

# School District of Janesville Policies and Procedures 2017-2018



**School District of Janesville  
Policies and Procedures**

**Contents**

PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY .....	1
A. APPEARANCE.....	1
B. ATTENDANCE POLICY .....	2
C. BICYCLES .....	2
D. BOUNDARY LINES AND TRANSFER PROCEDURES .....	2
F. COMPLAINT PROCEDURE .....	2
G. CORPORAL PUNISHMENT - USE OF FORCE .....	2
I. DISTRIBUTION OF FLYERS .....	3
K. EMERGENCY SITUATIONS .....	3
M. EXPULSION .....	4
N. GUIDELINES FOR THE USE OF ANIMALS IN THE CLASSROOM .....	4
O. GUIDELINES FOR THE ACCEPTABLE USE OF TECHNOLOGY BY STUDENTS AND STAFF .....	5
P. GUN CONCEALMENT.....	5
Q. HEALTHY SCHOOL ENVIRONMENT .....	5
R. HOMELESS STUDENTS: MCKINNEY-VENTO EDUCATION FOR HOMELESS CHILDREN AND YOUTH ACT .....	5
S. HOMEWORK GUIDELINES .....	6
U. INTERNET AND TECHNOLOGY SAFETY POLICY FOR STUDENTS .....	7
V. LUNCH PROGRAM.....	7
W. MEDICATION POLICY.....	7
X. PARENT-TEACHER COMMUNICATION .....	7
Y. PHYSICAL EDUCATION EXCLUSIONS .....	8
Z. PLAYGROUND PROCEDURES/SUPERVISION .....	8
AA. PROCEDURE FOR KEEPING STUDENTS “AFTER SCHOOL” .....	8
BB. PROCEDURES FOR REMOVING A STUDENT FROM THE CLASSROOM.....	8
CC. RELEASE OF PUPIL DIRECTORY DATA INFORMATION AND HIGH SCHOOL STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION .....	9
DD. ACCOMMODATION OF STUDENT’S RELIGIOUS BELIEFS .....	9
EE. RETENTION OF STUDENTS .....	10
FF. SEXUAL HARASSMENT POLICY .....	10
GG. SPECIAL EDUCATION PROGRAMS.....	10
HH. STUDENT EXPECTATIONS .....	10

II.	STUDENT LOCKERS AND DESKS AND OTHER DISTRICT PROPERTY .....	10
JJ.	STUDENT RECORDS .....	11
KK.	SURVEY AND OPINION POLLS .....	11
MM.	TRANSPORTATION OF STUDENTS BY THE SCHOOL DISTRICT .....	11
NN.	USE OR POSSESSION OF CELLULAR PHONES, OTHER TWO-WAY COMMUNICATION OR PAGING DEVICES.....	11
OO.	VISION AND HEARING TESTS.....	11
PP.	VISITORS TO THE SCHOOL.....	11
QQ.	SCHOOL DELAY/CLOSING INFORMATION (FOR WEATHER, MECHANICAL, SAFETY, OR OTHER REASONS).....	12
RR.	WEATHER – SEVERE WEATHER/TORNADO .....	13
	APPENDIX A .....	13

Thank you for taking the time to review the School District of Janesville's Policy and Procedures Manual. Please keep this manual on hand to refer to during your child's school career. Notices regarding changes to the following policies and procedures or additional important material will be provided to you by your child's school on a yearly basis at the beginning of the school year. Please also refer to your parent newsletters for other important information. This manual is available on-line at the School District of Janesville's website [www.janesville.k12.wi.us](http://www.janesville.k12.wi.us). Throughout the manual there are references to School District of Janesville Board Policies and/or Administrative Regulations. These policies and regulations are available on the district website as referenced above, at each school district building and the Hedberg Public Library.

#### **PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY**

It is the policy of the School District of Janesville that no person be denied admission to any public school in the District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or handicap as required by state and federal laws.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's nondiscrimination policy.

Any questions concerning this policy should be directed to:

Student Services Department  
School District of Janesville  
527 S. Franklin Street  
Janesville, WI 53548-4779  
608-743-5070

#### **A. APPEARANCE**

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

Clothing 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 the waist.)

Clothing or appearance should not cause a distraction in the classroom or be embarrassing to others. The school administration reserves the right to ask students to remedy the clothing or appearance that is considered distracting or inappropriate.

