

School District of Janesville

PARENT/STUDENT HANDBOOK

2018-2019 School Year

**Compiled by the Administrative Services Department
Updated 8-2-18**

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Thank you for taking the time to review the School District of Janesville’s Parent/Student Handbook. Please keep this handbook on hand to refer to during your child’s school career. Throughout the handbook there are references to School District of Janesville Board Policies and/or Administrative Regulations. These policies and regulations are available on the district website at www.janesville.k12.wi.us.

Acceptable Use of Technology

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

The School District of Janesville recognizes that instructional technology is a key component in contemporary education. Because of the many types of applications, the Board of Education established a board policy to plan for and guide educational technology use and growth for instructional uses. The purpose of the School District of Janesville's educational technology program is to support and enhance student learning and achievement. Students are responsible for ethical and moral behavior in the use of computers and the Internet, just as they are in a classroom or on school property. The School District of Janesville educates students about appropriate online behavior, including social networking, cyberbullying awareness, and digital citizenship. Users may be held personally responsible for the cost of repairing damage to technology resources when such damage is the result of a user's deliberate or negligent misuse. Inappropriate behavior may result in disciplinary actions including student expulsion.

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.

Attendance

Wisconsin has a [Compulsory School Attendance Law](#). Accordingly, the School District of Janesville has adopted a [Board Policy \(BP 5141\) and Administrative Regulation \(AR 5141.1\)](#) consistent with the provisions of this State Law. The [State Statute](#) establishes the following definitions:

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

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

In accordance with state law, all children between six (6) and eighteen (18) years of age, and all children enrolled in 5-year-old kindergarten, must attend school during the period and hours that school is in session until the end of the term, quarter, or semester in which they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions in the State Statutes, or have graduated from high school.

Students may not be absent without excuse for more than any part or all of five (5) or more days on which school is held during a school semester. Students are limited to ten (10) days (80 hours) of excused absences per

year, except as otherwise provided in this policy. Students beyond the 10 days/80 hours may be required to make up academic time through detentions or in-school suspension.

For a planned absence to be an excused absence, the student must be excused in writing by his or her parent or guardian before the absence. The student is required to complete any course work missed during the absence. Although students of legal age may not be subject to laws governing compulsory school attendance, they are nonetheless subject to the rules set forth in this policy governing excused absences, and may be subject to discipline for failing to comply with those rules. Approval of excused absences for students of legal age is governed by [Board Policy 5240](#).

Excused absences not counted against the ten (10) day limit per year are those resulting from the following.

- A. A religious holiday
- B. A written medical excuse by a medical practitioner as permitted by state law. (Medical practitioner refers to any one of the following: licensed physician, dentist, chiropractor, optometrist, psychologist, physician assistant, nurse practitioner (as defined by state statute), certified advanced practice nurse prescriber or Christ Science practitioner who lives and resides in this state.)
- C. A death in the immediate family or a funeral for a close relative. Elementary and middle school students excused for funeral attendance must be accompanied by their parent or guardian. High school students may be excused for funeral attendance with written authorization from a parent or guardian.
- D. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
- E. A school-ordered suspension.
- F. A waiver authorized by the building principal or his/her agent in special cases where he/she determines that exceptional circumstance exist, including, but not limited to, a waiver for the purpose of serving as an election official as permitted under state law.

A student who has reached sixteen (16) years of age may be excused by the Board from regular school attendance if he/she has requested permission to be excused; the school has received written approval of the student's parent or guardian; the student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification as defined by state law leading to the student's high school graduation; and the Board of Education has approved the student's request to be excused and the program or curriculum modification.

Upon the student's request and with the written approval of the student's parent or guardian, any student who is seventeen (17) years of age or over may be excused by the Board from regular school attendance if the student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification as defined by state law leading to the student's high school graduation or leading to a high school equivalency diploma. The Board of Education may approve the student's request to be excused and the program or curriculum modification.

The School District of Janesville shall not deny a student credit in a course or subject solely because of a student's unexcused absences or suspension from school. However, the School Board shall establish necessary guidelines to enhance the full attendance requirements and to determine appropriate action to serve as a deterrent to truancy.

