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**P. J. Jacobs JHS**  
**2400 Main Street**  
**Stevens Point, WI 54481**

**Main Office: 715-345-5422**  
**Student Services Office:**  
**715-345-5423**

**Jennifer Knecht, Principal**  
**Miranda Moody, Assistant Principal**

## Welcome

Welcome to the start of a brand new school year at P. J. Jacobs Junior High School. We hope that this school year will find you healthy and happy. We have much to look forward to and hope that you're ready for all of the excitement. We're glad you're here!

We believe that you should be proud of the school you attend. Our goal is to help you perform to the best of your abilities to make the school, community and most importantly, YOU proud. To assist with this endeavor, this handbook has been prepared for you. It contains information about policies, school expectations and agreements, an explanation of PJ Jacob's routines, as well as a list of the wonderful opportunities that await your participation and involvement. We encourage all students to find some extracurricular activity in which to participate. Remember, these opportunities are created by you and for you. Take advantage and enjoy the benefits.

We encourage home and school communication! We want parents, guardians or caregivers to contact teachers to discuss your progress. Likewise, we hope you'll contact us in the office if you have questions and concerns about our programs, policies, or procedures. We look forward to working with you and hope that you'll stop in the main office any time.

Thank you for taking the time to read the informational pages of this handbook. We hope they will answer your questions and assist you in preparing for the school year. If other questions or concerns should arise along the way, feel free to call the office at P. J. Jacobs at 715-345-5422.

Sincerely,  
Jennifer Knecht, Principal

PLEASE NOTE that should questions arise regarding any of the rules and policies set forth in this student handbook, Board of Education policies will always take precedence over building level policies. Copies of all school board policies are available on the school district website at [www.pointschools.net](http://www.pointschools.net).

### **District Mission Statement**

P. J. Jacobs and its staff are dedicated to achieving the Stevens Point Area School District goal "to prepare each student to be successful." The staff of P. J. Jacobs JH School will accomplish this goal by working to provide the following:

- Fostering Student Engagement, Growth, and Learning
- Developing and Retaining Quality Staff
- Responsibly Managing Finance, Facilities, and Operations
- Connecting School, Family, and Community

## 2024-2025

### Daily Class Schedule

Period	Time	Total # of Minutes
1	7:40 - 8:29 am	49
2	8:33 - 9:22 am	49
3	9:26 - 10:15 am	49
4	10:19 - 11:08 am	49
5	11:11 am - 12:00 pm	49
5B	11:37 am - 12:26 pm	49
6	12:03 - 12:52 pm	49
6B	12:29 - 1:18 pm	49
7	1:21 - 2:10 pm	49
Patriot Learning Centers	2:14 - 2:55 pm	41

### Lunch Periods

5A	11:11 - 11:34 am	23
6A	12:03 - 12:26 pm	23
6C	12:55 - 1:18 pm	23



# Stevens Point Area School District Model Citizenship (PBIS)

The Stevens Point Area Public School District has adopted a universal model of citizenship as outlined on the rubric below. The rubric is a clear model for students to follow in meeting the expectations of the school district in regards to citizenship and behavior.

The rubric is used as a quick reference guide and discussion tool for students and staff. It is on display throughout the district.

<h2 style="text-align: center;">POINT  Toward Responsible Citizenship</h2>				
5 <i>Greatly Exceeds Expectations</i>	4 <i>Exceeding Expectations</i>	3 <i>Meets Expectations</i>	2 <i>Inconsistently Meets Expectations</i>	1 <i>Not Meeting Expectations</i>
<ul style="list-style-type: none"> <li>A. Dreams/Plans for the future</li> <li>B. Helps shape school values</li> <li>C. Group leadership</li> <li>D. Humble about success</li> <li>E. Healthy relationships</li> <li>F. Earns respect/Integrity</li> <li>G. Shows fairness to others</li> <li>H. Helps/Motivates others</li> <li>I. Is kind to everyone</li> <li>J. Appreciates differences</li> </ul>	<ul style="list-style-type: none"> <li>A. Plans day/Sets goals</li> <li>B. Models rules/values</li> <li>C. Effective group member</li> <li>D. Seeks to improve</li> <li>E. Leads by example</li> <li>F. Responds well to adversity</li> <li>G. Open minded</li> <li>H. Healthy competitiveness</li> <li>I. Courage to think for self</li> <li>J. Uses positive language</li> </ul>	<ul style="list-style-type: none"> <li>A. On time for class</li> <li>B. Follows school rules</li> <li>C. Works with all classmates</li> <li>D. Works hard/up to ability</li> <li>E. Independently on task</li> <li>F. Shows respect</li> <li>G. Values property</li> <li>H. Is honest</li> <li>I. Organized/Prepared</li> <li>J. Demonstrates fairness</li> </ul>	<ul style="list-style-type: none"> <li>A. Often tardy/absent</li> <li>B. Needs rule reminders</li> <li>C. Focuses on self/Excludes others</li> <li>D. Poor sportsmanship</li> <li>E. Minimal/limited effort</li> <li>F. Doesn't own behavior</li> <li>G. Misuse of property</li> <li>H. Dishonest</li> <li>I. Unproductive/Misuse of work time</li> <li>J. Negative language</li> <li>K. Targets others</li> </ul>	<ul style="list-style-type: none"> <li>A. Severe attendance issues</li> <li>B. Breaks rules on-purpose</li> <li>C. Constant disruptions</li> <li>D. Failing due to effort</li> <li>E. Disengages from task</li> <li>F. Blames others/Challenges Authority</li> <li>G. Damages school property</li> <li>H. Stealing/cheating</li> <li>I. Disorganized/Unprepared</li> <li>J. Physical/Verbal harassment</li> <li>K. Aggressive to self/others</li> </ul>
<b>Stevens Point Area Public School District</b>				

## P J Jacobs School Matrix

We have developed the following rubric to illustrate what it looks like at P. J. Jacobs to meet citizenship expectations of the school district. We refer to it as having, "Patriot Pride".

### PJ Jacobs Patriot Pride Behavioral Expectation Matrix

Expectations	Classroom	Hallway	Cafeteria	Bathroom
<b>Be Prepared</b>	<ul style="list-style-type: none"> <li>• Have all your materials</li> <li>• Be ready to learn</li> <li>• Show a positive attitude toward learning</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your locker organized</li> <li>• Plan efficient routes to your classes so you are on time</li> <li>• Have hall pass visible</li> </ul>	<ul style="list-style-type: none"> <li>• Keep a positive lunch account balance</li> <li style="text-align: center;">OR</li> <li>• Prepare and bring a nutritious cold lunch from home</li> </ul>	<ul style="list-style-type: none"> <li>• Use bathrooms during non-class time, passing periods, or lunch</li> <li>• Use your passes in your planner</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Use appropriate language and conversation levels</li> <li>• Follow specific classroom rules and procedures</li> <li>• Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and conversation levels</li> <li>• Keep hands, feet, objects to self</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language and conversation levels</li> <li>• Keep area and table clean</li> <li>• Be patient in line</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others' privacy</li> <li>• Flush please</li> <li>• Keep the bathroom clean</li> </ul>
<b>Show Integrity</b>	<ul style="list-style-type: none"> <li>• Accept responsibility</li> <li>• Practice academic honesty</li> <li>• Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>• Be helpful and kind</li> <li>• Walk with traffic</li> <li>• Keep the middle of the hallway clear</li> </ul>	<ul style="list-style-type: none"> <li>• Make healthy food choices</li> <li>• Recycle and throw away your trash</li> <li>• Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>• Act maturely</li> <li>• Wash hands</li> <li>• Report negative behaviors</li> </ul>
<b>Be Determined</b>	<ul style="list-style-type: none"> <li>• Set academic goals</li> <li>• Complete your work and finish what you start</li> </ul>	<ul style="list-style-type: none"> <li>• Take most direct route to class</li> <li>• Manage social time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Keep your personal electronics in your locker</li> </ul>	<ul style="list-style-type: none"> <li>• Return back to class quickly</li> </ul>
<b>Be Engaged</b>	<ul style="list-style-type: none"> <li>• Listen and learn</li> <li>• Participate and share</li> <li>• Be on task</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of your surroundings</li> <li>• Help others around you</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Exercise good dining manners</li> </ul>	<ul style="list-style-type: none"> <li>• Politely ask teachers or supervisors for a pass</li> <li>• Report any concerns to a teacher or principal</li> </ul>

# Nondiscrimination, Anti-Harassment and Anti-Bullying

The Stevens Point Area Public School District will deny no one admission to, participation in, or the benefits of any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's age, sex, race, national origin, ancestry, creed, pregnancy, arrest and conviction records, military status, marital or parental status, sexual orientation or physical, mental emotional or learning disability. The district explicitly prohibits staff members, students and volunteers from discriminating against or harassing others based on any of the characteristics described in this paragraph, and further prohibits bullying of any kind. This policy does not, however, prohibit the district from placing a student in a school, class, program or activity based on objective standards of individual performance or need.

