10:23	11:36	12:09	1:22	2:35	3:15

## **ACADEMICS**

### **Letter Grades**

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

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

## Grade Points

4.00	Points awarded for any grade between	96-100
3.67	Points awarded for any grade between	90-95
3.33	Points awarded for any grade between	87-89
3.00	Points awarded for any grade between	83-86
2.67	Points awarded for any grade between	80-82
2.33	Points awarded for any grade between	77-79
2.00	Points awarded for any grade between	73-76
1.67	Points awarded for any grade between	70-72
1.33	Points awarded for any grade between	67-69
1.00	Points awarded for any grade between	63-66
0.67	Points awarded for any grade between	60-62
0.00	Points awarded for any grade below	0-59

## Honor Roll

The academic honor roll is strictly based upon scholastic achievement on a trimester basis. A student's GPA for the trimester is determined by the numerical grades earned during that trimester. A student must obtain an absolute 3.0, or above, average. A student receiving an "F" will be ineligible for the honor roll regardless of his/her grade point average. A student with an "INC" will be considered ineligible for the honor roll until the "INC" is given a passing grade.

- HONOR ROLL
  - STRAIGHT "A"—A GPA of 3.67 and all A's.
  - HIGH HONORS—A 3.67 or above, but not all A's.
  - HONORS—A GPA of 3.0 or above.

To be placed on the honor roll, a student must carry six or more courses of an academic nature and must obtain a 3.0 GPA. A student carrying 5 courses or less must obtain a 3.33 GPA

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

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

## Withdrawal Procedures

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

## Promotion and Retention

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

## Summer School

- Summer school will be mandatory for any 7<sup>th</sup> – 8<sup>th</sup> grade student that fails a core class (math, science, social studies, communication arts) for both trimesters in a school year. During summer school, a student will be allowed a maximum of one absences (for any reason) and will be dropped from summer school on the second absence. A student will also be dropped from summer school if his/her behavior interferes with instruction

- A student that earns a failing grade in both trimesters in a core class will have to repeat the class during the following school year if a passing grade is not earned in summer school. For a student that earns three or more failing grades in core classes, the principal will utilize the school retention and promotion procedures.

### **Acceptable Speech and Written Work**

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

- Plagiarism: Submitted work that was copied from someone else using the ideas or words from another source with citing it. This would include AI (artificial intelligence) generated ideas or work without proper knowledge.
- Consult your teacher for proper research and citation requirements as well as consequences of using Ai generated text of plagiarism and how to avoid it through quotations, citations, and rewording.
- Use of the name of a student or staff person of JEHS in an assignment without his/her permission in advance
- Sexist comments or racist comments that demean minorities or create a hostile learning environment
- Slanderous or libelous comments. (Libel is an injury to reputation. Words, pictures, or cartoons that expose a person to public hatred, shame, disgrace, or ridicule, or induce an ill opinion of a person are libelous)
- Inappropriate jokes
- Language inappropriate to a classroom situation – ask for specific information if any doubt

Any questions on the suitability of a student's written or spoken work will be determined by the class room teacher. If a resolution cannot be reached in the classroom, the student can appeal the decision to the building principal.

## **ATTENDANCE**

### **PESD Policy 5200**

Wisconsin State Statute 118.15 and 118.16 requires all children between the ages of 6 – 18 to attend school every day that school is in session.

### **Absences**

- When a student is absent for any part of the school day, the parent/guardian must call or email the school and provide a valid reason for the student's absence. The principal has the final authority as to whether an absence is excused.
- Valid reasons are limited to situations where the absence is unavoidable, such as an illness, medical or legal appointments, religious observance, or a funeral. Personal reasons such as car trouble, oversleeping, traffic problems, stuck by a train, etc. are not acceptable excuses.
- A medical note for appointments is strongly encouraged and always accepted. These notes are recorded in Infinite Campus. A letter or note from the person conducting the appointment will be required to excuse medical appointments. A note from a physician may be required to excuse an unusual illness, frequent illness, or extended absence due to illness. The principal will determine when a note is required.

- In accordance with state law, a student may only be excused by a parent/guardian for a total of 10 days in any school year. All absences after 10 days or parts of days in any school year will be considered truant unless the principal received satisfactory documentation from the parent/guardian regarding additional absences.
- A parent/guardian can call in an absence at any time by phoning the school office. An automated attendance line is available 24 hours a day. An absence will become truancy unless a valid reason is provided to the office within 48 hours from the start of the absence. The school will utilize the Infinite Campus attendance system to make automated calls to parents if their student is listed as unexcused absent within the first two hours of the school day.
- Attendance reports are updated in IC on a regular basis.