The following provisions of the Attendance Policy are important for parents and guardians to note:

1. Parents or guardians should notify a school's attendance officer of an absence by telephone, email, or written note, prior to 8:30 a.m. on the day of absence, or in advance of the day of absence if the

- absence is planned. The principal reserves the right to request both a phone call and an e-mail or written note as circumstances warrant.
2. The school will attempt to contact parent/guardian by numbers provided for home, work, or other contact number before the end of the second school day after the unexcused absence is noted.
 3. Elementary students must be present for a minimum of one hour in any one-half day to be considered in attendance for that one-half day. Such absences will be determined to be either excused or unexcused based upon the nature of the absence as provided above.
 4. Middle and high school students who are tardy in excess of fifteen (15) minutes will be recorded as absent for that class.
 5. All students with excused absences shall make up work missed. It is the student's responsibility to immediately contact the teacher(s) to make arrangements for making up work missed during an excused absence from school. A planned excused absence form is required for planned absences. Homework, formative assessments, and summative assessments missed shall be made up in accordance with school district approved grading procedures. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher. Unexcused/truant students are permitted to make up all exams, formative assessments, and summative assessments in accordance with school district approved grading procedures.
 6. The school's attendance officer or principal will notify parents or guardians after a student has been absent the five allowable days during a school semester under the provisions of this policy. A letter will be sent to the parents or guardians of habitual truants when their absences warrant that designation under the provisions of the attendance policy.

Questions concerning this policy may be directed to your building principal.

Parents or guardians may review their student's attendance record through the Infinite Campus system. If a parent or guardian believes their student has an error in their attendance record the parent or guardian should put in writing the date(s) they feel are in error and why they are in error. They should also include copies of any documentation from a doctor's office, etc. which could lead to correction of the error. This information should be brought to the attendance clerk at the student's school.

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

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. Bicycles are to be parked in the bicycle racks. All bicycles must be locked with one bicycle per lock. Schools do not provide special supervision for the bike rack. Bicycles may not be ridden on the school lawn, in student drop off/pick up areas or in the school parking lot. The School District of Janesville will not be responsible for bikes that are damaged or stolen. ([Board Policy 5463](#))

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. Any questions may be directed to the Open Enrollment Specialist at 608-743-5152.

Breakfast/Lunch Program

The School District of Janesville school lunch program offers lunch every school day. Sack lunches may be ordered in advance for field trips as well. All elementary schools provide a free breakfast.

Breakfast/Lunch Menus

The breakfast menu is posted on the district's website.

Our lunches offer a choice of two entrees combined with a self-service food bar for a variety of fruits and vegetables from which to choose. Several milk choices are available daily and are included with the lunch purchase. Lunch consists of a minimum of five food components; students have the option of declining one or two components of their choice. A serving of fruit or vegetable is required.

Like the meals you eat at home or elsewhere, some of our lunches are higher in fat and some are lower. If you eat a school lunch every day of the week and eat all of the foods offered, you can be assured of the following:

- Our school lunches meet the Dietary Guidelines for Americans.
- Our lunches provide age specific calorie counts, 0 trans fats, reduced sodium, < 10% saturated fat, whole grains, fresh fruits and vegetables.
- Our school meals offer variety and balance.
- School meals help our customers meet the National Cancer Institute's "5-A-Day" recommendation for fruits and vegetables.

School lunch menus are published weekly in the local newspapers and posted on the school district's web page. Menus are posted in the school and will be sent home with the school newsletter. Menus are available in Spanish.

Meal Prices

Meal prices are published at the beginning of the school year. Money may be put into your child's meal account in any amount at any time. An online payment option is available through Infinite Campus, or you may send payment to your student's school in an envelope on which you have written the child's name and the dollar amount enclosed. Checks should be made payable to *School District of Janesville Food Service* and should not be combined with payments for other goods or activities.

Meal accounts may be used to pay for breakfast, lunch, and lunchtime milk for those who bring a cold lunch. Milk for elementary students' milk break is a separate fund managed by your school office.

Whenever your child's lunch account is getting low, an automated courtesy telephone call is sent home to convey that it is time to make another payment. These calls are made on Mondays and Thursdays. You may, through Infinite Campus, view your child's meal account balance, or call your school's food service staff to inquire about your child's lunch account balance or record of transactions.

The meal account system is a debit system, not a credit system. Meals may not be charged. We do understand, however, that occasionally a student comes to school unprepared for meals. It is important for

the student to have something to eat, so we will lend them up to two full meals which must be repaid. An automated telephone call will be made to notify you of your student's negative balance. These calls are placed daily until payment is made.

Adults may join their children for lunch anytime by paying for their meal on the lunch line. Please notify your school office when you plan to visit.

[Sign up for Infinite Campus through your school office.]

SDJ School Nutrition Meal Charge Policy

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

If a student account balance is negative a daily reminder call to the parent / guardian will be placed asking for payment. Low balance reminder calls will begin when a student account is under \$8.00 for a full pay student. These low balance reminder calls are sent on Mondays and Thursdays.

Elementary students will not be refused a meal. When an account is negative, an additional call will be made from the School Nutrition office or the Principal's office until we contact a parent/guardian and determine how and when payment will be made. If payment cannot be made, School Nutrition will notify the parent to send a lunch to school with their child as their account will be suspended until payment arrangements can be made. The parent/guardian will be asked if they would like to apply for free or reduced price meals.