## Definitions:

**Discrimination** is defined as any action, policy or practice, including bias, stereotyping and pupil harassment, that is detrimental to a person or group of persons and differentiates or distinguishes among persons, or that limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic identified in paragraph one, above, or that perpetuates the effects of past discrimination.

**Harassment** is defined as a behavior towards students or staff members based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school and/or work environment.

**Bullying** is defined as a deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may or may not be repeated behavior and may or may not involve an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to, age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic or family status. Bullying behavior includes, but is not limited to the following:

- physical (e.g., assaulting, hitting or punching, kicking, theft, threatening behavior)
- verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
- written (e.g., comments which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance)
- indirect (e.g., spreading cruel rumors, social exclusion or isolation, intimidating looks and/or gestures)
- cyber (e.g., using technology in a harmful manner such as, but not limited to, the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or website postings to threaten, harass, discriminate or intimidate the individual)

All forms of harassment in cyberspace commonly referred to as "**cyber bullying**" are unacceptable and viewed as a violation of this policy. For the purpose of this policy, "cyber space" is defined as a global domain within the information environment consisting of the interdependent network of information, technology infrastructures, including the internet, telecommunications network, computer systems, and embedded processors and controllers.

When school officials become aware of cyber bullying that originates on or off school property or from a school or non-school computer or telecommunication device, the district may take disciplinary action if the administration determines the conduct endangers the property, health or safety of students and/or others at school or under the supervision of a school authority, a district employee, or a school board member or disrupts the learning environment. Such conduct includes, but is not limited to, harassment, bullying or making a threat on or off school grounds through cyberspace.

Discrimination, harassment and bullying can arise from a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- A. physical or mental abuse
- B. racial, ethnic or religious insults or slurs
- C. unwelcome sexual advances or touching
- D. sexual comments, jokes, stories or innuendos
- E. display of sexually explicit or otherwise offensive posters, calendars or materials
- F. sexual gestures with hands or body movements
- G. intentionally standing close or brushing up against a student or employee
- H. inappropriately staring at a student or employee or touching his or her clothing, hair or body
- I. asking personal questions about a student or employee's sexual life.

## **Nondiscrimination Statement:**

The Stevens Point Area Public School District (SPAPSD) does not discriminate on the basis of race, sex, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation or disability. The Director of Pupil Services is the district's compliance officer. If you have any concerns, please call (715)345-5454.

## **Reporting Harassment/Bullying:**

If you are a victim of discrimination, harassment or bullying as defined in the description in this planner, please report it immediately to any adult school employee.

Resources to report incidents can also be found on the P.J. Jacobs webpage.

## **School Environment:**

Discrimination, harassment and bullying including related types of verbal and physical behavior are offensive and inappropriate in the school environment. This is a serious issue not just for the district but also for each individual. The district specifically prohibits discriminatory conduct, harassing conduct, bullying, condoning such conduct by allowing it to go on, and pre-judging based on harassment, discrimination and bullying complaints and retaliating against any person who reports harassment, discrimination or bullying. The district's policy prohibiting harassment and bullying applies to all students, staff members and volunteers whether at school, at school-sponsored, co-curricular, extracurricular, or social functions, or otherwise. This includes any property or vehicle owned, leased or used by the district, and any vehicles used for student transportation.

Any student who engages in harassment, discrimination, bullying, or retaliates against another person because of a harassment/discrimination/bullying report or participation in an investigation, is also subject to immediate discipline, up to and including suspension and expulsion from the district.

## **Parent Rights to Restrict School's Release of Directory Information**

Wisconsin law permits parents, legal guardians, adult students (18 years or older), guardian ad litem, or students attending public schools in Wisconsin to request that public schools not release certain directory information about their child. Directory information which cannot be disclosed to the public if parents (legal guardians, etc.) object includes:

- Student name
- Address
- Telephone listing
- Participating in officially recognized activities and sports
- Weight and height of members on athletic teams
- Dates of attendance
- Photographs
- Degrees and awards received
- The name of the school most recently attended by the student
- Month/day/year of birth

***(\*\*Please note: If a child is taken out of the directory, his/her picture will not be included in the yearbook; athletic team pictures, etc...)***

Parents (legal guardians) of students attending the Stevens Point Area Public School District desiring to deny release of all or part of directory information during the school year should send a letter by September 9th to the Superintendent of Schools, Bliss Educational Services Center, 1900 Polk Street, Stevens Point, WI 54481. The letter should state the specific information to be withheld from public disclosure. For additional information regarding this requirement, please contact the Human Resources Office at 715-345-5455.

## **Absence/Attendance**

Excused absences include, but are not limited to, student illness, family illness, death in the family, appointments, and pre-arranged absences. Students who are excused **will need to meet with teachers upon return to school to obtain missing material and/or assignments.** Teachers will establish guidelines for students to complete missing classroom assignments.

Students are able to use their 1:1 Chromebook during any absence to check technology resources daily when completing academic work. Resources to check include Google E-Mail, Schoology and Skyward Gradebook.



## Absence (Pre-Arranged)

An anticipated absence of more than three days, should be reported to the main office. A parent/guardian should submit a signed note, providing the student's name, dates of the anticipated absence and the reason the student will be out. An email with this information from an approved Skyward email address can be accepted as well.

The main office will update a student's attendance to reflect the pre-arranged absence. Parents/Guardians may also email teachers directly.

It is each student's responsibility to meet with teachers before and after the anticipated absence to complete academic work based on teacher established guidelines. Parents may request to have these plans emailed to them. Students should check Google E-Mail, the teacher's Schoology page, and Skyward Gradebook. (\*Note: Teacher's academic presentations and assignments can change daily due to the class's formative assessment.)

Attendance at school is important in achieving academic success. Therefore, before arranging for an anticipated, extended absence, parents should review their child's attendance.

## Absence Notification

By 9:00 AM on the day a student is absent, parents/guardians must call the Main Office at 715-345-5422 reporting the absence. Parents/Guardians will provide the reason for the absence. Absences not reported by parents/guardians will be marked "unexcused" and will remain unexcused until we receive a phone call or note from the parent or doctor with a reason for the absence. Parents will receive absence information twice per day by phone through the automated attendance system used by the district.

If you have any questions regarding attendance, please contact the Main Office at (715) 345-5422 or Student Services Office at (715) 345-5423.

## Appointments During the Day

**Sign In:** Students who arrive late to school (after 7:40 A.M.) or are returning from an appointment must report to the Main Office with a note from the parent or doctor and sign in with the attendance secretary who will issue an admission slip to class.

**Sign Out:** Students are not to leave school during the day without the permission of and notification to the main office.

For the 2024-2025 school year, students will be required to have a signed parent/guardian note in order to leave school early or for any appointments. Parents/Guardians should write and sign a note for their child, stating the requested dismissal time along with their telephone number in the event any questions arise. At the specified time to be released, the student should show the note to the teacher, go to their locker to get whatever they need, and then report to the main office with their note to sign out of the building. Once the student is signed out, they may meet their parents outside at an arranged pick-up location.