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 and short shorts are not allowed. Hats and jackets are not to be worn in the building and must be stored in a student's assigned locker during the day. Chains are not allowed.

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 until proper clothing is available.

Cross Reference: Inappropriate Clothing/Attire: Student Conduct Code.

**B. ATTENDANCE POLICY**

Please refer to Board Policy 5141 and Administrative Regulation 5141.1. Questions concerning this policy may be directed to your building principal.

**C. BICYCLES**

Young children lack the physical coordination and good judgment to handle their bicycles safely in busy traffic situations which often exist around a school, therefore, we strongly discourage children below third grade from riding their bikes to school. Children who bring bicycles to school do so at their own risk. The school does not provide special supervision for the bike rack and will not be responsible for bikes that are damaged or stolen.

**D. BOUNDARY LINES AND TRANSFER PROCEDURES**

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

**E. COMMUNICABLE DISEASE CONTROL POLICY**

Please refer to Board Policies 4136 and 5423. Call the District offices at 608-743-5000 with questions or concerns.

**F. COMPLAINT PROCEDURE**

Please refer to Administrative Regulations 5020.2 and 5030.3 for student discrimination complaint procedures. Complaints relating to employment discrimination shall be addressed as per Board Policy 4110 and Administrative Regulations 4110.1 and 4110.2. Sexual harassment complaints shall be addressed as per Board Policy 5021 and Administrative Regulation 5021.2. Complaints regarding District policies shall be addressed as per Board Policy 1251 and Administrative Regulation 1251.1.

**G. CORPORAL PUNISHMENT - USE OF FORCE**

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

1. Quell a disturbance;
2. Prevent an act that threatens physical injury to any person;
3. Obtain possession of a weapon or other dangerous object within a student's control;
4. Defend oneself or others;
5. Protect property;

6. Remove a disruptive student from school premises, a school motor vehicle, or a school-sponsored activity;
7. Prevent a student from harming himself or herself;
8. Protect the safety of others; and
9. Maintain order and control.

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

#### **H. 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.

#### **I. DISTRIBUTION OF FLYERS**

Flyers from non-profit organizations receive approval from the Director of Administrative and Human Services. The district will establish a timeline for the distribution of flyers to all Kindergarten through Fifth grade children in each classroom one time per month. The district does not assume responsibility for flyers once distributed to students.

#### **J. DRUG AND ALCOHOL USE/ABUSE ENFORCEMENT AND REFERRAL PROCESS**

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

The Board recognizes that drug and alcohol use/abuse are existing problems within the schools of the nation. The Board recognizes that alcohol and drug use/abuse is a behavioral/medical problem.

One goal of the school staff is to provide help, guidance, and referral for assessment/treatment when a student shows indication of a possible behavioral/medical problem. An equally important goal is to provide for every student a healthy and appropriate atmosphere in which to seek an education. The Janesville Public Schools become concerned when an individual student's drug- or alcohol-impaired behavior endangers the property, health, or safety of others during the school day, on the school grounds, or during a school-related activity.

#### **K. EMERGENCY SITUATIONS**

During emergency situations, such as a fire drill, tornado drill, lock down or other emergency situation students are expected to follow all staff directions, to walk quickly to their designated drill areas or lock down site, to refrain from talking, and to remain in the designated area until the all-clear signal is given by the administration. Students will not be released from school if an emergency situation occurs at dismissal time. Campus Messenger will serve as our primary means of notification to let parents know when students will be released.

#### **L. EXPOSURE CONTROL PLAN**

The School District of Janesville has a plan in place to address how the school district will handle a student who is exposed to another person's blood or other body fluids contaminated with blood. A central focus of this plan is prevention activities to minimize the chance of a student being exposed.

However, should there be an exposure to blood that involves a student; the school will notify the student's parents/guardians of the incident. This notification will first be attempted by telephone. If the school staff can not reach a parent/guardian by telephone, a letter will be sent.

To protect confidentiality, the school will not release the name of the employee/student whose blood your child was exposed to. Parents/guardians will be encouraged to seek medical care.

An exposed student's doctor may request a blood test from the employee/student whose blood your child was exposed to. The school will assist the family by contacting the employee or parent/guardian of the student to explain the process and encourage the blood testing to be done. State laws indicate this testing is voluntary and can not be required. Any testing results that are completed will be shared with your child's doctor.

If you have questions or concerns regarding the district's exposure control plan, please call the District offices at 608-743-5000.