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

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

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

Diet Restrictions

The printed menu is marked to indicate which foods contain pork (*), which foods contain peanuts or nuts (#), and which foods contain turkey (T) when turkey is not part of the name. Food substitutions may be requested for students with disabilities whose impairment requires a diet restriction. You will find a "Special Dietary Needs Form" on the district's website, or contact the school district food service office at 743-5132 to obtain a copy of the form. If your child requires food substitutions, this form must be submitted with a list of recommended substitutions or alterations and be signed by a medical authority. We are generally able to

begin services as soon as the completed form is returned. Until that time, please provide for the dietary needs of your child.

Free and Reduced Price Meals

If you think that your child may qualify for free or reduced price meals, be sure to fill out an application and submit it to the Business Office at the Educational Services Center, 527 S. Franklin St., Janesville. One form needs to be filled out each year per household. Forms are distributed to all students at the beginning of the school year. Forms are also available from your school office and at the Business Office throughout the school year. Please allow up to ten working days to process the application. Most applications, however, are processed in just a few days.

Any student who qualified for free or reduced price lunches at the end of the previous school year will continue to be qualified for a 30-day grace period at the beginning of the new school year. Use this time to re-establish your eligibility for free or reduced meals. New applications must be submitted each school year so that your child does not have a break in benefits. Benefits are not retroactive. You, the parent or guardian, are responsible for purchasing meals or providing a sack lunch until approval for benefits is determined by the school district.

Parent Visitors

Parents who wish to eat lunch with their students must follow the guidelines listed under the Visitors to the Schools section of this handbook.

Bullying Prevention

The School District of Janesville Board of Education strives to provide an educational environment where every student feels safe, respected and welcomed. ([Board Policy 5141](#)) The Board also strives to provide an educational environment where every staff member can serve students in an atmosphere that is free from significant disruptions and obstacles that impede learning and performance. Bullying can have harmful social, physical, psychological and/or academic effects for those who engage in these behaviors, victims of such behaviors, and bystanders who observe acts of bullying. The District prohibits any form of bullying behavior by students towards other students, school employees, volunteers, or any other person(s).

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. Bullying is a form of victimization and is not necessarily a result of or part of an on-going conflict. Bullying is defined as any conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause physical injury, emotional distress or property damage. Bullying includes, but is not limited to, behaviors motivated by an actual or perceived distinguishing characteristic or factor including sex, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability or handicap. Bullying may also be motivated by any other distinguishing factor such as gender identity, physical appearance, or social, economic or family status.

Examples of acts of bullying include physical intimidation, force or assault, humiliation, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening or menacing looks or gestures, spreading cruel rumors, and social exclusion. This includes acts of cyber-bullying that involve sending or posting inappropriate, insulting or threatening messages or images through electronic communication systems such as the Internet, e-mail, cell phones or other personal devices.

Bullying is prohibited on District grounds, at District-related activities, or on transportation to and from school or District-sponsored activities. Harassing bullying behavior is prohibited in all educational environments, regardless of whether the facility or location is owned, leased, or otherwise used or provided by the District.

Acts of bullying that originate off school premises and outside of the school's control may be subject to the provisions of this policy and related procedures if the conduct is determined to be substantially disruptive to the educational process and the day-to-day operations of a school. This includes, but is not limited to, threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on any vehicles used for transportation to and from school and school-sponsored activities.

All complaints about bullying shall be promptly investigated. The District shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as practicable and in a manner consistent with the Board's legal obligations to investigate, take appropriate action, and conform to discovery or disclosure requirements. Disclosure of information related to the complaint shall be made only to those with a legitimate need to know. All records generated as a result of the complaint and appeal processes shall be maintained as confidential to the extent permitted by law.

If the investigations find bullying has occurred, school officials shall take prompt and necessary action up to and including behavioral interventions and support, disciplinary action, and/or referral to law enforcement officials or social services. Consequences shall be unique to the nature of the behavior, the developmental level of the student, and the history of problem behaviors. Remedial measures shall be designed to correct the problem behavior, prevent other occurrences, and protect the victim.

The District shall also take appropriate action against any student or District employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such behavior.

Employees found to have facilitated or participated in bullying behavior against students or to have been aware that bullying was taking place and failed to report the behavior are considered to be in violation of the prohibition expressed by this policy and may be subject to disciplinary action.

This policy shall be distributed annually to all students enrolled in the School District, parents/guardians, and all District employees. It shall also be distributed to organizations in the community having cooperative agreements with the schools. The District shall provide a copy of the policy to any person upon request.

Records shall be maintained on the number and types of reports made, and sanctions imposed for violations of this policy in accordance with established procedures.