If a parent does not send a note, they must come in to the main office to sign out their student. The student will be called down at that time. Parents may also email attendance at [PJJacobs-Attendance@pointschools.net](mailto:PJJacobs-Attendance@pointschools.net) stating the requested dismissal time and reason for leaving. The email will be forwarded to the student and the teacher they are with at the time of the release.

Students will only be allowed to leave the school in the company of a parent, legal guardian or an individual specified as an emergency contact. Exceptions to this rule can only occur if parents or legal guardians contact school prior to the student's departure. Administrative permission may be requested.

## Closed Campus

P. J. Jacobs maintains a closed campus. Once students arrive at school. They are not to leave without permission.

## Dropping Off Personal Items at School

Everyone occasionally forgets items at home that are needed at school. When parents bring in the forgotten items, they should:

- Enter the school using established rules and procedures
- Have items in a bag labeled with their name. (Students will be emailed that they have an item to pick up in the main office.)

Students will be emailed when material arrives for them to pick it up between class periods.

## Student Contact

In compliance with School Board Policy #5230, only parents/guardians or individuals with prearranged approval will be allowed to contact students on school grounds, leave messages, or pick-up students during the school day.



## Homework Requests

It is suggested that students use their district-issued Chromebook to check their educational resources daily. (i.e. Google email, teacher's Schoology page, Skyward Student Access) Academic success relies on the completion of homework when not in attendance at school.

## Tardiness (Unexcused)

Unexcused tardiness will be reported to the assistant principal and may result in discipline. Students are expected to arrive to class on time. Parents will receive tardiness information twice per day by phone through the district's automated attendance system. A student is marked tardy by individual teachers according to their classroom tardy policy. The recording of and issuing of discipline for tardiness is given out by the office staff per rules put in place by administration. If a student is 15 or more minutes late to school or class, it will be considered an unexcused tardy/ absence.

## Truancy and Notifications

Schools receive a rating from the Department of Public Instruction (DPI) on excused and unexcused absenteeism every year. This information is used as part of the state accountability system in the form of a DPI report card for schools. Attendance is considered a student engagement indicator; if too many students (13%) in a school are absent with an individual attendance rate of 84% or lower, points are deducted from each school's report card.

Furthermore, the DPI states that as a student's absences from school increase, they are at-risk for being labeled as having chronic absenteeism. Chronic absenteeism has been highly correlated to undesirable student outcomes like low student achievement and is a strong predictor of whether or not a student will graduate.

With these factors in mind, P. J. Jacobs Junior High School and its administration will focus on notifying students and their parents/guardians of the different risk levels identified by the DPI when it comes to absenteeism. The risk levels are defined as follows:

- Low risk: students with five or fewer absences
- Medium risk: students with between six and nine absences
- High risk: students with ten or more absences in a given school year will be notified via phone or letter by school administration regarding their child's current attendance status and attendance requirements. If attendance does not improve, students 1) may be placed on an attendance plan/contract which will require an approved absence reason and 2) may be identified as truant or habitually truant from school.

**Truancy** is defined as a student being unexcused from a specific class or entire school day. Students who do not attend class or school without a legitimate reason, are excessively absent from school, and/ or fail their attendance contract or plan, may be identified as habitually truant from school. These students may be subject to sanctions by the school, which may include, but are not limited to: disciplinary measures, fines, and court petitions which result in mandatory court appearances for students and their parents/guardians.

## Academic and Grading Information

### Academic Honesty

P. J. Jacobs regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, teachers, students and families are all important contributors to upholding the academic integrity in our school.

Any use of Artificial Intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. Violation of this policy may result in disciplinary consequences.

**Plagiarism** is defined as copying/stealing and passing off as one's own ideas or words of another, using someone else's created production without crediting the source, or committing literary theft. Examples include (but are not limited to) the following:

- turning in a paper retrieved from an Internet source as one's own
- using another student's work in whole or part and handing it in as one's own
- using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- using another person's idea, opinion, or theory without citing the source
- using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- using quotations of another person's actual spoken or written word without citing the source
- paraphrasing (putting into your own words) another person's unique ideas, spoken or

- written, without citing the source
- using online translators for assignments and assessments
- The use of AI language models like ChatGPT (or others) to generate content for academic assignments is strictly prohibited unless approved by the classroom teacher

## Academic Standards Statement

All students are expected to meet minimum academic standards in all classes and complete assigned work on time. Every opportunity will be provided and every effort will be made by the school staff to help students reach their academic potential. The school works closely with parents, staff, and community agencies to reach this end.

All assigned work is to be completed by the due date; assigned work not completed by that date is subject to each teacher’s grading policy as stated in their syllabus. Students unable to complete assigned work when due because of documented illness or other extenuating circumstances are to arrange with each of their teachers to complete that work by an agreed upon date.

A student may be retained when deemed in their best interest, and after careful and deliberate consideration by the administration, staff, and parent(s).

## Curriculum

Curriculum content is designed in accordance with the educational objectives and policies of the Stevens Point Area Public School District. The district has policies and procedures for handling material which you may find objectionable. During the school year if you happen to find a topic of this nature, please contact the principal at 715-345-5422.

## E-Learning Days

The Stevens Point Area Public School District (SPAPSD) replaced the traditional “inclement weather” day with a day of instruction at home called “E-Learning days”. When school is canceled and the day is declared an E-Learning day by the superintendent, students will receive virtual instruction from their teachers at home. Therefore, students should be prepared for the possibility of this mode of instruction when bad weather is anticipated.

If inclement weather is possible students should:

- Realize that E-Learning days can happen at any time and bring your district-issued Chromebook home every night.
- Make sure the Chromebook is functioning correctly and a power cord is available. If not, make sure you visit the 1:1 Help Center in the LMC/Library to have this situation corrected.
- Make sure you are able to connect to the internet at home. If there is not an internet connection at home, students will be able to obtain missed material when they return to school.
- Remember, academic material for students to complete will be found on each instructor’s Schoology page.
- Remember, that if you have a question, email your instructor during the time listed on the instructor’s Schoology page.

## Grading Scale

Grade	Low	High
A	93.0	100
A-	90.0	92.99
B+	87.0	89.99
B	83.0	86.99
B-	80.0	82.99
C+	77.0	79.99
C	73.0	76.99
C-	70.0	72.99
D+	67.0	69.99
D	63.0	66.99
D-	60.0	62.99
F	0	59.99

Assignments or assessments that are designed to be academic practice are considered to be formative, while those that are considered to be measures of academic achievement are understood to be summative. For students in 7th and 8th grade, summative scores will

account for 70% of their grade and formative scores will account for the other 30%. The breakdown for students in 9th grade will be 80% and 20%, respectively.

## Late Work/Extra Credit

Late work and extra credit policies are determined by individual teachers. Please refer to each teacher's rules and regulations/syllabus that is provided at the beginning of the year.

## Promotion/Retention

Only ninth grade courses will count for credit toward senior high school graduation; semester grades earned in ninth grade courses will be used to calculate individual grade point averages and class rank. Ninth grade courses earn credits by semester. A failing grade for the semester will indicate no credit earned. If the failed course is one required for graduation, it will have to be repeated until passed.

All retention will be determined on an individual basis. The final decision will be made by the principal.

## Seventh and Eighth Grade Promotion

The following is the P. J. Jacobs Junior High School promotion policy for students:

- A student failed the full year of a subject when their grade average for all four quarters is an F.
- Seventh and eighth grade students who fail the full year of a required course will be required to repeat that subject the following year.
- Seventh and eighth grade students may avoid retention by attending summer school. Consideration will be given to waiving retention in the course failed provided the student earns a passing grade in the summer school course.
- Electives and less than full-year courses, if failed, may need to be retaken. If these courses are not repeated successfully, no subsequent courses may be taken in that subject area.

**Report Cards/Progress Reports** Students and parents at P. J. Jacobs are informed of student progress through a standardized report to parents.