#### **M. EXPULSION**

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

- are in possession, use or under the influence or distribute alcohol or other illegal drugs or look-alike drugs;
- are in possession of a concealed, or store a dangerous weapon or look-alike weapon on their person, in a locker, in a vehicle or anywhere on the premises--a dangerous weapon is defined as a gun, knife, razor, karate stick, metal knuckle, or any object or chemical irritant (i.e., pepper spray) which by the manner in which it is to be used is capable of inflicting bodily harm;
- sell, distribute, or are in possession of any firearms or dangerous weapons, or any form of look-alike weapons in school or on the school grounds, or at school sponsored activities;
- endanger the property, health, or safety of any employee or school board member of the School District of Janesville;
- disruption and intimidation caused by gang symbols on materials, jewelry, or clothing, also gang posturing, which provokes an altercation, or involvement in a gang fight or exchange of blows is prohibited.

#### **N. GUIDELINES FOR THE USE OF ANIMALS IN THE CLASSROOM**

Please refer to Board Policy 6734 for the complete procedure.

The use of animals in the classroom is an integral part of the life science curriculum within the Janesville School District under conditions that ensure the safety and well being of the students, staff, and the animal. Persons bringing animals into the school must receive written permission from the building principal.

If it is anticipated that live animals will be used in the classroom, parents should be notified so that any allergies or health problems can be determined. In the event that a student or staff member demonstrates an allergic reaction to the animal, the animal should be removed, unless a satisfactory accommodation to the student or staff member affected can be made.

**O. GUIDELINES FOR THE ACCEPTABLE USE OF TECHNOLOGY BY STUDENTS AND STAFF**

Please see Administrative Regulation 6724.1 for the complete guidelines for acceptable use of technology.

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.

**P. GUN CONCEALMENT**

It is illegal for any student to carry a gun or dangerous weapon into a district school building; into a building rented by the school district; into a school district sponsored event that is not held in a school building or on school grounds; or to have a gun or dangerous weapon in a vehicle that is parked on school grounds. Students possessing a gun or dangerous weapon at any of these sites will be reported to local police for arrest and are subject to disciplinary action including expulsion from school.

It is illegal for an adult to carry a gun or dangerous weapon into a district school building; into a building rented by the school district; or into a school district sponsored event that is not held in a school building or on school grounds. Adults possessing a gun or weapon at any of these sites will be asked to leave the site and may be reported to the local police. Adults 21 years of age or older who have a permit to carry a concealed gun or weapon may have a locked gun or weapon in their vehicle in a school parking lot.

**Q. HEALTHY SCHOOL ENVIRONMENT**

Skin rashes, fungal infections, and antibiotic resistant bacteria can be part of the school environment. To help reduce the risk of these type infections in the school setting the school district is asking for parent assistance in the following ways:

- Students with open sores or wounds should have them covered with a bandage.
- Students with rashes or boils of unknown cause may be asked to seek medical care to rule out the possibility of a communicable skin condition or an antibiotic resistant bacteria causing the skin condition.
- Parents should inform school staff any time their child has a skin rash or skin disease so proper precautions can be taken at school to prevent the rash or disease from spreading to another student or employee.

**R. 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 elementary guidance counselor, the homeless liaison at 743-5070 or the Education for Homeless Children and Youth social worker at 751-7779.

## **S. HOMEWORK GUIDELINES**

"Homework should be a risk-free chance to experiment with new skills." Carr-Farr, 2002

"Homework as an extra credit option not attached to student learning is not an appropriate way to apply the principles of meaningful homework to increase student achievement."

BEST PRACTICES:

We know expectations of homework should include...

- practicing new skills introduced in class without penalty
- reviewing skills to prepare for assessment
- directly related to instructional objectives and concepts
- enriching background knowledge
- expanding or integrating learned knowledge

We know student's perception of homework directly affect the following...

- attitudes
- stress level

We know diversity of parent involvement has an effect on homework completion due to...

- economic diversity
- ability to help based on background knowledge

We know changing parent and school relationship has an effect on homework completion due to...

- erosion of absolute authority of the school
- a fragile parent/school relationship due to personal school experiences

We know diversity of student activities outside of school has an effect on homework completion due to...

- a need to balance academics and activities
- a need to balance academics, leisure, and happiness

We know homework should not include more than 10% of the grade.

We know homework should be based on the ability and needs of the student as well as the student's total homework load.