Cellular Phones and Other Electronic Devices

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

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

Student use or possession of electronic paging (e.g. beepers) or two-way communication devices other than cellular phones on school premises is prohibited. Building administration, however, is authorized to permit a student to use an electronic paging device, two-way communication device, including a cellular phone, to be used for medical, school, educational, vocational, or other purposes as deemed appropriate. Personal music devices, cameras, recording devices, as well as hand held games are also prohibited. Students may not use personal devices to take photographs (pictures) or videos without the consent of a supervising staff member.

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

Co-Curricular Code (Athletics and Club Participation)

Please see the Co-Curricular Code (Athletics and Club Participation) document provided to parents at middle and high school Code meetings for the complete text of the Code.

The Code will be administered in conjunction with current [Board Policy 5141 and Administrative Regulations 5141.1](#) regarding regular school attendance and [Board Policy 5234 and Administrative Regulations 5234.1 and 5234.2](#) regarding drug and alcohol use/abuse policies.

The School District of Janesville has established both academic standards and standards of behavior that apply to all students. As part of the educational process, each program will focus on standards relating to, but not limited to, appropriate conduct, citizenship, and healthy lifestyle. Standards can only be effective if they represent what parents, employers, educators, community members and students believe are important and are possible to achieve. These standards will only be learned when they are continually reinforced through instruction received in all school programs, including extra-curricular activities, and in the home.

High personal standards of conduct, citizenship and healthy lifestyles are examples of responsible behavior that best serve succeeding generations. Therefore, by signing this *four-year binding, 12-month code*, students accept the responsibility to match the privilege of participation with an equal measure of responsible personal behavior.

Participation in any organized, extra-curricular program is an earned privilege that carries expectations and responsibilities that exceed the norm of regular school attendance. Students who elect to participate are expected to model behaviors that will reflect positively on their school and the community of Janesville. All non WIAA extra-curricular activities, which includes school clubs, will be divided into seasons coinciding with fall, winter and spring athletic seasons as defined by the WIAA.

Each coach, facility advisor, new student and at least one parent or guardian must confirm they have read and agreed to the Code prior to their first activity. The purpose of the reading and review of the Code is to promote better understanding of the Code and the extra-curricular programs of the district. Each participant will be required to re-sign their Code card from previous years. With their agreement, participants and parents agree to adhere to this Code.

The responsibility for administering the Code rests with the building administrator or designee.

Statement of Risk

All extra-curricular activities involve some risk. Consequently, participants in any extra-curricular activity may be at risk for serious injuries. The School District of Janesville and the Board of Education endeavor to operate extra-curricular activities in a safe manner; however, it is impossible to eliminate the risk of injury while participating in an extra-curricular activity. Parents, guardians and student athletes should consider these risks carefully before deciding to participate in any extra-curricular activity.

Communication

Parent-teacher communication 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.

Progress reports may be sent to parents at any time during the year. Parents may also request progress reports, or utilize Infinite Campus to obtain updates on student progress.

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 one's self 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.

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. ([Board Policy 5300](#))

Discrimination Complaint Procedures

Any complaint by a student or his/her parent or guardian regarding the interpretation or application of the provisions of state and federal nondiscrimination legal requirements and the District's student nondiscrimination policy shall be processed in accordance with the following complaint procedures ([Administrative Regulation 5020.2](#)). Complaints pertaining to students with a disability shall be referred to the Special Education Department. Other discrimination complaints, including harassment complaints based on protected discrimination factors, shall be directed to the Student Services Department.

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

Informal Procedure

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

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

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

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

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

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

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

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

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

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

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

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

Complaint Procedure -- Federal Programs

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

Complaint Procedure – Special Education

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

Complaint Procedures -- Section 504 Complaints

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

Maintenance of Complaint Records

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

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

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

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.

Elector Registration (High School Only)

Students and staff may register to vote at the high school on any day that classes are regularly held by completing the required elector registration form and during the annual voter registration drive.

Except as otherwise specifically provided by law, a person is considered eligible to vote if he/she: 1) is a U.S. citizen, 2) is 18 years of age or older, and 3) has resided in an election district or ward for 10 days before any election where the citizens are eligible to vote.

The School District of Janesville will partner with local organizations to provide elector voter registration services. An annual elector registration drive will be provided at each high school building in the district. The principal or designee at each building will set the date and time of the annual voter registration drive. The principal or designee reserves a location for the registration drive and publicizes the date and time to all students and staff who are eligible to register. Students and staff are eligible to register outside this time period. They should contact the building principal to make individual arrangements. [Board Policy 1313 and Administrative Regulation 1313.1](#) have the complete information regarding this process.

Elementary Playground Procedures/Supervision

School personnel are assigned to supervise the elementary 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.

Elementary Safety Patrol

The main duty of the elementary safety patrol is to ensure safe behavior. Disruptive behavior is reported. The elementary safety patrol program is made up of fourth and fifth grade students, and is supervised by a school staff member. Students must be in good academic standing to participate.

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 area 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. Please see individual school information for specific designated relocation information.