The following letter grades are utilized:

- A=excellent
- B=above average
- C=average
- D=minimal passing
- F=failure
- INC=incomplete

Report cards are mailed home to parents at the end of each nine-week grading period. In addition to nine week report cards, a progress report will be sent home the fifth week of each grading period informing parents and students of any grades in the D/F range. Some teachers have developed progress reports to be sent home with students periodically during each grading period. Those reports may warn of failing grades and/or missing work; or, they may describe achievement-to-date. Questions about progress reports should be directed to the specific teacher.

## Schedule Change Policy

**Schedule change requests are allowed during a limited time period up until the start of each semester.** Schedule change requests may only be considered for students with: 1) ECCP class to fit into schedule (9th grade only), 2) Class failure/credit recovery (9th grade only), 3) A college requirement needed for acceptance, 4) A graduation requirement to be met (9th grade only), 5) An online class approved, and 6) A course level change at semester (examples: English 7 to Advanced English 7 or AP Government to Civics). Waivers of this policy require principal approval and will be based on exceptional circumstances.

**Students interested in changing their schedule must complete a paper form and submit it to the Student Services office. No email or phone call requests will be accepted.** Please note, schedule changes are based on the academic needs of students, class availability, and require written parent/guardian permission.

## Student Planners

The student planner is designed to improve a student's academic success through planning, organization, and communication between school and home. In the upcoming school year, students are required to carry their planner to each class. Reasons for carrying the planner include:

- learning targets/success criteria
- keep track of summative and formative assignments
- use instills life-long organizational skills

All students will receive a planner at the start of the year. If a student loses their planner they may purchase a new one from the main office.

# Emergency Information

## Cancellation of School

During the winter, we often get weather that makes driving treacherous, and it becomes necessary to cancel school for safety reasons. In order for parents to have time to make alternative arrangements for their children, the district decides to issue a “snow day” as early as possible, usually by 5:30 AM.

If school is canceled, the district notifies parents via radio, television and district Blackboard announcements.

## Early Dismissal

It is possible that after students have started classes on a given day, late developing weather conditions would require us to close school early. However, this is done only under extreme, unusually severe conditions. Early dismissal creates additional problems for parents and has the potential of increasing risks for students. Because closing school early might become unavoidable, parents do need to make advance arrangements for their children in the event school is dismissed early. It is important that parents make arrangements with relatives or neighbors on the same bus route to be prepared to care for the children.

If school is dismissed early, the district notifies parents by radio, television and district website announcements.

## Emergency Procedures

During an emergency, the cooperation of all students is necessary to ensure the safety of everyone in the building. Students, remember to follow the **five keys to student success in an emergency**. They are:

- Remain calm,
- Remain quiet,
- Remain patient,
- Listen carefully and
- Follow the directives from supervising adults immediately.

Please locate the safety signs located in the building and follow established policies that increase your safety.

These items and policies include:

- Fire evacuation routes posted by each door (Before you leave your seat, follow the directions of your teacher and they will lead you out of the building. After you are outside, locate your teacher because attendance will be taken.),
- Tornado or severe weather evacuation routes and shelter areas are posted by each room door (Your teacher will lead you to your evacuation area. Once there, attendance will be taken)
- Room (numbers), stairs (letters) and outside door (numbers) designation systems,

- Standard response protocols (below),
- Wave notification system for a **lockdown**; blue lights and announcement about an armed intruder • Never open an outside door for anyone and
- Report strangers in our building (without ID badges) and/or inappropriate activities that endanger people in our school to an adult immediately.

The Stevens Point Area Public School District (SPAPSD) in 2019 adopted the **standard response protocols** to describe emergency situations that could occur at each of our schools. These protocols are posted in each school district room as a reference. Please find the location of this poster. Remember the definitions and reactions to each emergency. Two of the terms on the standard response protocol are similar but have vastly different school reactions. The first term is lockout. **Secure(will be announced)** means business as usual but we increase situational awareness in our school.

The other term is **lockdown which means there is a dangerous situation close or in our school. A lockdown will be announced via the wave notification system and ALICE procedures implemented.** ALICE stands for the following: ALERT, LOCKDOWN, INFORM, COUNTER and EVACUATE. Each of these terms relates to how staff and students can react to a situation. Each threat to a school is fluid in nature. This means each one is different and the circumstances surrounding it can change quickly. Therefore, we cannot tell you how to react to each and every threat, but, the ALICE program provides you with options to consider when the time comes to respond. During one of these events, the building will be secured and a warning provided to you using special announcements via the wave notification system. Students should immediately follow the **five keys to student success** in an emergency.

## Building Lockdown/Threats Procedure

The Stevens Point Area Public School District has implemented a program called ALICE. ALICE is an acronym meant to help remember options in an active threat situation. It is not meant to be used in a strict order, but as needed. The odds of any threat to our schools are rare, however, we need to be prepared. Safety is always our first objective to protect all of our students and staff, and procedures and infrastructure have been put in place to ensure the safety of everyone in our schools.



**A – ALERT** There will be an alert that there is an active threat in the building. As before, that alert will consist of a blue flashing light in the hallways and a loudspeaker announcement of “Lockdown! Lockdown! Lockdown!” There may be sirens heard in the background of the announcement reminding adults to dial 911. Law enforcement will be simultaneously notified when the alert is activated.

**L- Lockdown** when the alert comes out, the school will go into lockdown. Students should enter the nearest classroom and find the adult in charge. ***Please listen carefully and do exactly as you are told.*** (\*If there is no adult in the room, close and lock the door, shut off the lights, and sit quietly out of sight.)

**I – INFORM** As the lockdown is happening, someone in the building who knows what the active threat is will be communicating information to your teachers. This may come via the loudspeaker, email, or other means. The information will be helpful in determining where in the building the threat is located and allow teachers to make an informed decision on how to proceed.

**C – COUNTER** Counter is used as a last resort. If an active threat is in your immediate vicinity and you cannot evacuate, the best option is to counter. This means distract the threat by yelling loudly, throwing heavy objects, or even swarming the threat (a group of people approaching quickly and holding down the threat.) Again, this should occur only when there are no other viable options. ***Do as your teacher instructs.***

**E – EVACUATE** If it is relatively safe to do so based on the information they have, your teacher may instruct you to evacuate the building. They may tell you to go out the nearest door, window, or some other avenue. It is a good idea to be aware of the nearest exit in each of the classrooms you visit throughout the day. ***Listen carefully and do exactly as your teacher instructs.*** Once outside, your teacher will tell you where and how to proceed.

Keep in mind that these types of active threat situations are very fluid in nature, meaning each one is different and circumstances can change quickly. The school district cannot tell you exactly how to respond to a specific incident. The purpose of these drills is to get you thinking about your options in such an incident. Theodore Roosevelt said it best: “In any moment of decision, the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst you can do is nothing.”

## Student Services

### Accidents/Injuries

Accidents that happen at school should be reported to a staff member. They will complete an accident report. If the injury occurs when a staff member is not present, students should report it to the Student Services Office.

### Counseling

School counselors are available in the Student Services Office to help students and families with personal or school problems, provide educational and career materials, and help students in course selection and scheduling. You may stop in the Student Services Office and make an appointment to see one of the school counselors or call the office at 715-345-5423. Ms. Lora Schultz works with all students whose last names begin with letters A-L. Ms. Julia Her-Khang works with all students whose last names begin with letters M-Z.

### Health Office

The health room is located in the Student Services Office. If a student isn't feeling well, they need to ask their teacher for a written pass to the health room. After approximately ten minutes, the student must either go back to class or request that a parent be contacted to go home. The nurse or secretary will contact a parent to decide what action should be taken. If leaving school, the student must come to the main office to sign out. ***(\*\*NOTE: Students should not call/text from their cell phone or email their parent. Contact will be made through the Student Services office. Students who are ill are not allowed to walk home, if you are too ill to be in school you are too ill to walk home.)***

### Medication Policy

Before administering prescription or non prescription medication to children during school hours, Wisconsin state law requires WRITTEN PERMISSION AND MEDICATION IN THE ORIGINAL CONTAINER. “Medical Request” forms are available from your physician's office, Student Services Office, or the school website.