RESOURCES:

Vatterott, Cathy. Rethinking homework: Best Practices That Support Diverse Needs. ASCD, Alexandria, Virginia, USA 2009. Coutts, Pamela M. Meanings of Homework and Implications for Practice. Theory Into Practice, Volume 42, Number 3, Summer 2004. College of Education. The Ohio State University, Wild, Elke & Knollmann, Martin. Quality of Parental Support and Student's Emotions During Homework: Moderating Effects of Student's Motivational Orientations. European Journal of Psychology of Education. 2007, Volume XXII, 63-76. Chech, Scott J. Poll Of U.S. Teen Find Heavier Homework Load, More Stress Over Grades. <http://web.ebscohost.com/ehost/deliver?vid> 2009. Guskey, Thomas. How's My Kid Doing?: A Parents Guide to Grades, Marks, and Report Cards., Jossey-Bass, San Francisco, CA 2002.

**T. IMMUNIZATION POLICY**

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

**U. INTERNET AND TECHNOLOGY SAFETY POLICY FOR STUDENTS**

All School District of Janesville technology is to be used responsibly, efficiently, ethically and legally. Please see Administrative Regulation 6724.2 for complete safety policy as it relates to the internet and technology in the School District of Janesville.

**V. LUNCH PROGRAM**

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

**W. MEDICATION POLICY**

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

**X. PARENT-TEACHER COMMUNICATION**

Parent-teacher communication in the elementary schools in the School District of Janesville plays an integral part in the educational development of every child. Parent-teacher communication is used to strengthen school/home, teacher-child-parent relationships and to build cooperative support for the education and growth of the child.

The teacher and parent(s) should clarify goals and expectations, which will assist the child to grow as much as possible during the remaining months of the school year.

During Parent-Teacher Communications the following items should be discussed:

1. Grade Level Expectations from the Standard Based Report Card
2. Student's assessments and/or samples of work that show progress towards the grade level expectations from the Standard Based Report Card
3. Student's behavior patterns.
4. Class participation.
5. Any other items deemed appropriate.

## **Y. PHYSICAL EDUCATION EXCLUSIONS**

All students are required to participate in physical education classes unless they have a written excuse, signed and dated, from their physician. This excuse should state the length of time the child is to be excused and the reason for the exclusion.

## **Z. PLAYGROUND PROCEDURES/SUPERVISION**

School personnel are assigned to supervise the playground area before school begins in the morning. This supervision begins at 8:05 a.m. Regular noon and recess supervision is provided in each elementary school. The loading and unloading of school buses is also supervised. There is minimal school ground supervision at the close of the school day. During inclement weather children will be allowed in the building at 8:05 a.m.

We ask your cooperation in making certain your children do not arrive at school too early. There is no need for them to be on the school grounds until just prior to the first bell in the morning which rings at 8:15 a.m. Children should leave the school grounds within ten (10) minutes of the end of the school day.

## **AA. PROCEDURE FOR KEEPING STUDENTS "AFTER SCHOOL"**

From time to time during the course of a school year, teachers may wish to ask students to remain after school for a number of appropriate reasons, usually to provide a student with individualized assistance.

Whenever a teacher decides to keep a student after school, students in grades 3 through 5 must be given an opportunity to contact their parent(s) to notify them that they will be staying at school beyond the normal dismissal time. If the parent cannot be contacted, the student should be allowed to go home at the usual time; however, the teacher should send a note home with the student indicating that the child will be remaining after school the next day. In the case of children in kindergarten through grade two, the teacher will make the parent contact indicating the need for a student to remain after school or send home a note to the parent indicating the child will be remaining after school the next day. This policy will not apply to those situations where a teacher, principal, counselor, etc. have formalized a continuing arrangement with a student's parent(s) whereby the student may be kept after school. In general, students should not be kept after school more than 30 minutes unless a special understanding has been agreed upon between the student's parent(s) and a school staff member.

## **BB. PROCEDURES FOR REMOVING A STUDENT FROM THE CLASSROOM**

The School District of Janesville recognizes its responsibility to create, foster, and maintain an orderly and safe classroom environment, conducive to teaching and to the learning process. Pursuant to Section 118.164, Wisconsin Statute, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the District Student Code of Conduct. Long term removal of a student may also be considered by the school principal. The Code of Conduct is printed in each elementary school's Parent/Student Handbook in the section entitled, "Student Conduct Code." Removal from the classroom is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner.