[Board Policies 5400 – Student Health, Welfare and/or Safety](#) and [5460 – School Safety](#) contain detailed information about the District's safety plan and procedures.

Exposure Control Plan

The School District of Janesville, per [Board Policy 5423](#), 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 cannot 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 cannot 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.

Expulsion

[Board of Education policy 5350](#) and Wisconsin State Law provides students may be expelled from school if they:

- a. Find him/her guilty of repeated refusal or neglect to obey the rules; or
- b. Find that a student 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; or
- c. Find that a student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others; or
- d. Find that a student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority; or
- e. Find that a student endangered the property, health, or safety of any employee or school board member of the school district in which the student is enrolled;
- f. Find that a student who is at least 16 years old has 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 does not constitute grounds for expulsion under those items listed in a.-e. above, or
- g. The Board shall expel a student from school whenever it finds that a student, while at school or while under the supervision of a school authority, possessed a firearm, as defined in U.S.C Title 18, 921(a)(3); and is satisfied that the interest of the school demands the student's expulsion.

Fees

Parents and guardians are required to pay annual school fees which cover the use of textbooks, hall lockers, physical education lockers and towels, special assemblies, and other supplies. The optional yearbook for middle and high school students is an additional fee that may be paid at the same time school fees are paid. Cost of fees is available on the Infinite Campus Portal or at the school office.

Flyer Distribution and Posters/Wall Displays

Elementary Flyer Program: Flyers from non-profit organizations receive approval from the Administrative Services Department. 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.

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

All posters and wall displays must be approved by a building administrator. See [Board Policy 1330 – Advertising and Promotion in the Schools](#) and [Board Policy 1340 - Sales and Solicitations](#) for details on approval of promotional materials.

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 ([Board Policy 5236](#)). 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 ([Board Policy 4139](#) and [Board Policy 1325](#)). 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.

Health, Illness, Accidents

Please be sure that any injuries occurring in class or other supervised locations are reported to the teacher in charge and to the administration. An accident report form must be filed. Notice of injury is mandatory. The nurse will be in her office at posted times. Any ill or injured student should report to the attendance office where a nurse or other personnel can assist him/her and if necessary contact parents. Do not leave without contacting the office and do not miss class due to illness or injury without reporting to the attendance office. No medication may be given to students by staff with the exception of those medications registered with the assistant principals in the attendance office ([Board Policy 5425](#)). Limited first aid is available and in emergencies the paramedics will be called ([Board Policy 5424](#)).

A school nurse is on duty on a limited basis at each school. Students must obtain a pass from the classroom teacher before going to the school nurse.

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

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.

For information regarding the District's Communicable Disease Control Policy, please refer to [Board Policies 4136](#) and [5423](#). Call the District offices at 608-743-5000 with questions or concerns.

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 Parent's Guide to Grades, Marks, and Report Cards.*, Jossey-Bass, San Francisco, CA 2002.

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.

Keeping Elementary 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.

McKinney-Vento Education for Homeless Students Act

Students who lack a fixed, regular or adequate nighttime residence are protected by the McKinney-Vento act ([Board Policy 5022](#)). 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 the district Families in Transition Coordinator at 608-751-7779.

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. Parents must make arrangements for students to take medication at school and complete the appropriate paperwork with the school nurse. 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

Parent-Teacher Conferences

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 ([Board Policy 6811](#)).

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

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

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.

Prohibited Items

The use of the following items are prohibited on all School District of Janesville property:

- Laser devices
- Skateboards/Longboards/Hover boards
- Throwing Snowballs or Ice
- PDA
- Rollerblades/Wheeled Shoes

Please see the Student Conduct Code for more details.

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's Student Conduct Code (located at the end of this document). Long term removal of a student may also be considered by the school principal. The Student Conduct Code is printed in each 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 Student Conduct Code and this removal policy will be provided to each parent in the district.

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.

Request to Withhold Directory Data: Release of Pupil Directory Data Information and High School Student Information to Military Recruiters and Institutions of Higher Education

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, for teacher training, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community, to instruct students or staff members, or to orient new parents, staff and students. The final product could also take a variety of forms, photo displays, slide presentations, newspaper articles, pamphlets or video programs.

Wisconsin statutes provide that schools or school districts may legally release:

A pupil's name	Major field of study
Address	Participation in officially recognized activities and sports
Telephone listing	Weight and height of members of athletic teams
Date and place of birth	Dates of attendance
Photographs	Degrees, honors, and awards received
Grade level	Name of the school most recently previously attended by the pupil

The School District of Janesville will consider videotapes the same as photographs.