### **Tardiness**

- Every student is expected to be on time for every class. Unfortunately, situations arise from time to time in which a student will be late to class. A classroom teacher may assign detention in accordance with his/her discipline policy. Habitual tardiness may be referred to the principal for further corrective action.

### **Truancy**

- Truancy is defined as missing 15 or more minutes of a class without a school-approved reason. Any unresolved absence that is not cleared up within 48 hours will be recorded as truancy. When an excessive number of truancy is noticed the office/principal will first contact the students for a resolution. If the pattern of truancy continues parents will be contacted.

### ***Excused/Unexcused Absence***

- A student who has an excused absence from school will be allowed to make up work. Two make-up days will be allowed for each non-vacation, excused absence. This make-up privilege applies to work assigned or missed due to the absence and not to previously assigned work, tests, papers, etc.
- An unexcused absence is an absence without a school or state-approved reason. Students who are unexcused/truant from school will face consequences and will make up the time missed. These consequences will be determined by the principal or designee. Consequences could include, but not limited to: parent contact/conference, detention, in-school suspension, or community service as determined by the principal.
- The high school office will utilize an auto-call notification when a student is absent. In addition, truancy notices will be sent home on the fifth and tenth truancy in any trimester. Attendance is updated and available every day on Infinite Campus. Keep in mind, on the *tenth* truancy, local law enforcement, and social services will be notified. Truancy tickets may be issued.
- A student will not be allowed to make up daily assignments, homework, or projects if an absence is unexcused. A student *may* receive a grade of "F" for assignments missed during a truancy or unexcused absence. Assignment deadlines will not be extended for unexcused absences. In accordance with state law, exam make-up will be allowed.

## **Required Attendance for Field Trips and Participation in Extra-Curricular Activities**

- While academic field trips enhance the classroom curriculum, they are not a requirement for earning class credit. Participation is recommended for all students currently passing their classes. Students below a D- (60%) in any class(es) will be required to remain at school with a plan to improve their grade(s). This should be determined at least 2 days prior to the event/trip. If the trip has an expense, the decision should be made prior to purchasing tickets. Parents and students should discuss this as refunds will not be awarded.
- If there are extenuating circumstances, the teacher organizing the field trip, the teacher (of the class that is being failed), and the principal will meet with the student and make the best educational decision for that student and situation.
- Trimester or end-of-the-year celebrations may have different criteria and may be all-inclusive, depending on the goals of the trip. (ex: Winter celebration, end-of-the-year field trip, senior trip)
- Extra-curricular activity is defined as any school-sponsored activity outside the regular school day. If a student is absent unexcused or absent due to an illness (unless medically cleared) he/she will not be eligible to participate in all extra-curricular activities that day. This would include attending or participating in activities such as athletic events and prom/homecoming/dances.
- Students participating in extra-curricular athletic activities will adhere to the attendance requirements as specified in the applicable District Athletic Code.

## **Pre-Arranged Absence and Request Forms**

The board of education recommends that extended family vacations and other pre-arranged absences be planned so as not to interfere with the student's in-school education. Many in-school educational experiences cannot be made up. The most important guideline is to start planning as early as possible.

- The student is responsible for obtaining the pre-arranged absence form from the office
- A parent/guardian must sign the form. After the parent/guardian signature is obtained, the student will meet with his/her teachers. The teacher will indicate on the form the arrangement for making up school work. The student must then submit the form to the principal for approval. A copy will be given to the student and another will be kept on file.
- The completed form must be returned to the high school office before 3:30 p.m. of the last school day preceding the absence.

## **STUDENT CONDUCT**

The Port Edwards School District believes in the potential of every child to take responsibility for their actions. As a result of this belief, the District has been IMPLEMENTING THE Restorative Practice approach in dealing with student behavioral issues. Restorative practices focus on looking at the behavior of students, the impact of those behaviors on others and the entire school community, and the responsibility of the students involved.

The entire staff recognizes that we need to find solutions to conflict and disputes and works with the students in a variety of ways to provide a safe and healthy school community.

The district owes each student the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as



destructive to the educational environment. Such behavior warrants, at a minimum, that the student is removed temporarily from the class or activity. Such removal eliminates (or minimizes) the disruption. It also reinforces the district's strong commitment to an appropriate educational environment, and provides a "cooling-off" period for disciplinary or other reasons, short of suspension or expulsion.

The "Code of Student Conduct" rule provides guidelines for a teacher or a support staff member in a supervisory capacity employed by the district to temporarily remove a student from a class or the area if the student violates the terms of this Code of Student Conduct.