If the medication is **prescriptive**:

- The “Medication Request” form must be signed by the physician and parent.
- Ask the pharmacist to prepare two labeled containers so that you can keep one container at home and one at school.
- Clearly include on the form the dosage and time medication is to be given.
- Students may carry and self-administer inhaled medication when a prescription permission form is on file in the health room.

- All other self-administered medication taken at school needs to be approved by the administrator, parent, and physician.

### **Over-the-counter medications must also:**

- be in the original containers
- not be expired
- **be dispensed between classes**
- have specific instructions on administration
- have written parent approval before school staff can administer the medication.

**All medication forms only cover the current school year.** Medications will not be stored at school over the summer.

**Medication Policy (School Board Policy 453.4)** Our Student Services staff may provide and administer district-provided Acetaminophen, Ibuprofen, Diphenhydramine, antacid, and throat lozenges to students with written consent from the student's parent /guardian during regular school hours. A "Parent Permission for the Administration of Over-the-Counter Medication" form must be completed each school year and returned to Student Services in order to receive this medical assistance. Additional consent forms are available in Student Services. [*\*Substances which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a licensed health care provider and written consent from the student's parent or guardian.\**]

### **School Nurse**

The school nurse is available at specific times during the week to meet with students. To see the nurse, go to the Student Services Office and make an appointment.

### **School Psychologist**

The school psychologist is available to students and families desiring assistance with any problems or concerns. Contact the school psychologist at 715-345-5661.

## **School Procedures**

### **Activity Night Rules**

- All Activity Nights will be in the evening with varying times.
- Only students who are currently enrolled at P. J. Jacobs may attend the dances.
- The school doors facing the courtyard serve as the entrance and exit.
- Students who leave will not be allowed to return.

- All school rules are applicable during these events. Disruptive behavior will result in students being denied attendance at future events.

- Parents picking up their students in the parking lot may want to designate a time just and allow five minutes prior to the end of the event.
- If students are absent or suspended from school on the day of the event, they will not be allowed to attend. Students may be removed from attendance at the event for prior disciplinary action.
- No coats or bags are allowed at the event. A coat/bag check is available.

### **Backpacks**

Students are allowed to use backpacks to transport material to and from school. Once in school, backpacks should remain in their lockers and not be used during the school day (7:40-2:55). Students should plan locker stops into their day and take materials for more than one class at a time.

### **Chromebooks**

At the beginning of the year, all students will receive a Chromebook for their use. Some reminders concerning procedures and rules for this technology:

#### **Procedures**

- **Computers are the property of the Stevens Point School District, not the student.** Parents/guardians of students are allowed to inspect their child's computer. Students are reminded that technology is regulated and a privilege; their computers may be searched by the school at any time.
- The goal of this tool is to infuse technology into the curriculum for enhancement of student learning.
- **If you have computer problems, you should:**
  - Restart your computer.
  - If not resolved, ask at least three other students ("ask three before me").
  - If still not resolved, ask a teacher or someone in the Laptop Help Center. (\*\*Note: The Laptop Help Center is located in the LMC. They provides technical assistance to students during the hours posted in the LMC.)

- **Computers should be taken home each night to be charged.** Students should leave the computer charging cord at home. The only thing that should be placed in the case/sleeve is the computer. (i.e. no papers, pencils, ...)
- **Transporting rules:** Use two hands to move the computer and close the lid. Transport the computer in the bag/case between classes with the power turned off. Chromebooks always remain in their case.
- All computer logins remain the same as what was used in elementary school.

### Student Printing

- **Printing rules:** Print only finished projects with teacher permission. Prior to printing, double check the print location.
- Student printing locations: LMC (second floor), between rooms 306/307, and the cafeteria. Other locations require special staff permission.

### Rules

- **Computer use is limited to the assigned student and/or their parent/guardian.** The student is responsible for the proper use of the assigned computer (AUP). Do not touch other students' computers.
- **Students will comply with all district (AUP) and school rules regarding computer use.** Before using a computer, students must ask permission of the supervising teacher or school employee.
- **Chromebooks will be secured at all times.** (\*When storing your computer in your locker, make sure your locker is locked.)
- **DO NOT attempt to alter, avoid, or go around the district programmed filters.** This includes using proxies.
- **DO NOT download programs to your computer without permission from the 1:1 laptop technician.**
- **Students will comply with staff requests regarding their use.** Staff control the use of technology in the building/classrooms.
- Please refer to the "Academic Honesty" rule in this planner. The rule applies to all school computers and includes information regarding students sharing files with other students without teacher permission.
- **Remember all passwords and do not share them with anyone.**
- **Computers are not allowed in the cafeteria during lunch;** they must be stored in their case/ sleeve and locked in your locker.
- DO NOT alter the computer, asset tag number, or student ID in any way.

### Consequences

For procedure or rule violations, students are subject to the disciplinary code which may include their computer being confiscated by an administrator and/ or law enforcement being notified of the infraction (see Other Information/Technology Privilege).

### Detentions, After-School/Lunch

After-school detention is held in the in-school suspension (ISS) room. After-school detentions typically run from 3pm-3:30p or 3pm-4pm (it's usually always one of those times). Which day and length of after-school detention will be determined by the admin/staff member assigning and the students parent/guardian.

Lunch detentions are often given as consequences for negative behavior. Students will immediately get their lunch and report to lunch detention in the ISS room. (\*Note: If receiving a hot lunch, students should proceed to the front of the lunch line and take a disposable styrofoam tray for their food.)

### Food Service

#### Family Food Service Accounts

Money may be deposited into the family food service account at any time through Skyward Family Access. Or you may complete a deposit envelope with your name and keypad ID number to hand to a cashier in the kitchen during your lunch hour. Extra envelopes are located in the kitchen and main office.

#### Menus

Food service menus are located on the P. J. Jacobs website main page on the far right side. Click on the knife and fork menu icon to access the menus. In addition, the daily lunch menu is listed on the television sets located throughout the building.

#### Traditional Breakfast

Traditional breakfast is served each day in the cafeteria between 7:15 - 7:40 AM each day. Traditional breakfast is available to all students. Friends who do not eat breakfast may join you. The cafeteria rules apply, except **students may have computers at breakfast to finish school work.** Food may be purchased using cash or family food service accounts. If you receive free or reduced lunch, traditional breakfast is also included.

#### Lunch

There are three lunch periods each day. Class/ Lunch schedules are listed at the front of the planner.

After your lunch is eaten, opportunities are provided to either go outside on the east of the building (softball fields) or to quietly visit with friends in the cafeteria.

Participation in these opportunities is based on appropriate behavior by students.

### **Cafeteria Room Rules**

Students are expected to follow the rules and guidelines for cafeteria behavior. They are:

- Behavior which endangers a student(s), staff member(s), or school facility will not be tolerated. This includes pushing, shoving, striking, kicking, running, throwing, etc.
- Be courteous at all times.
- No spitting.
- Enter the lunch line only if you are going to make a purchase.
- No cutting in line.
- Return lunch trays and garbage in the proper areas as soon as possible after eating. Please recycle.
- Students need a pass from a lunch supervisor to be excused to use the restroom.
- Students are to remain in designated areas.
- Outside: It is a privilege to go outside. Please follow lunchroom supervisor instructions at all times.
- No throwing food/garbage.
- No dumping food, milk, or garbage on other students.
- Once students have returned their tray, they will return to a seat for the remainder of lunch or exit outside.
- Supervisors retain the right to assign seats or restrict movement.
- Students are responsible for ensuring their tables are cleared of food or other items after they are finished eating, this can include any items that are on the floor.