Such information may be withheld if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older) to do so. If it is your wish NOT to allow the above information to be released, and if you are the parent, legal guardian, or eligible student, you must annually acknowledge the "Release to Withhold Directory Data" within Infinite Campus. If we do not have your acknowledgement of the request to withhold information within 14 days of the distribution of this handbook, we can then assume, according to state statutes, that the directory data listed above may be released if requested.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 to provide military recruiters and institutions of higher learning, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent, we are required to provide this. This is a separate form (See [Administrative Regulation 5500.1b](#) and/or [Administrative Regulation 5500.1c](#)) that must be annually signed within 14 days of registration and is available at the high school offices.

Please understand if you request to withhold directory data your child **will not** have his/her picture or name in school yearbooks or student newspapers, sports programs, awards programs, music/drama programs, The Janesville Gazette (news stories, graduation issue) etc. There can be no exceptions.

School Delay/Closing Information

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 ([Board Policy 5462](#)). 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>).

Dismissal during Severe Weather/Tornado ([Board Policy 5465](#)): 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

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.

Special Education

The School District of Janesville provides special education services for students who are impaired in the area of speech and language, specific learning disabilities, intellectual 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.

Student 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.

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 Conduct Code for further conduct guidelines. The Student Conduct Code will have the same authority as the student rules outlined in student handbooks.
12. Students are expected to be polite, helpful and considerate when a substitute teacher is present in the classroom. Uncooperative students should expect to receive disciplinary consequences from their regular classroom teacher.

Please also see [Board Policy 6000 – District Beliefs, Goals and Expectations](#).

Student Lockers, Desks and Other District Property

Each student is issued a locker as a convenient place for books and personal property. Above all, lockers should be locked and the combinations kept private. Report any locker problems to the advisor/homeroom teacher. Students should stay with the assigned locker and not move to a friend's locker. Sharing a hall locker with a friend is prohibited. **The school district assumes no responsibility for articles missing from lockers.** Lockers are the property of the School District of Janesville and may be searched by school administrators at any time.

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 are responsible for the safekeeping of textbooks and library books which must be replaced at the student's or parent's expense if lost or damaged.

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.

Student Non-Discrimination (Disability, Religious Belief, Gender Identity Accommodation)

The School District of Janesville is committed and dedicated to providing the best education possible for every student in the District consistent with applicable legal requirements, school district policy and procedures ([Board Policy 5020](#)).

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

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

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

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

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

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

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

Student Privacy: Survey and Opinion Polls

Curriculum Research/Pilot Projects

The Board of Education encourages research activities by the school system and urges application of research findings to instructional and managerial processes. The District Administrator is authorized to provide educational research services.

Services of internal and external researchers (1) make it possible for the Board and District Administrator to examine problems and plans in the light of current research, (2) provide guidance to the staff in helping individuals and groups carry out well-planned investigations, and (3) maintain liaison with educational research agencies. Research will be undertaken with approval of the District Administrator.

The Board also encourages action research in the form of experimental and pilot projects. As used here, "research or experimental program" means any program or project designed to explore or develop new content or unproven teaching methods or techniques.

Experimental and/or pilot projects may be recommended by staff members or curriculum committees. Experimental programs may be established in the area of instruction if approved by the principal of the building in which the program will be instituted, the District Administrator, or the Board if the research is other than routine. Proposals will include plans for evaluation of the program.

Survey and Opinion Polls

Surveys and polls which assess student attitudes or opinions regarding race, creed, sex, or other potentially controversial matters must be approved in advance by the District Administrator or a designee. The District Administrator will consult with the Board as he or she finds advisable. Building principals will approve in advance all other student surveys and opinion polls, referring questions to the District Administrator when in doubt.

No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal and/or his designee. Survey inspection requests should be

made prior to the date on which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

This policy shall be published annually in student and staff handbooks, which are distributed to students, parents/guardians and employees in the District ([Board Policy 6210](#)).

Student Records

Detailed information regarding the maintenance of student records can be found in [Board Policy 5500 – Student Records](#).

Parents (both custodial and non-custodial) have well defined legal rights to their child's school records and related information; and have a right to attend parent/teacher conferences, unless there is a specific legal injunction prohibiting such access. All such inquiries related to access to student records should be directed to the building principal. Teachers may not give out copies of records without the approval of the building principal. Patient health care records shall be maintained separately from other pupil records.

Primary responsibility for maintaining the confidentiality of pupil records shall rest with the District Administrator or his/her designee.