What are the grounds for disciplinary removal from class?

- Violates the district's policies regarding suspension or expulsion
- Violates the behavioral rules and expectations
- Is disruptive, dangerous, or unruly
- Interferes with the ability of the teacher to teach effectively or with a supervisor's ability to maintain a safe environment
- Disrupts the education of other students

What are other non-disciplinary reasons for the removal of a student from class: In some cases, a teacher or supervisor may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Some examples could include:

- A student dealing with grief
- A student with a medical problem
- A student with emotional distress

## **Conduct**

- The 5 R's (Respect, Relationships, Responsibility, Reflect, and Resolve) will direct all of our actions. The principal will address misconduct after consideration of the facts and circumstances.
- A student is expected to treat all employees with respect. Disrespect of any kind to any employee of the Port Edwards Schools by a student will not be tolerated at any time and will result in a restorative conference with the student, teacher, and principal to determine the reason for the student's behavior. Reprimand, detention, removal from the class (temporarily or permanent), suspension, or expulsion may result from such acts. The parent will be notified of any subsequent consequences and the reason(s) for it. A substitute teacher is considered to be a member of the staff.
- The student should not disrupt a class by arguing an issue or being disrespectful. Upon the request of the student or employee, they will arrange a time to conduct a restorative meeting in private to discuss the disagreement in a calm, rational and courteous manner. After discussion with the staff member, a student may wish to discuss the matter with the principal.
- A student who knowingly defaces or damages school property will be assigned a consequence which could include but not be limited to detention, volunteer work, or out-of-school suspension and will be responsible for restitution.
- When discipline issues are referred to the principal's office the following steps will be taken:

- In most cases, the student will not return to the class period from which he/she was sent.
- The principal will follow the restorative process. A team approach may involve the student, principal, and parent. Disciplinary procedures may range from a warning, detention, or suspension in addition to a restorative piece.
- Assaults, fighting, and theft may result in suspension or other forms of discipline. Authorities may be notified and disorderly conduct citations will be requested in extreme cases.

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

<p><b>LEVEL 1 BEHAVIORS:</b> These behaviors will be managed primarily by the staff person involved, with possible referral to the administration.</p>	
<ul style="list-style-type: none"> <li>• Inappropriate hall behavior</li> <li>• Coming to class without materials</li> <li>• Being tardy to class</li> <li>• Minor misconduct in class</li> <li>• Dress code violations, referred to office</li> <li>• Using electronic devices during the school day (e.g. phones, earbuds, chrome books)</li> <li>• Using profanity</li> <li>• Sleeping in class</li> </ul>	<p>The staff member's choice (or a combination) of the following:</p> <ul style="list-style-type: none"> <li>• Conference with the student (required)</li> <li>• Communication to parents/guardians</li> <li>• Disciplinary Referral</li> <li>• Detention with the staff member (after school, at lunch, or as arranged)</li> <li>• Reflective piece</li> <li>• Restorative approach</li> <li>• Administrative involvement requested</li> </ul>
<p><b>LEVEL 2 BEHAVIORS:</b> These more serious behaviors may be referred by a staff member but will be handled by the administration and other outside agencies (as appropriate). Consequences will depend on the specific circumstances (e.g., the severity and frequency of the behavior); they may include suspension and a recommendation for expulsion to the School Board.</p>	
<ul style="list-style-type: none"> <li>• Bullying or harassing another student or students, either physically or verbally</li> <li>• Fighting</li> <li>• Plagiarism/Academic Dishonesty (repeated; major)</li> <li>• Using profanity</li> <li>• Using, distributing, or selling any controlled substance at any time</li> <li>• Arson</li> <li>• Possessing a weapon or look-alike weapon</li> </ul>	<p>The administrator's choice (or a combination) of the following:</p> <ul style="list-style-type: none"> <li>• Conference with the student (required)</li> <li>• A phone call to parents/guardians (required)</li> <li>• Disciplinary Referral (required)</li> <li>• Parent-teacher-administrator meeting</li> <li>• Police Liaison Officer involvement</li> <li>• Temporary, short-term, or permanent removal from class</li> </ul>