### **Locker Room**

The locker room is off limits to students not in the current period phy. ed. class. **Absolutely no cell phones/recording devices are allowed in the locker room under any circumstances. NO EXCEPTIONS! Disciplinary action will be taken for infractions of this rule.**

### **Lockers**

School lockers are made available and are assigned to students for use as a storage area for books and clothing only. It is important to recognize that the lockers remain the property of the school and are subject to random searches including a canine component as part of the locker security program.

Lockers should not be written on with markers, dry erase or permanent. Damage costs to lockers will be charged to the student.

Students should not share their combination with anyone. It is the student's job to protect the locker combination from being made public. No students should open, or attempt to open, any locker but their own. If you have trouble with a locker, report it to the Main Office immediately.

Students are not to move into a different locker unless instructed to do so by the Main Office. If a locker is damaged, broken, or jammed open, the student assigned to that locker may be required to pay for the damage incurred.

Students should not tamper or damage the combination locks. If these become damaged, students could be subject to a replacement fee. Students are responsible to keep lockers clean; and, will be asked to scrub the locker if necessary.

### **Lost and Found**

During the course of the year, many articles of clothing, folders, and books are lost. Please check the lost and found area (on a table next to the main office) for missing items. All unclaimed articles are donated several times a year.

### **Posters**

In order to display a school-related poster, you must obtain permission from the principal's office. **DO NOT** attach anything to the wood trim.

### **Patriot Learning Centers (PLCs)**

Learning Centers are dedicated time where students have the opportunity to receive academic support, obtain help with organization, and improve communication and self-advocacy skills. Learning Centers provide designated time for teacher identified targeted supports in Math and English (ELA) classes.

During Learning Centers, students will:

- Complete school work
- Conduct missing assignments review & complete
- Conduct weekly grade check
- Develop executive functioning skills in time management & goal setting
- Have access to mini lessons focused on Community Building and Academic Career Planning (ACP)

In addition, students will follow these expectations:

- Arrive on time with all your materials
- Respect others and classroom belongings
- Remain engaged in academic works or activities



- Follow teacher expectations (i.e. no music unless permission is given, etc.)
- Report to Targeted Support if assigned
- Use this time to re-take or make up missing summative assessments

Students will also be allowed to obtain individual passes from their teachers to receive additional instruction or assistance or they may use the LMC based on grades, behavior and room availability. \*NOTE: Students who are not being academically successful may be required to remain in the SC to complete an action or student plan.

## **Student Conduct**

### **Alcohol/Drugs**

The possession, use, and delivery/sale of alcohol or drugs (prescription or non-prescription) in school, on school grounds, or at school activities is strictly forbidden and may result in suspension or expulsion from school. This includes facsimiles and not following school policy for use of prescription or non prescription drugs.

Violation of city ordinances or state laws (alcohol, marijuana, etc.) will result in referral to appropriate authorities: Police Department, Social Services, etc.

### **Bathrooms**

Only one student is allowed in a bathroom stall at a time. Gathering of students socially is not allowed in the bathroom. No food, drink or cellphones allowed in the bathrooms.

### **Bicycles/Skateboards/Rollerblades/ Hoverboards**

Bicycles, skateboards, and roller-blades are not to be ridden on school grounds. They should only be brought to school if they are needed for transportation or a class activity. Bikes should only be parked in the bike racks located on the west side of the school (Michigan Street). Use bicycle locks to prevent thefts. The school assumes no responsibility for these items.

## **Break Before Break/P. J. Jacobs Birthday Party (All Grades)**

Each year Student Council sponsors two all-school celebrations which occur prior to the holiday and spring breaks. *Student participation is a privilege, not a right.* A staff team member will examine student academic and behavior performance to determine eligibility.

Disqualifiers include, but are not limited to the following:

- Two or more F's in the grading period the event is held
- Any in school suspension
- Any out of school suspension
- More than two detentions
- Multiple Discipline referrals
- Chronic absences or truancy

Students will be notified of the team's decision and assigned to a study center if they are not allowed to attend the celebration.

## **Classroom Rules**

While in the classroom, students are expected to follow the policies/procedures of their instructors.

## **Dangerous Weapons/Explosive Devices**

No one shall possess a dangerous weapon (guns, knives, razors, karate stick, pepper spray, or any other object by the manner in which it is used or intended to be used which may inflict bodily harm) or explosive devices on school premises or at school functions. Violation of this policy will result in suspension and/or expulsion from school and referred to the Police Department. Facsimiles are not allowed. No one shall threaten to bring a dangerous weapon or explosive device to school.

## **District Property**

P. J. Jacobs students who are on school grounds before/during/after school, on district property, attending a district function, and/or representing P. J. Jacobs are subject to district/school rules.

## **Dress Code**

Student dress is the responsibility of the student and parents. This includes a student's appearance and grooming. Clothing that is appropriate for some occasions may not be appropriate for school. Student dress, appearance, and grooming should not affect the health and safety of students nor disrupt the learning process within the classroom or on school grounds. Clarification regarding dress, appearance, and grooming should be obtained prior to wearing it to school; this can

be obtained from the school's administration. The following dress code is applicable for students whenever they are in school facilities or on school grounds during the school day, and whenever a student is involved in school supervised activities and/or events.

- Clothing tops will cover the front and backside of students. Some styles can be designed to show midriff. Should a student choose to wear such a style, the student agrees that it will not risk exposure of undergarments or nudity. Pants, shorts, and skirts must be secured around the waist area. Shorts and skirts must completely cover the student's buttocks. Students must be able to sit comfortably, bend down, and reach up without exposing undergarments or nudity.

Students in violation will be asked to adjust their clothing so that it meets dress code requirements. This could include utilizing their own clothing that is available to them, school clothing or parent/guardian request to drop off appropriate clothing.

- Any fashion (dress, accessory, adornment, or hair style/color) that distracts from the learning process, may cause damage, may cause noise problems, or presents a safety risk is not permitted. This includes displays and/or statements that: are of suggestive, offensive, obscene, libelous graphics; denigrate or degrade others; is determined to be gang related; pertains to drugs, alcohol, and/or tobacco products; pertains to primarily alcohol based establishments
- *First Quarter Pilot (subject to change after review has been conducted).* Hats, stocking caps, and bandanas may be worn during the school day as long as it does not cover the face or ears. Religious headwear is permitted to be worn as intended. Hoods are not allowed. Ski masks are not allowed. Any headwear worn must not create a visual barrier for other students. Accessories (i.e. pins, stickers, etc.) must be appropriate and must not be considered a weapon. Teachers have the discretion to request students remove hats in their classrooms. Hats or any headwear worn must not violate #2 above.
- For sanitary and health reasons, students will wear appropriate footwear at all times. Footwear that is a safety hazard is not allowed.

- Beginning at 7:35 a.m. until 2:55 p.m., students will not wear coats that would normally be considered outdoor/cold weather jackets inside the school building during the school day. Administrative exceptions may occur.
- Backpacks or other bags should be stored in lockers; they will not be allowed in classroom spaces. Administrative exceptions may occur.

Students who do not comply with the dress code will be asked to change clothes, may face disciplinary action, or both. Refusal to comply with this school board policy, #5500, will be considered insubordination and will result in disciplinary action. Exceptions may be made for school-wide activities such as dress-up days as determined by the schools administration. School administration maintains the right and authority to determine the acceptability of current fashion at school.

### **Elementary Track Meet**

Students are reminded that P. J. Jacobs remains in session during the elementary track meet. Students will not be allowed to leave school to attend this activity unless a parent/guardian comes into the main office and signs them out. The parent/guardian also must remain with the student in attendance at this activity.

### **Elevator Use**

Students must have permission from student services or the main office to use the elevator. Disciplinary action will be taken with any students using the elevator without permission. Any injuries requiring elevator use must have a letter from a medical provider.

### **False Information**

No employee, volunteer, or student shall provide false information to school district officials at any time. If a person provides false information to school district officials regarding a complaint, proceeding, employment application, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

### **Fighting**

Fighting or planning to fight at P. J. Jacobs or other school designated locations, transportation, etc. is forbidden and may result in suspension from school.

### **Gambling**

Any form of gambling is prohibited on school property.