### Prior to Removing a Student from the Classroom

Prior to removing a student from the classroom, the school and classroom teacher should have an intervention program in place. This program should include a procedure to deal with disruptive students in the classroom. Behavioral expectations need to be communicated as clearly as possible to students and parents. Actions taken by the teacher prior to removal of the student should be documented. There may be dangerous situations in which behavior requires the immediate removal of a student. The teacher should exercise his/her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

### Removing the Student from Class

Students may be removed from the classroom for violating the School District of Janesville's Student Conduct Code. In cases where the student is disorderly or safety is at stake, the principal or his/her designee may be called upon to assist in the removal of a student. The teacher may seek the help of a colleague and escort the student out of the room. A student sent out of the room to the school office must be sent with a written explanation from the teacher describing the student conduct code violation. The student will be removed from the classroom for the duration of the class or activity. A recommendation for long term removal from the classroom may also be made. Interventions taken by the teacher prior to the removal of a student are documented and reviewed by the building principal. The decision for long-term (one-half day or more) removal from the classroom will be made by the building principal or his/her designee.

When the student is removed from the classroom, the principal or his/her designee will give the student due process. This will involve the notice of misbehavior, evidence (if necessary) and the opportunity for the student to tell his or her side of the story.

### Placement Procedures

The Student Conduct Code specifies the disciplinary actions which may be applied when students violate the rules and regulations set forth in the code. After appropriate collaboration with teachers, administrators, or parents, the building principal or his/her designee determines the appropriate educational placement of a student who has been removed from class. Placements may be in an alternative education program, another class in the school, another instructional setting, a detention area, in-school suspension area, an out-of-school suspension, or other appropriate placements.

### Parent/Guardian Notification Procedures

A copy of the School District of Janesville's Elementary Student Code of Conduct and this removal policy will be provided to each parent in the district. Other school or classroom rules will be printed in each school's Parent Handbook.

When a student is suspended, every effort will be made by the principal or his/her designee to notify the parent/guardian by phone (if possible) the day of the incident and/or with written notice (Discipline Referral Form) sent by mail within 24 hours. It is the expectation that the parent will participate in a conference regarding the suspension if requested by the principal or his/her designee. Parent/guardians may also request a conference with school personnel.

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

Please refer to Administrative Regulation 5500.1. The policy regarding the release of Pupil directory information will be distributed annually to all families at the beginning of the school year. The policy regarding the release of high school student information to military recruiters and institution of higher education will be distributed annually to all high school families. Instructions on how to opt out of release of information is outlined in the policy.

## **DD. ACCOMMODATION OF STUDENT'S RELIGIOUS BELIEFS**

The School District of Janesville provides for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Complaints shall be processed in accordance with procedures set forth in Administrative Regulation 5020.1

## **EE. RETENTION OF STUDENTS**

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

## **FF. SEXUAL HARASSMENT POLICY**

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

## **GG. SPECIAL EDUCATION PROGRAMS**

The School District of Janesville provides special education services for students who are impaired in the area of speech and language, specific learning disabilities, cognitive disabilities, physically handicapped, emotional behavioral disabilities, hearing or vision impaired, autism, traumatic brain injury or, other health impaired. If you believe your child may qualify for any of these programs, please contact your child's teacher, the building principal, or the District Special Education Department at 743-5061. Special education policies and procedures are also available for review.

## **HH. STUDENT EXPECTATIONS**

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

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

## **II. STUDENT LOCKERS AND DESKS AND OTHER DISTRICT PROPERTY**

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

Students should share in the responsibility of keeping the district schools in their best possible condition. The Board views vandalism against school property by students as reprehensible. Any student who needlessly damages school property or equipment shall be held responsible and shall make restitution to the school in the

amount determined by the administration. When a student is unable to make restitution, the parent or guardian shall be held liable.

**JJ. STUDENT RECORDS**

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

**KK. SURVEY AND OPINION POLLS**

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

**LL. TOBACCO USE**

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

**MM. TRANSPORTATION OF STUDENTS BY THE SCHOOL DISTRICT**

The Janesville School District is responsible for the development of all school bus routes. Problems, questions, concerns or suggestions regarding school bus transportation should be directed to the Manager of Transportation and Purchasing (608-743-5016) or to Van Galder Bus Company. Please refer to Administrative Regulation 3710.1 for the complete regulations on transportation including details on what the requirements are to be eligible for school bus transportation through the School District of Janesville.