<ul style="list-style-type: none"> <li>• Physically assaulting a student/adult</li> <li>• Making a bomb threat (written or oral)</li> <li>• Threatening a student or adult</li> <li>• Vandalizing or causing criminal damage to school property</li> <li>• Possessing stolen property or theft</li> <li>• Repeatedly acting in disruptive and/or disrespectful ways</li> <li>• Dialing 911 or reporting a non-existent emergency from school</li> <li>• Possessing fireworks or other explosives on school property</li> <li>• Truancy</li> <li>• Disrespect to all employees, including substitutes</li> </ul>	<ul style="list-style-type: none"> <li>• Daily meeting with an administrator and/or counselor</li> <li>• Behavior plan created by teacher and/or staff member and parent/guardian</li> <li>• Reflective piece</li> <li>• Restorative approach</li> <li>• Suspension (in-school or out-of-school)</li> <li>• Recommendation of expulsion to the School Board</li> </ul>
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### Student Dress

The Port Edwards School District strives to maintain an environment that is conducive to a positive educational setting. As a result, the school district has established minimal regulations for student dress and clothing worn in the school environment. Every student is expected to comply with the following regulations:

- The building principal will have final approval of any clothing or apparel worn by students in the school setting that may be in violation of this policy.
- Clothing or dress that distracts from the learning environment, or is disruptive of the school setting will not be allowed.
- Clothes must be neat and clean.
- Reference to drugs, alcohol, tobacco, profanity, gangs, etc., as well as pictures or saying that are derogatory, offensive or racial are not allowed on clothing, jewelry, lockers, or backpacks; (for example; Hooters, Big Johnson, Marlboro Racing, Miller Lite, swastika, etc.).
- No coats, hats, headwear, hoods, bandanas, large chains/clothing chains, or sunglasses may be worn. Jewelry that is potentially harmful to students or to school property should not be worn (dog collars, spiked wrist bands, large chains, etc).
- Shoes/sandals must be worn at all times while on school property or while attending a school-sponsored function.
- Jackets and coats need to be kept in lockers
- See-through shirts and other garments of this nature are not allowed unless an article of clothing that meets the dress code is being worn under the garment. No tube tops, spaghetti straps, or halter tops.
- Clothing must cover undergarments and provide coverage to the chest and back, waist/midriff and lower back, buttocks, etc.
- Short clothing is not allowed. Clothing must meet dress code throughout normal daily activities such as walking, sitting, ascending stairs, bending at lockers, etc.

If the regulations are not followed, the following consequences will apply:

- 1<sup>st</sup> offense: Office referral; the student will have to replace the article of clothing that is in violation of the dress code with an appropriate article of clothing. If the student

does not have an appropriate article of clothing at school, the student may be offered a school shirt or sweat pants to wear for the day if the school has clothing available. The parents/guardians may also be called to bring a change of clothes if possible. The student will be sent to class once the dress code issue in question has been rectified.

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

### **Detention, Suspension, and Expulsions**

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

- Detention is served after school Monday through Friday from 3:20 p.m. until 4:00 p.m.
- After notification of the detention penalty, students will be given one day to arrange transportation.
- In an emergency situation, excuses from assigned detention must be arranged with the principal. Skipping detention for any reason without prior approval from the principal will result in additional penalties.
- Co-curricular practices, co-curricular activities, or jobs are not acceptable reasons for failing to attend detention. Students are responsible for notifying their coaches and or advisors.
- Each student must serve detention the day following the date it was assigned. For example, if detention is assigned on Monday, detention must be served on Tuesday.
- If a student skips detention on the assigned day, an additional 40 minutes will be assigned. If a student skips a second day of detention, another 40 minutes will be assigned. After 3 attempts of assigned detentions, the principal will contact the parents with other consequences. These could include a restorative meeting, community service, or an informal meeting with our SRO Officer.

### **Failure to Serve Assigned Detention**

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

### **Suspension PESD Policy 5610**

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

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

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

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

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

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

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

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

### **In-School Suspension Procedures**

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

- The student is required to have appropriate school material to make constructive use of the time spent in the suspension room. Teachers will be notified of the suspension and be asked to do a check in during their prep period.
- Student is required to be productive in the suspension room. This would be completing school work, studying or reading. Student should not be on their phones or using their chromebook to gaming or emailing.
- Except for emergencies, the student will be provided one visit to the lavatory in the mid-morning, noon, and afternoon. This visit may be escorted.
- At lunchtime, the student will be required to bring a sack lunch or be offered a hot lunch to eat in the suspension room.
- If the student does not cooperate during in-school suspension, he/she will be subject to out-of-school suspension.