## End of Year Field Trips

Participation in field trips is a privilege. A staff team will examine student academic and behavior performance to determine participation eligibility.

Disqualifiers include but are not limited to:

- Two or more F's in second semester
- More than one in school suspension
- Any out of school suspension
- More than three detentions
- Multiple Discipline referrals
- Chronic absences or truancy
- Students and parents will be notified of the team's findings.

## Hallway Behavior

WALK!!! Never run in the halls. Keep to the right and keep your hands to yourself. No pushing or shoving! In addition, students should discard litter/recyclables in the containers provided. Use the proper stairwells (as marked) when going up and down the staircases.

## Hands-Off Policy

A "Hands-Off" policy for students will be enforced at P. J. Jacobs Junior High School. "Hands-Off" means not physically engaging with anyone else in the building.

## Laser Pointers

Student use or possession of laser pointers is prohibited in school buildings, on school grounds, and in school vehicles.

## Nuisance Items

Students shall not bring articles to school that interfere with the educational process.

## Panhandling

Panhandling or approaching other students to beg/ask for money, food, or things of value is prohibited.

## Physical/Verbal Harassment

Physical or verbal harassment/abuse of other students is prohibited. Students need to use language free of profanity, ethnic slurs, and name calling. Student's hands should be kept to themselves at all times.

Please demonstrate respect for other people and their property.

## Sales

All sales and bartering activities at school must receive prior administration approval. Only school sponsored sale activities will be allowed at school or on school grounds.

## Gang Activity

Students will not act or represent as gang members in any way or endorse gang affiliations either on school grounds or at school-sponsored events, home or away. This includes, but is not limited to, representation on self or property (symbols, words, bandanas, or any other representation). This also prohibits any perceived gang activity or actions that represent a gang, such as hats flagged to the side, hand gestures, or any other action suggestive of gang representation.

## Sexting Laws for Minors per City of Stevens Point

According to Section 24.54 of the city ordinance, the sharing of explicit images and related activities between minors is prohibited. It also prohibits text messages of a sexual nature and the soliciting (asking for or giving out) of any text, correspondence, message, photograph or video from another minor (student) of a sexual nature. This ordinance applies to all P. J. Jacobs students both inside and outside of the school day and building.

## Snowballs

Due to possible injuries and damage to property, snowball throwing is not allowed.

## SPASH Homecoming Activities:

P. J. Jacobs remains in session during SPASH homecoming activities. School policies regarding homecoming participation are listed below.

### Seventh and Eighth Grade Students

Seventh and eighth grade students will not be allowed to leave school to attend homecoming activities unless a parent/guardian comes into the main office to sign their child out of school. In addition, parents/guardians must stay with their child during the homecoming activities.

**Ninth Grade Students not participating in the parade, but wishing to attend the parade** can only participate if a parent/guardian comes into the main office to sign them out of school. Students must return to school after the parade or parents/guardians must stay with their child during the remaining homecoming activities.

**Ninth Graders participating in the parade with their SPASH organization/sport** Ninth grade students who are active members of a SPASH organization/sport may participate in the parade with parents/guardians written permission. Students with written permission are required to sign out in the main office to leave with their coach or parent/guardian. If they do not have a note, the parent/guardian must pick them up in the main office. Students may attend the remaining afternoon activities with their organization/sport and remain under the coach/advisor's

supervision.

**All Remaining Ninth Grade Students** will attend the homecoming activities at Goerke Field escorted by P.J. Jacobs' staff, weather permitting, from 1:00 to 2:30PM. Participation may be denied due to academic or behavioral concern. Students who do not wish to participate will be provided an alternate location at school and will function as a Patriot Learning Center.

If you have any questions please contact the main office at 715-345-5422.

**Student Compliance: Removal** A student is obligated to comply with a school district employee's (teacher's) directive for them to leave a classroom. Students are required to quietly proceed directly to the location indicated by the employee (teacher).

A school district administrator may request or direct a student to proceed to another location (usually the main office complex). Students are required to quietly proceed directly to the location indicated by the administrator. A reason for the request will be provided once the student has arrived at the location. A student appeal may be made regarding their removal after they comply with the original request and have arrived at the designated location.

## **Student Conduct**

Any student conduct, which endangers them, others, or school property is prohibited.

This includes conduct which inhibits the learning process, is disrespectful to staff or peers, violates district/school rules, and/or violates federal, state, or local laws.

## **Theft/Defacement, or Damage to Property**

No student may steal, deface, damage, or destroy another person's property or school property. Students and parents will be held financially responsible for all theft, damage and defacement of school property.

## **Tobacco**

State law prohibits minors from purchasing, being in possession of and/or using tobacco products. Possession and/or use of tobacco products at school will result in a student being suspended from school and a referral being made to the Police Department. Facsimile products and lighters are not allowed at school.

## **Transportation Permission Form**

When requesting to ride the bus home with a friend, the main office must receive a note from the parent of the student requesting special permission to ride a bus not usually assigned to them. The main office will issue a "Transportation Permission Form" for the student to present to the bus driver upon entering the bus. If the bus drivers have any questions, they will contact the main office.

## **Electronic Vaping Devices**

Vaping or the possession of electronic vaping devices and paraphernalia by students on the district premises, in district owned or leased vehicles, at school events on or off school grounds, and at district-sponsored events is prohibited. In addition, a referral to law enforcement will be made if a student is found using or is in possession of vaping/juuling product(s). (School Board Policy 5512)

## **Washington D.C. Trip (9th Grade)**

Participation in this activity is a privilege. A staff team will examine student academic and behavior performance to determine participation eligibility. Disqualifiers include but are not limited to:

- Discipline referrals such as:
  - Bringing weapons to school
  - Committing acts of physical aggression, including fighting
  - Truancy (5+ unexcused absences)
  - Bullying/harassment
  - Possession or use of alcohol, tobacco, or drugs
  - Severe and repeated incidents of defiance and noncompliance with teacher directions
  - Leaving the assigned location (class,lunch,assemblies) without permission with the intention to avoid learning and/or supervision

## **Water and Other Liquids**

P. J. Jacobs allows students to have water in the hallways and lunchroom. Students may have water in their classrooms with teacher permission. All other liquid items that are not water need to be finished prior to the 7:30 bell or kept sealed in their lockers until lunch or used after school.



## World Languages Trips

The World Language Department (Spanish, French and German) offers several field trips to other states and foreign countries. Some examples (although not an inclusive list) include the Concordia Language Village Immersion Program (French and Spanish) near Bemidji, Minnesota, the Festival of Nations in St. Paul, Minnesota, and the Costa Rica (Spanish) Trip (every other year). Participation in these events is a privilege and students must be enrolled in the appropriate world language to qualify to participate. In addition, academic and behavioral performance by students may be used to determine participation eligibility.

## Transportation

### Bus Conduct Rules

Students being transported in district-owned or contracted school buses/vehicles shall conduct themselves in a lawful and orderly manner at all times. Students who do not follow bus riding rules and become disciplinary problems may have their riding privileges suspended.

Building Administration shall have authority over student conduct while students are being transported by the school district. The bus driver has full authority to make seat arrangements. The following acts or conduct by students are specifically prohibited while students are being transported in district buses or vehicles:

- Disobedient or impudent conduct toward the vehicle driver
- Moving around while the vehicle is in motion • Sticking heads, hands, or any portion of body out window
- Hanging/throwing objects out of windows • Unusual loud talking or undue noise
- Tampering with the vehicle or any of its equipment
- Using tobacco products and/or controlled substance (alcohol, drugs)
- Scuffling or engaging in fighting on the bus or in the vehicle
- Using obscene language
- Littering on the bus
- Disturbing fellow passengers
- Using the emergency exit in non-emergency situations

- Assaulting another student or adult on the bus • Any other conduct, which would tend to prohibit or affect the orderly and efficient transportation of students, or is a violation according to state law or local ordinance

## Bus Line Rules

Students are expected to follow the guidelines listed.