1. Progress Records shall be maintained confidential except that:
 - a. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of such records.
 - b. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, such records shall be made available to the person named in the permission.
 - c. The judge of any court of this State or of the United States shall, upon request, be provided with a copy of such records of a pupil who is the subject of any proceeding in such court.
 - d. Such records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection.
 - e. Such records may be made available to professional staff members employed in the school, which the pupil attends.
 - f. Information contained in such records may be provided to any public officer as required under [Chapters 115 to 121](#) of the state statutes. The Department of Public Instruction shall be provided with any information contained in a record that relates to an audit or evaluation of a federal or state supported program or that is required to determine compliance with [Chapters 115 to 121](#). (Section [118.125\(2\)\(g\) 1 and 2](#) of the state statutes.)
 - g. Such records may be used in connection with the suspension or expulsion of the pupil or by an IEP team under [Wisconsin Statutes Chapter 115](#).
2. Enrollment Cards, Patient Health Care Records and Behavioral Records shall be maintained confidential except that:
 - a. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown such records in the presence of a person qualified to explain and interpret the records. Such pupil, or parent or guardian, shall, upon request, be provided with a copy of such record.
 - b. Such records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under [Wisconsin Statutes 115.28\(7\)](#) to hold a certificate, license or permit. Patient health care records may be released to others only with the informed written consent of the parent or legal guardian.

- c. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission such portions of such record as determined by the person authorizing the release.
- d. Such records shall be provided to a court in response to subpoena by parties to an action for in camera inspection, after notification has been given to the student, if an adult, or the parent or guardian of a minor student.
- e. Information in such records may be provided to the Department of Public Instruction or any public officer if that information is required under [Wisconsin Statutes, Chapters 115 to 121](#).
- f. Such records may be used in connection with the suspension or expulsion of the pupil or by an IEP team under [Wisconsin Statutes Chapter 115](#).

A student record noncompliance complaint may be filed with the Family Policy Compliance Office of the U.S. Department of Education.

Challenge to Records Content

If an adult pupil, or the parent or guardian of a minor pupil, believes such pupil's records contain information that is inaccurate, misleading or otherwise in violation of such pupil's rights, the pupil, parent or guardian, may so notify the District Administrator in writing specifying the offending information.

Within 15 calendar days after receipt of such notice, the District Administrator or his/her designee shall give the pupil, parent or guardian an opportunity to discuss the matter. After consideration of the views of such pupil, parent or guardian, the District Administrator or his/her designee shall make a determination as to whether and in what respect the information complained of should be corrected or deleted and so notify the pupil, parent or guardian in writing. Such notice shall be given within 20 days after such discussion is concluded.

If a pupil, parent or guardian is not satisfied with the decision of the District Administrator or his/her designee, such pupil, parent or guardian shall have a right to a hearing before the Board of Education as to whether the information complained of is inaccurate, misleading or otherwise in violation of such pupil's rights, provided, however, in order to exercise such right, such pupil, parent or guardian must notify the Clerk of the Board of Education in writing within 20 days after receipt of the decision of the District Administrator or his/her designee. If the Board of Education determines not to amend the record, the pupil, parent or guardian will be given the opportunity to place his/her own statement in the file.

Lengths of Time Records are to be Kept

1. A Pupil's Progress Record shall be kept for 75 years after the pupil is no longer enrolled in any school in the School District and then be destroyed.
2. A Pupil's Enrollment Card and Behavior Record shall be destroyed one year after the pupil graduated from or last attended the school, unless the pupil, if an adult, or the parent or guardian, if a minor, specifies in writing that such records may be kept for a longer period of time, provided, however, in no case shall such records be kept for more than 25 years after the pupil is no longer in any school in the District.

Transfer of Records to Another School or School District

A Pupil's Enrollment Card, Progress Record and Behavior Record shall be transferred to another school or school district upon written notice from an adult pupil, or the parent or guardian of a minor pupil, that the pupil intends to enroll in such other school or school district or upon written notice from such other school or school district that the pupil has enrolled.

Transportation of Students by the School District

The School District of Janesville 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.

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

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.

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.

Visitors to the School

The experience of watching your child interact with others in a learning environment is something we encourage. We also know that when parents visit the classroom they give their child a feeling of cooperation between parents and teachers. Parents are requested to contact the building principal in advance to seek approval to schedule a classroom visit. All visitors must sign in with the school office and wear a visible visitor's badge during their stay.

For safety reasons, visitors who are participating in classroom activities or chaperoning field trips, etc. must complete a volunteer form for approval. Approval is good for the current school year, with a background check completed each following year. Approved visitors must stop into the office to sign in and receive a visitor's badge.

The final decision to accept or deny a visitor to the school, a classroom or on a field trip rests with the designated building or district administrator.

Parents wishing to have lunch with their children must sign in with the school office and wear a visible visitor's badge during their stay, proceed directly to the lunch area, and sign out in the office after the lunch period.

Student visitors are allowed only with prior district approval, and teacher and principal permission.

For additional information on visiting or volunteering at your child's school, please refer to [Board Policy 1230 and Administrative Regulation 1230.1 – Volunteers in Schools](#); [Board Policy 1240 and Administrative Regulation 1241.1 – Visitors to Schools](#); and [Board Policy 1241 and Administrative Regulation 1241.1 - Registered Sex Offenders](#). *The School District of Janesville recognizes its responsibility for the health and safety of all students and will take appropriate precautionary measures in situations where the District has been notified that a registered sex offender wishes to visit a school building or persons on school premises.*

PART II: STUDENT CONDUCT CODE

Introduction

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.