### **Expulsion PESD Policy 5610**

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

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3) unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

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

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

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing,

not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

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

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

## **HARASSMENT & BULLYING – PESD POLICY 5517.01**

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

"Bullying" is defined as:

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

Some examples of Bullying are:

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

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

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

Cyberbullying includes, but is not limited to the following:

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

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental,



emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

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

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

### Complaint Procedures

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

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

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

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

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

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal or designee. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or

Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

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

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

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

#### Retaliation/False Reports

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

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

#### Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any

discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

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

#### Notification

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

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

#### Records and Reports

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

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

#### Education and Training

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

### **Anti-Harassment Policy 5517**

- It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.
- The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.
- The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation,

or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

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

### **Non-Discrimination**

- As an institution, the Port Edwards School District also recognizes that when dealing with individual student issues a determination between equitable treatment and fair treatment needs to be established. What is equitable for one student is not necessarily the same for the next student. Our goal is to create an environment of consistency while recognizing that sometimes different students' situations warrant a different approach to ensuring that learning occurs when mistakes are made.
- It is the policy of the Port Edwards School District, pursuant to s. 118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district, be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program. Discrimination complaints shall be handled in accordance with established procedures in PESD Policy 2260 and 2260.01.

### **Inappropriate Touching**

Each student is to respect himself/herself and each other by refraining from inappropriate physical contact. Kissing and prolonged hugging are not appropriate behaviors for public places and are prohibited. In addition, a student should refrain from touching, hitting, or grabbing another student's buttocks, chest, or genital area. Violation of this policy may result in a punishment ranging from detention to expulsion as well as possible legal action against the individual as it may qualify for sexual harassment.

### **SCHOOL SAFETY**

In order to ensure a secure learning environment for all students, all visitors (including parents and guardians) entering John Edwards Middle/High School during school hours will be required to enter the building through the main entrance (801 2<sup>nd</sup> Street)

MS students must enter the building through the NM+MS entrance on 2<sup>nd</sup> st. Buss students will enter the school through the bus lobby area. Breakfast will be available at the door to take to 1<sup>st</sup> hour classes

## **Visitor**

- Each visitor must check-in at the office to receive a visitor pass. Upon leaving, the visitor must sign out and return the visitor's pass
- A student will not be allowed to have a guest in school except in special circumstances, pre-arranged, and approved by the principal
- A parent/guardian is welcome to visit his/her student's classes as often as he/she would like after communicating with the principal and teacher determining a date and time

HS students must enter the building through the main entrance on 2<sup>nd</sup> street. The main hallway is opened for high school students starting at 7:45 am. Bus students will enter the school through the bus lobby area. Breakfast will be available at the door to take to 1<sup>st</sup> hour classes

## **Drug & Alcohol Use, Possession & Paraphernalia – PESD Policy 5530**

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

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

## **Drug & Alcohol Sale, Distribution or Exchange – PESD Policy 5530**

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

## **Tobacco Use/Possession - PESD Policy 5512**

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

- The student shall be suspended for one day. Restorative practices may be used in conjunction with or in lieu of suspension at the discretion of the building principal. A letter shall be sent home and the parents/guardians notified by telephone. The student

shall be referred to the village police. Additional offenses will result in further disciplinary consequences or other restorative approaches being applied.

### **Contraband and Weapons**

- The possession of items that are unsafe, unsanitary, disruptive, or dangerous are not permitted – items such as matches, lighters, cigarettes, knives, firearms, and other weapons as defined by PESD Policy 5772. These items will be confiscated and held by the administration for appropriate action.
- A student in possession of a firearm as defined by Wisc. 921(a) (3) shall be suspended for up to 15 days. The principal will also recommend to the school board that the student be expelled. Possession of knives or explosive materials will also result in suspension for up to 15 days and possible expulsion.

### **TRESPASSING**

#### **Grounds and Buildings**

- There will be no trespassing on school property from south of the basketball courts located north of the 5-12 school building bounded on the west by Third Street, on the east by Second Street, and on the south by LaVigne Avenue.
- There will be no trespassing on the high school bleacher area located on Third Street. Exceptions are for legitimate school activities. School activities are defined as those activities carried out with school knowledge and approval. Examples of (but not limited to) such activities are athletics, Little League, YMCA programs, etc.
- The trespassing policy is in effect on school days between the hours of 4:00 p.m. and 7:30 a.m., and at all times on days when school is not in session.
- Any person not in official attendance or on official school business shall not enter onto, congregate, wander, stroll, or stand on the grounds or in the building of the middle/high school without first registering as a visitor with legitimate school business in the school office during days school is in session.