They are:

- Line up in the appropriate line in an orderly fashion. No cutting in line.
- Movement between the lines and back to school is prohibited.
- Stay behind the line until the bus is ready to load.
- Any activity, which endangers you, others, or school property, is prohibited. This includes running, pushing, or throwing.
- Students who leave school grounds prior to the departure of their bus, will not be allowed to board their bus.

## Other Information

### After-School Student Expectations

Students are expected to leave as soon as possible at the end of the day (within 10 minutes) unless they are attending a supervised activity. Loitering in the hallway, bathrooms, stairways, and school grounds is not permitted.

Students who remain on school grounds before/after school, attend school functions, or are present on school district grounds are subject to school rules.

Students who leave school grounds at the end of the school day will not be allowed to return unless obtaining prior permission and/or attending a supervised activity.

Students absent because of illness cannot attend or participate in after-school activities. Students that are absent from school for other reasons cannot attend or participate in after-school activities unless prior approval by administration has been obtained.

## Assemblies

Grade level and all-school assemblies will be held periodically during the school year. Students are reminded that attendance at these events is a privilege which may be denied for behavioral and academic performance. If a student is removed from an assembly, they will be assigned to a study center to complete academic assignments. Students who commit such acts may be denied the right to attend future assemblies.

## Before-School Expectations

Students should arrive no earlier than 7:15AM. If students arrive at school prior to 7:15 AM, they are to wait in close proximity to the main office by door entrances 1 and 19. At 7:15 AM a bell rings and students proceed to their assigned waiting areas. The assigned waiting areas are the following; seventh grade is third floor, eighth grade is second floor and ninth grade is first floor. From 7:15-7:35 AM, breakfast is served in the cafeteria and students may proceed to that area if they are eating breakfast or remain in their assigned waiting areas. Movement between floors is not allowed. At 7:35 AM, a bell will ring allowing student access to the rest of the school and ten minutes to report to their first hour class.

## Change of Address

Change of Address Families with a change of address during the school year should contact the district student services office with the information at 715-345-5446.

## Fees/Fines

Students will be held responsible for their books; if lost or completely destroyed, the student responsible will be required to pay for the replacement price of the book. If damaged, a pro-rated assessment will be made.

## School Pictures

Individual pictures of all students will be taken shortly after the start of school. They will be used for the yearbook and students may purchase picture packages if desired. Picture packages must be paid for by the time the picture is taken. Picture retake day takes place a few weeks after. Students should bring their original photos on the day of retakes.

## Technology Privilege

The use of computers at P. J. Jacobs is a privilege. Misuse of equipment or accessing files without permission may result in removal from computer use and disciplinary action. The use of private computers/technology is regulated by the School Board and school policy. At the time of the publication of this planner, the use of private computers at school is not allowed.

## Cell Phones, Smart Watches & Earbuds/Headphones

**Cell phones must be turned off and put away in locker or in the pouch found on the front of the chromebook case immediately upon entering the building (7:00am or after) until 2:55pm.** Cell phones are **NOT** allowed to be on your person.

If a student is in violation of this policy, teachers will take the student's phone and staff from the Main Office will pick up. Phones will remain on check in/out in the Main Office for the following durations:

- 1st: 3 weeks
- 2nd: 9 weeks
- 3rd: rest of year

**Absolutely no cell phones are allowed in the locker rooms and bathrooms under any circumstances. NO EXCEPTIONS! Disciplinary action will be taken for infractions of this rule and students will be required to check in/out for the remainder of the school year.**

Students who are experiencing illness must report to the Health Office. Students are not permitted to use personal devices to contact parents without permission from Health Office staff. If students are ill, they should follow school procedure for going home ill. Students who are violating this process will be subject to the protocol listed above.

Students are permitted to wear smart watches. However, it is at the teacher's discretion to ask students to remove them during summative assessments or any other time when they can interfere with learning. If watches are a disruption in any capacity, teachers can request removal and turn into the Main Office and will be subject to the protocol listed above.

Earbuds and Headphones must be turned off and put away in locker, in the pouch found on the front of the Chromebook case or looped in the handle of the Chromebook case. Earbuds and Headphones are **NOT** allowed to be on your person, especially during passing time and lunches. These devices may only be used in the classroom setting with teacher permission.

Students that use their personal electronic devices to record or photograph students/staff without their permission, or document bullying/harassment, physical or verbal altercation will receive additional disciplinary action. Students who post or share such photos or videos may be subject to disciplinary action as well.

### Electronic Recording by Students:

Photographing, videotaping, audio recording, cell phone and electronic device recording of any kind, will not be made in private places. *Examples include but are not limited to bathrooms, offices, locker rooms, changing facilities, etc.*

Photographing, videotaping, audio recording, cell phone, and electronic device recording of any kind, will not be made in classrooms, assemblies, lunch rooms, hallways, playgrounds, buses, and any other indoor and/or outdoor school facilities/ grounds without the express permission of the district employee in charge. However, it is permitted in public places such as athletic events, school dances, and other school-designated events.

Photographing, videotaping, audio recording, or production of any kind made about an employee of the District may not be made or distributed without the expressed permission of that employee.

## **Valuables**

Keep all valuables at home. If students must bring a large sum of money or something of value to school, take it to the office for safekeeping for the school day.

## **Visitors**

Individuals interested in visiting P. J. Jacobs are reminded that visits to our school are regulated by School Board Policy #9150, and the principal. If parents or interested members of the community want to visit the school, prior permission is required to balance the privacy rights of the students with the needs of the visitors. Please contact the principal during regular school hours (7:00 AM-3:30 PM) to arrange your visit.

Visits by students not enrolled at P. J. Jacobs are not allowed. Please do not invite students from other district schools or individuals not enrolled in our school district. Contact with students is limited to parents or guardians, individuals listed as emergency contacts on Skyward, or other P. J. Jacobs students.

## **Withdrawing from School**

If families move during the school year, inform the student services secretary at least two weeks before. (A transfer card needs to be taken to each teacher by the student.) Each teacher will record a grade-to-date and verify that all school books and other materials have been returned. School-issued Chromebooks must also be returned prior to withdrawing from school.

## **Athletics**

### **Philosophy and Objectives**

The objective of the student athletic program at P. J. Jacobs is to develop a well-rounded, healthy attitude towards sports and themselves while being taught fundamentals. Participation is based on practice attendance with everyone having an opportunity to compete. Sportsmanship, enthusiasm, and teamwork are stressed as they are essential for a healthy athletic program. Winning when all students participate is

important.

All areas of competition are governed by the WIAA. The major requirement of the WIAA is that all participants have a physical examination to be eligible for accident insurance coverage. All participants must have the examination before they are allowed to practice. The practice schedule is subject to availability of facilities, with all levels having equal opportunity to use the facilities.

Coaches are responsible for team discipline; however, before a student can be dropped from a team, the coach must first consult with the athletic director, and the parent will be notified.

Further, given the philosophy and objectives of the athletic program, any swearing at or degrading of student athletes will be considered as unacceptable coaching behavior.

If a student is injured it is the coach's responsibility to see that the student receives immediate care and that the parents are informed as soon as possible. Coaches will be expected to stay with an injured student until the parent arrives.

## **Equal Notice**

If a program or service is scheduled or only available in a location which is inaccessible due to a disability, reasonable steps will be taken to relocate the program or service to an accessible location to afford a qualified individual with a disability an equal opportunity to participate in and enjoy the benefits of the programs and services provided by the District. The person(s) making the request to relocate the program, service or activity must provide advance notification of the inaccessibility and advance request for reasonable steps to be taken.

Primary consideration will be given to the request of an individual with a disability requiring specific accommodations, unless another equally effective accommodation is available or relocation would result in a fundamental alteration of the program, service or activity, or an undue financial or administrative burden.

Notification of inaccessibility and requests for relocation of the program or services should be directed to:

Chris Budzinski, Manager  
Buildings and Grounds  
3400 Water Street  
Stevens Point, WI 54481  
(715) 345-5433  
cbudzins@pointschools.net