The School District of Janesville believes that:

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

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

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

Disciplinary Definitions and Procedures

Students who violate the rules and regulations set forth in this manual are subject to one or more of the disciplinary actions described below. ***For certain single conduct violations, the maximum consequence will be immediately applied.***

Conference	A meeting with school staff.
Detention	Requiring a student to remain at school beyond the normal school day or at lunch.
*In-School Suspension	The temporary removal of a student from his/her regular classroom to another supervised learning area for one to five days.
*Out-of-School Suspension	The removal of a student from school and school grounds for one to five days.

***Pre-Expulsion Conference** The purpose of this conference will be to convey to the student and parents that this is the last stop before the Board of Education. The conference will be documented with a letter to the parent/guardians from the person holding the conference. If an expulsion ultimately occurs, this letter will be used as part of the documentation.

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

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

Investigations and Arrests of Students on School Property (AR 5238.1)

A. Investigation Requested by School Authority

1. The principal, or designee, may exercise discretion in determining whether or not to report antisocial behavior, disruptive conduct, disputes between two or more persons, or violations of building or school district rules to law enforcement officials. School District/City police liaison officers and/or other law enforcement officials in a school building may be asked to act in their official law enforcement capacity as may be determined by the principal or designee.
2. The principal, or designee, will report activity that may constitute a crime and/ allegations of crimes to law enforcement officials. Crimes are identified as, but not limited to, crimes against life and bodily injury, crimes against public health and safety, and crimes against property.
3. Upon the report of a potential crime by the principal, or designee, the law enforcement agent may assist or facilitate an investigation to be conducted within the school building or on school property during the school day.

Should the investigation result in the interrogation of a student, the police shall contact the parent or guardian as determined by current statutory requirements and case law involving the interrogation of a juvenile. Should the investigation result in the arrest of a juvenile student, the police shall notify the parent or guardian.

The principal, or designee, of elementary, middle and high school students may, if deemed necessary, notify the parent or guardian of the interview and/or may be present during the interview.

The law enforcement officer assigned may interview student or employee witnesses in school, during the school day.

B. Investigation Not Requested by School Authority

1. Law enforcement officers will make every effort to interview or interrogate students outside of school hours and outside of the school setting in those cases where assistance by school authorities has not been requested. Every effort to cooperate with law enforcement agencies while maintaining the legal rights of the student shall be made.
2. Should it be necessary to interrogate student suspects, the law enforcement officer shall notify the student’s parent or guardian, as determined by current statutory requirements and case law involving the interrogation of a juvenile. The law enforcement officer will contact the principal, or designee, to obtain permission to conduct the interrogation at school.
3. Should it be necessary to interview student witnesses at school, the law enforcement officer will contact the office of the principal to obtain permission to conduct the interview(s).
4. Incidents of suspected child abuse or neglect may be investigated by law enforcement officers; the student victim can be interviewed without parental consent.

5. In other situations involving questioning of students by non-school personnel not covered herein, the principal, or designee, shall exercise appropriate judgment pertaining to each individual situation.
- C. The Arrest or Taking into Custody of Students by Law Enforcement Officers for Infractions off Campus
1. Law enforcement officers will make every effort not to arrest or take into custody any student in school during school hours. Law enforcement officers may arrest or take into custody any student, should the officer have an arrest warrant or other official court detention order, or if the officer determines the circumstances warrant immediate arrest or custody. The officer will contact the office of the principal when a student is to be arrested or taken into custody and the student shall be summoned to the principal's office.
 2. In serious situations, the officer has the legal right to apprehend the student suspect on school district property. The officer, if reasonably possible, shall notify the principal, or designee, before removing the apprehended person from district property. The officer shall notify the parent or guardian of the student's apprehension and/or arrest.

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, 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 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. Tardy for middle/ high school students is up to 5 minutes late for that class period.

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
- Removal from the course (MS/HS only)
- Parking Permit Revoked (MS/HS only)

Maximum Consequence:

- Recommendation for Expulsion

Sexual Assault

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

Consequences:

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

- Conference
- 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
- ***The School District, as required by law, will report all incidents of sexual assault to the Rock County Department of Human Services.***

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 or Intimidating Acts

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

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

Consequences:

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 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
- Out of School Suspension
- Truancy Mediation
- Truancy Abatement Center
- Parking Permit Revoked
- Pre-Expulsion

Maximum Consequences:

- Lack of progress leading to failure
- Retention in the course
- Repetition of the course
- Referral to Interagency Attendance Committee for possible court action

Vandalism/Graffiti

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

Consequences:

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.