### **SCHOOL WELLNESS - POLICY 8510**

- The school district will support the use of school property to promote nutrition, nutrition education, physical education that includes activities. The district will also support curricular and co-curricular activities and the school gardens/greenhouse. The gardens/greenhouse will provide students with experiences in planting, harvesting, preparing, serving and taste testing foods. This will be integrated with nutrition education and core curriculum and articulated with state standards. The district will support the sustainability of the greenhouse through activities including, but not limited to fundraising, solicitation of community donations, use of existing resources, and allocation of school district funds. Whenever possible, school gardens will be connected with food service.
- School food service will increase the availability of fresh and whole foods and limit consumption of processed foods during the school lunch program. Fresh whole foods meeting the nutritional guidelines will be purchased locally and included in the school lunch and breakfast programs.
- Low-fat milk and water will be available to all students at every school meal. Drinking water will be available to students throughout the school day to encourage water consumption. Each student is allowed to bring a water bottle to school for water. Parents who send lunches to school are encouraged to be sending low-fat and low sodium items for their children. Students are not allowed to order food into the building.

- Parents may send juice for lunch; however, sports drinks, caffeinated beverages, etc. do not constitute as juice and will not be allowed at any time during school lunch. It is encouraged that juice not be a daily part of a student's lunch due to the fact many juice products contain high amounts of sugar.
- Teachers, parents, and support staff are encouraged to consider non-food items as student incentives or rewards. If food is used for celebrations or incentives those food items should adhere to the nutrition guidelines. Before the event, the teacher or sponsor must get approval from the principal.
- All fundraisers and sales activities, including the soliciting of businesses for donations, must be approved by the building principal before discussing the event with students or parents.
- Wellness updates and information will be shared on parent bulletin boards, newsletters, Friday folders, or on Infinite Campus.
- The physical education curriculum will emphasize knowledge and skill for a lifetime of regular physical activity and encourage participation in activities after school and outside of school.

### **Cafeteria and Hot Lunch Program**

- Students must have a positive account balance
- Each student is issued a lunch ID number.
- When an account balance is low, the school may call the home or send a reminder note.
- Breakfast is available before school; these meals will be charged from each student's account.
- Free and Reduced meal plans include 1 breakfast and 1 lunch daily, additional meals are charged.
- The Free and Reduced meal program allows a family with a limited income to obtain reduced or free lunch. Forms may be obtained from the school office to see if you qualify.
- Fast food carry-ins to lunch are not allowed.
- Students are not allowed to order food into the building

*Payments need to be into the central office no later than 9:00 a.m. if the payment is to be applied to that day's lunch! Current account balances can be viewed on Infinite Campus. Prices are subject to school board approval and may change.*

### **Closed Campus Policy**

- The lunch period will be closed for all middle school students.
- Parents/Guardians are asked to excuse their students during lunch for only an emergency situation or extenuating circumstances. Parents/Guardians must notify the office in writing if the student must leave campus during the lunch period.
- Students who leave campus without permission will be considered truant and face the consequences outlined in the student handbook under the heading of truancy. Other consequences may be assigned at the discretion of the principal or designee.

### **ELECTRONIC DEVICES Policy 5136 & 5136.01**

- Personal electronic devices (such as earbuds, cell phones, iPods, etc.) are the responsibility of the person bringing them to school. Students need to keep their personal property secured.

- The school district does not accept responsibility for electronic items lost or stolen. Students who bring these items to school do so at their own risk. Personal electronic devices are not to be used during the school day.

### **Cell Phones - Policy 5136**

No middle school student will be allowed to possess or use a cell phone during the hours of 8:00 a.m. to 3:15 p.m. Cell phones must be off and secured in the students assigned locker. Of course, the best security for the cell phone is to leave it home. Although cell phones have become a way of life, a technological convenience that has impacted all, in the school environment cell phones have also become a distraction and often an interruption. The cell phone was taken away valuable time of instruction and most importantly, student learning. Parents are urged to utilize the school phone to relay any important or urgent messages to their child throughout the day.

#### **Consequences:**

\*Violation 1: If a student is found to be in possession or use of a cell phone, the phone will be confiscated by the staff member and returned at the end of the day to the student.

\*Violation 2: If a student is found to be in possession or use of a cell phone, the phone will be confiscated by the staff member and returned at the end of the day to the student in the office. The student, teacher, and principal will do a restorative piece

\*Violation 3: If a student is found to be in possession or use of a cell phone, the phone will be confiscated by the staff member and returned at the end of the day in the office. A restorative piece will take place with the teachers

Additional offenses will be considered an act of insubordination. A student that refuses to comply with a request to surrender their cell phone by any member of the staff or administrator, will also be considered insubordinate. Insubordination can result in detention, suspension, assigned volunteers hours, and/or a disorderly fine.

### **Video Cameras**

The Port Edwards School District approved the use of video cameras in the 6-12 school building and around the exterior of the 6-12 building for the primary purpose of maintaining a safe and secure learning environment.