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

Families will annually be provided with a copy of Board Policy 5237 referencing the School District of Janesville's policies regarding the Use or Possession of Cellular Phones, other two-way communication or paging devices on school grounds.

**OO. VISION AND HEARING TESTS**

Per Board Policy 5421 it is recommended that each student entering Kindergarten have an eye examination by an optometrist or evaluation by a physician. Vision screening through the School District of Janesville will only be completed when a parent or teacher referral is submitted. Hearing acuity referrals completed through district screening will be sent home for all students suspected of having problems. Families will be notified annually at the beginning of each school year of the specific or approximate dates during the school year when the screening of students is scheduled to take place. Families have the right to request in writing to opt their child out of participating in any screening provided by the district.

**PP. VISITORS TO THE SCHOOL**

The administration and staff welcome families, community members and other interested persons who wish to visit schools in our district. However, the administration needs to balance the desires of persons wanting to visit a school with its responsibility to provide an environment which is conducive to learning and protective of the safety and welfare of students and staff. 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.

#### **QQ. 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>).

**RR. WEATHER – SEVERE WEATHER/TORNADO**

Every precaution has been taken to protect students and staff members during periods of severe weather. Students and staff are made aware of predetermined areas of shelter to which they move during severe weather warnings. During times of weather warnings, students will be kept in their shelter areas beyond normal dismissal times and staff will remain with them. For safety reasons students will not be released until either the National Weather Service or local police or fire officials issue an “all clear” signal. **Children will not be released to families during the time of a weather warning.** Campus Messenger will serve as our primary means of notification to let parents know when students will be released.

**APPENDIX A**

School District of Janesville Student Conduct Code – Elementary – revised



Appendix A

# ELEMENTARY STUDENT CONDUCT CODE

School District of Janesville

Revised 03/17



## TABLE OF CONTENTS

The School District of Janesville has created this Student Conduct Code to help each school within the District achieve our goal of a safe learning environment. It is important to recognize that an effective discipline plan is not an isolated technique, a specific process, or necessarily the skills of one professional. The Code not only informs students and parents of their responsibilities and rights, it also recognizes that a safe, orderly learning environment requires collaboration between teachers, students, parents and school administration.

The Student Conduct Code is designed to inform and advise. It lists prohibited actions (misconduct) and consequences for any misconduct. Consequences are not listed in priority order. Each misconduct will be addressed within the guidelines of this Code on an age appropriate basis.

We hope that the Student Conduct Code, in conjunction with “The Janesville Agreement,” will result in a community of respect leading to better learning experiences for our students. Thank you for your participation in this effort. Please contact the School District of Janesville with your comments.

### Contents

TABLE OF CONTENTS .....	2
INTRODUCTION .....	3
ELEMENTARY SCHOOL PROCEDURES FOR REMOVING A STUDENT FROM THE CLASSROOM .....	3
DISCIPLINARY DEFINITIONS AND PROCEDURES .....	4
TYPES OF MISCONDUCT .....	4
BATTERY .....	4
DRUGS, ALCOHOL, TOBACCO, AND LOOK-ALIKE DRUGS .....	5
ELECTRONIC DEVICES .....	5
FALSE ALARMS/BOMB THREATS .....	5
FORGERY/CHEATING/ACADEMIC DISHONESTY .....	6
HARASSMENT/DISCRIMINATORY ACTS .....	6
INAPPROPRIATE CLOTHING/ATTIRE .....	7
INAPPROPRIATE LANGUAGE .....	7
PHYSICAL ATTACK ON STAFF MEMBER .....	8
REPEATED TARDINESS .....	8
SAFETY VIOLATIONS/FIGHTING .....	9
SEXUAL ASSAULT .....	9
THEFT .....	9
THREATS/INTIMIDATING ACTS/BULLYING .....	9
TRUANCY .....	10
VANDALISM/GRAFFITI .....	10
VERBAL ATTACK ON STAFF MEMBER .....	10
WEAPONS .....	11
POLICY OF THE JANESVILLE SCHOOL DISTRICT ON YOUTH GANGS .....	11

## INTRODUCTION

The School District of Janesville believes that:

- Learning cannot take place unless a school is safe and there is order in the school.
- All students have the right to attend school without being afraid they will be hurt, threatened or verbally abused.
- Every school is responsible for making and keeping its school safe and orderly.
- Schools must have high expectations about the behavior of their students.
- Parents, students, and teachers must work together to help students act in a responsible manner. The best way to do this is through good communication between schools, students and parents.
- 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.