- Only the principals, district administrator, or designee shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with a student based on video documentation. A student being disciplined based on the viewing of a videotape recording, and/or his/her parent/guardian, may view that isolated segment of the videotape that documents the incident for which he/she is being disciplined. The building principal shall view the videotape with the student and/or parent/guardian and document the date and the names of all individuals viewing the tape.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principal or district administrator may authorize other individuals, such as the guidance counselor, school psychologist, social worker, or SRO Officer to view the segments of a specific videotape if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape



is beneficial to his/her role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape

## **BUS GUIDELINES**

The Port Edwards School District requires students to cooperate and behave courteously during any bus transportation. The bus driver is in charge and is to be treated with courtesy and respect. Misuse of the bus or misconduct may result in a student being denied bus privileges. A student may be required to pay for damage caused by him/her.

- No radios, Bluetooth speakers, or equipment that may be disruptive to the safe operation of the bus will be permitted.
- The driver has a schedule that must be maintained. Therefore, the bus driver is not obligated to wait at a stop for a student who is not there at the scheduled time. No excuse will be allowed for a student who misses the bus due to his/her fault.

## **Bus Code of Conduct**

Each parent/guardian and student shall realize that the school bus is an extension of the classroom. The bus driver, like the teacher in the classroom, has the responsibility for the safety and welfare of each student while under his/her charge. The following guidelines have been developed for all school-sponsored activities and the protection and safety of all involved.

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

## **Bus Student Responsibilities**

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

Before loading, the student shall:

- Students should be waiting outside 5 minutes before their scheduled pickup time.– help keep the bus on schedule.
- Stay off the road while waiting for the bus. Each bus rider shall safely conduct himself/herself while waiting.
- Wait until the bus comes to a complete stop and the driver motions for you to cross the road before attempting to board the bus. Each student should line up in a single-file manner and should not rush to get on the bus.

While on the bus, the student shall:

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

After leaving the bus, the student shall:

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

### **Bus Discipline Procedures**

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

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

### **Video Camera Use on Bus Guidelines**

The Port Edwards School District approved the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing safer transportation for our students.

- Parents/guardians shall be notified once a year by the district newsletter that video cameras are being used on the buses and a sign shall be placed at the front of each bus indicating that video cameras are being used on that bus.
- Currently all buses have video cameras
- Individual drivers and principals may request that the video camera be on a specific bus on designated dates.
- Only the transportation manager, bus drivers, principals, and district administrator shall be authorized to view the videotape to document a problem and determine which student may be involved. Disciplinary action may be taken with students based on video documentation. A student being disciplined based on the viewing of a videotape recording, and/or his/her parent/guardian, may view that isolated segment of the videotape that documents the incident for which the student is being disciplined. The transportation director or building principal shall view the videotape with the student and/or parent/guardian and document the date and the names of all individuals viewing the tape.

- The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principal or district administrator may authorize other individuals, such as the guidance counselor, school psychologist, social worker, or SRO Officer to view segments of a specific videotape if such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem, and viewing the videotape is beneficial to his/her role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

## **GENERAL INFORMATION**

### **Backpacks**

- A student will be allowed to use a backpack to carry books back and forth to school but it will need to stay inside the student's locker during the school day. If the backpack, when full, will not fit in the locker, the student will need to empty the contents of the backpack into the locker before placing the empty backpack in the locker as well. Each student has a locker that locks and he/she will be expected to keep it locked. The school lockers are 9" x 12" so it will be necessary to have a soft-sided backpack that can be compacted to fit in the locker. If a student leaves a bag lying in the hall, it will be collected and stored in the office until the end of the school day. Continual problems with a particular student will result in disciplinary consequences.
- Any gym bag, backpack, purse, briefcase, tote, etc., large enough for a normal-sized textbook to fit inside will not be allowed in the classroom. Medical problems or special circumstances that may require an exemption to this policy will be addressed on an individual basis by the principal.