### **ELEMENTARY SCHOOL PROCEDURES FOR REMOVING A STUDENT FROM THE CLASSROOM**

The School District of Janesville recognizes its responsibility to create, foster and

maintain an orderly and safe classroom environment, conducive to teaching and to the learning process. Pursuant to Section 118.164, Wisconsin Statute, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the District Student Conduct Code. Long term (one-half day or more) removal of a student may also be considered by the school principal. Removal from the classroom is a serious measure, and should not be imposed in an arbitrary, casual or inconsistent manner.

#### **Prior to Removing a Student from the Classroom**

Each school and classroom has an intervention program in place. This program includes a procedure to deal with disruptive students in the classroom. Behavioral expectations are communicated as clearly as possible to students and parents. Actions taken by the teacher prior to removal of the student are documented. There may be dangerous situations in which behavior requires the immediate removal of a student. Based on the intervention policy, the teacher exercises his/her best judgement in deciding whether it is appropriate to remove a student temporarily from class.

#### **Removing the Student from Class**

Students may be removed from the classroom for violating the School District of Janesville's Student Conduct Code. In cases where the student is disorderly and safety is at stake, the principal or his/her designee may be called upon to assist in the removal of a student. The teacher may seek the help of a colleague and escort the student out of the room. A student sent out of the room to the office must be sent with a written explanation from the teacher describing the student conduct code violation. The student will be removed from the classroom for the duration of the class or activity. A recommendation for long term removal from the classroom may also be made. Interventions taken by the teacher prior to the removal of a student are documented and reviewed by the building principal. The decision for long-term (one-half day or more) removal from the classroom will be made by the building principal or his/her designee.

#### **Placement Procedures**

The Student Conduct Code specifies the disciplinary actions which may be applied when students violate the rules and regulations set forth in the code. After appropriate collaboration with teachers, administrators and/or parents, the building principal or his/her designee determines the appropriate

educational placement of a student who has been removed from class. Placements may be in an alternative education program, another class in the school, another instructional setting, return to original classroom, a detention area, in-school suspension area, in an out of school suspension, or other appropriate placement.

### **Parent/Guardian Notification Procedures**

A copy of the School District of Janesville Elementary Student Conduct Code and a copy of the Procedure Guide shall be provided to each parent in the district. Other school or classroom rules will be printed in each school's Parent Handbook.

When a student is suspended, every effort will be made by the principal or his/her designee to notify the parent/guardian by phone (if available) the day of the incident and/or with written notice (Discipline Referral Form) sent by mail within 24 hours. It is the expectation that the parent will participate in a conference regarding the suspension if requested by the principal or his/her designee. Parent/guardians may also request a conference with school personnel.

## **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.

<p><b>For certain single conduct violations, the maximum consequence will be immediately applied.</b></p>
---

**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 parent/guardians that this is the last stop before the Board of Education. The conference will be documented with a letter to the parents 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.**

## **TYPES OF MISCONDUCT**

### **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**

Authorized electronic devices may be used with Administrator approval; however, they are prohibited in locker rooms and restrooms unless powered off in accordance with State Statute 175.22. Unauthorized electronic devices are prohibited on school premises

**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,

a 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:**

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

- 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:**

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

- 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:**

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

- 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:**

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

- 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:**

Students who commit any of the above listed acts of misconduct will be disciplined **in one or more of the following ways:**

- Parent Contact
- Denied access to telecommunications equipment, networks and services
- Banned from bringing any software or data disks 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:**

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

**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:**

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 to the Board of Education for Expulsion

**REPEATED TARDINESS**

Being late to school, class, or any other part of the student's scheduled school day. Tardy for elementary students is up to 15 minutes for the half day.

**Consequences:**

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

- 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. This includes fighting.

**Consequences:**

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

- Conference
- Verbal Warning
- Detention
- Parent Contact
- 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 always without the consent of the person with whom sexual contact or intercourse occurs. These terms have specific definitions in Wisconsin Statute.

**Consequences:**

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

- 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**

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

- 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/INTIMIDATING ACTS/BULLYING**

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:**

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

**TRUANCY**

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

**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
- In School Suspension
- Truancy Mediation
- Pre-Expulsion
- Truancy Abatement Center

**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:**

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

- 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:**

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

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

**Weapons Not Prohibited:**

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

administration.

**Consequences:**

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

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

- 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.