### **Lockers – PESD Policy 5771**

- Students will be assigned lockers and locks by the school. Lockers are the property of the school and are not under the exclusive control of the student. Lockers may be inspected and searched at any time by school personnel or law enforcement agency. The use of canine units to inspect lockers will take place periodically at the discretion of the school administration.
- Any personal items found in lockers that constitute evidence of an illegal act or school rule violation shall be subject to seizure. School personnel will remove anything from a student's locker contrary to rules or detrimental to the school or safety of other students. Any unauthorized item found as a result of a locker search may be given to the parent/guardian of the student, returned to its rightful owner, or forwarded to law enforcement officials as the circumstances may warrant. If illegal substances are found, the matter will be referred to proper legal authorities.
- School personnel shall contact law enforcement officials for assistance in conducting a search when the potential for danger or the possibility for disruption is so great that such assistance is essential.
- All items must fit completely inside the student lockers.
- Lockers should be closed and locked except while the person assigned is using it. To avoid problems, locker combinations should be kept confidential. Only school locks will be allowed on lockers. All others will be cut off. Students are responsible for their personal belongings in their lockers.
- Materials that may be unsafe or unsanitary will not be permitted. This would include such items as open food containers (pop, milk, etc.).
- Detention or suspension will be assigned for repeated or serious locker violations.

- Locker privileges may be revoked if a student repeatedly violates this policy.
- Each student is responsible for the cost of repair to damaged lockers. \$15.00 per hour will be charged for repairs. A student may contact the office to make repairs.
- Violation or disregard of the rules listed above could result in the loss of locker privileges.

### **Fees & Fines**

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

### **Musical Instrument Rental - PESD Policy 6152.01**

- Students requesting the use of school-owned musical instruments will be assessed a non-refundable user fee of \$15.00 per trimester. Students will also be responsible for payment of any damage to the instrument caused through negligence or wear which is beyond that which would be considered normal. Students sharing the use of a school-owned instrument will both be assessed the user's fee. Both will be accountable for damages to the instrument.
- Rental fees will be waived for any student whose family is economically disadvantaged as determined by federal free and reduced lunch standards.
- Any student that is using a school instrument at the request of the instructor will not be assessed the user fee but will be responsible for payment of damages to that instrument.
- A signed agreement will be required for school rentals.

### **Fines for Lost or Damaged Materials – PESD Policy 6152**

- If materials are not returned, the fine will be equivalent to the replacement cost.
- If materials are returned defaced or damaged, the student will be fined a minimum of \$1.00 up to the replacement cost of the item. The assessed fine is at the discretion of the teacher, librarian or technology handbook.
- The student may also be responsible for any administrative costs associated with the replacement of the materials.
- *Fundraisers and Sales:* All activities, including the soliciting of businesses for donations, must be approved by the building principal prior to discussing the event with the students or parents.

### **Dues**

- No class dues or fees are allowed. Dues or fees may be required only in voluntary organizations and only upon the principal's approval

### **Inclement Weather**

- School closings and cancellation of school activities due to inclement weather will be announced on stations WIZD, WFHR, WGLX, WIFC, and local TV stations.
- Parents/Guardians will also be advised through the Infinite Campus system.

## **Lost and Found**

- A lost and found will be located across from the stage doors and in the locker rooms. Custodians and staff members will bring clothing, books, etc. to this location. Articles left in the lost and found after every trimester will be cleaned and items will be given to local charities.

## **STUDENT ACTIVITIES**

### **Guidelines for Participating in Co-Curricular Activities**

- Co-Curricular activities are defined as activities other than athletics that are sponsored by the school and contribute to the students' growth and development. Co-curricular activities are not graded and participation is voluntary. John Edwards Middle School strongly encourages students to participate in these worthwhile activities.
- The guidelines of the co-curricular group and any co-curricular code will govern student involvement in these activities. The guidelines of co-curriculars are outlined in the co-curricular handbook signed by all participants
- When the co-curricular activity will result in the student missing school, the following guidelines will be enforced.
  - The student must currently have a passing grade in all classes
  - The student may not have been truant for the current trimester

### **Suspension, Expulsion, and Participation in Athletic/Co-Curricular Activities**

A student removed from a class for any reason is not eligible to participate in any athletic or co-curricular activities until fully reinstated in the class. If the school permanently removes a student from the class, the privilege may or may not be reinstated depending on the circumstances surrounding the removal.

A student who is under school suspension (in-school or out-of-school) or expulsion will be ineligible to participate (including practices) in any athletic or co-curricular activity for the period of the suspension or expulsion.

### **Student Conduct at Dances**

- If a student's behavior is inappropriate, the chaperone will ask the student to leave the dance. If a student appears to be under the influence of any controlled substance or if he/she refuses to leave the dance at the request of the chaperone, the chaperone will call for a law enforcement officer and request that he/she remove the student in question and charge him/her with appropriate violations of the law. A written report on any problem must be turned in to the principal the next school day following the dance. Middle school students are not permitted to attend high school dances.

### **Fundraisers and Sales**

- All activities, including the soliciting of businesses for donations, must be approved by the building principal prior to discussing the event with the students or parents