Parent/Student Handbook
School District of Janesville
2025-2026

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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:

- Leaving technology devices or equipment unattended, or unlocked
- Lending technology devices or equipment to others
- Using technology devices or equipment in an unsafe environment
- 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.

Animals on District Property

Animals on District Property

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property, Board Policy po8390

Attendance

Wisconsin has a Compulsory School Attendance Law. Accordingly, the School District of Janesville has adopted a Board Policy 5200 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 for 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 religious holiday.
- 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).
- 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.
- 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.

- A school-ordered suspension.
- A waiver authorized by the building principal or his/her agent in special cases where he/she determines that exceptional circumstance exists, 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:

- 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.
- 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.
- 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.
- Middle and high school students who are tardy in excess of fifteen (15) minutes will be recorded as absent for that class.
- 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.

- 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

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students in grade Kindergarten and above in accordance with the rules of the District. Board Policy po5514.

Boundary Lines and Transfer Procedures

Please refer to Board Policy 5130 and 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.

School Meal Program

The Janesville School District's Student Nutrition Department provides over 1.5 million meals each school year. As a participant in the federally funded National School Lunch Program, some of our buildings qualify for the Community Eligibility Provision (CEP), meaning all students at those thirteen community-eligible schools also receive free lunch. Furthermore, students at other schools within the district may qualify for free lunch based on household income. Breakfast is free to all students.

Breakfast/Lunch Menus

Lunch and breakfast menus are posted on the district website. The online menus provide nutritional information and highlight common allergens.

The district offers two lunch entrée options for our Elementary Students, five options for Middle School students, twelve plus options for students at Craig and Parker High Schools, and two options for students at Rock River Charter and Rock University High Schools. Students can choose from a wide variety of fruits and vegetables, along with fat-free chocolate milk or 1% milk. Breakfast includes at least two entrée choices, a serving of fruit, 100% juice, and your choice of milk.

Our Student Nutrition Department operates under the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). The NSLP and SBP have strict weekly minimums and maximums for calories, fat, and sodium. We encourage students to choose a variety of foods from all food groups to support their growth and healthy eating habits.

Meal Prices

Meal prices are updated on an annual basis and are published on our menus. Families can pay for meals online through Infinite Campus. You can also send cash or a check (in an envelope with the student's name and deposit amount) to the school with your student. Checks should be made payable to the School District of Janesville Student Nutrition Department. Please separate payments for meal accounts and other school-related expenses.

Meal account funds can purchase lunch and any available à la carte items during breakfast or lunch.

You will receive an automated courtesy phone call when your child's lunch account balance is low, reminding you to add funds. Low balance reminder calls are made on Mondays and Thursdays once your student's account is below $8.00. You can check your child's balance and transaction history through Infinite Campus or by contacting your school's student nutrition staff.

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 let them charge up to a meal, which must be repaid. You will receive daily automated phone calls to notify you of a negative balance until payment is received.

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

SDJ School Nutrition Meal Charge Practice

Because all students participating in school are eligible to receive a reimbursable school meal, the district must have a procedure for students who pay for meals but do not have sufficient funds 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.

Below is the School District of Janesville's negative balance procedure:

Elementary

- The student nutrition department will contact parents/guardians to resolve negative balances.

- If payment arrangements cannot be made, the parent/guardian will be encouraged to provide their child with lunch from home.

Middle/ High School

- Students with insufficient funds may request lunch on credit from their kitchen manager.
- Credit purchases must be paid in full by the end of the next school day.
- Students cannot purchase la carte items if their accounts are negative at the beginning of meal service.

All Grade Levels

- Families will be offered a free meal application when contacted by student nutrition staff.

Suspending Accounts

- Multiple attempts to contact a parent/guardian will be made.
- If all attempts are unsuccessful, a certified letter will be mailed.
- Accounts will be suspended after reaching a negative balance of $30.00 unless the students have cash to pay for their meal that day.

Diet Restrictions

Food substitutions may be requested for students with disabilities whose impairment requires a dietary restriction. You will find a "Special Dietary Needs Form" on the district's website, or contact the school district's student nutrition office at 743-5132 to obtain a copy. 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 can generally begin services as soon as the completed form is returned. Until then, please provide for the dietary needs of your child.

Free Lunch

If you believe your child may qualify for free lunch, please complete an application and submit it to the student nutrition office at the Educational Services Center, 527 S. Franklin St., Janesville. Application forms are available online when registering your child for school. One form needs to be filled out each year per household. Forms are available from your school and the student nutrition 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 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 lunch. New applications must be submitted each school year, so 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 in the handbook's Visitors to the Schools section.

Bullying

Board Policy po5517.01 addresses bullying in the School District of Janesville. This policy provides definitions of bullying, harassment, complaint procedures, retaliation and false reports, confidentiality and privacy, notification, records/reports, and education/training.

Cellular Phones and Other Electronic Devices

Possession and use of cellular phones is permitted on school premises. However, cellular phones must be powered off/turned off and not used for any purpose, unless permission is granted by the teacher. Students may not use personal devices to take photographs (pictures) or videos without the consent of a supervising staff member. Electronic devices are prohibited in locker rooms and restrooms unless powered off in accordance with State Statute 175.22. It is important to note that personally owned cellular phones may be searched as permitted by law.

Students who bring personal electronics or other items of value to school do so at their own risk. It is advised that personal items be secured at all times in accordance with the rules of the classroom, on your person, or locked in your locker.

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. 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.

High School Cellphone and Personal Electronic Device Use

- The rule in the high schools is "bell to bell no cell". This means that personal electronics, especially cell phones and ear buds, are to be put away during class time. Teachers will communicate the expectations and procedures that will be used to ensure that this expectation is followed in his or her classroom.
- Cell phones and other personal devices WILL be allowed before and after school, during passing time, and during lunch.
- Cell phones and other electronics can be a distraction to learning. While there may be occasional times that cellphones are used for educational purposes, this is done sparingly and at the teacher's discretion. Every student is issued a Chromebook, which should be used to fill the majority of a student's technology needs.
- Cell phones and other electronics are not allowed in restrooms and locker rooms.
- The School District of Janesville is not responsible for personal items that are brought to school and become lost, damaged or stolen.

Classroom Management

- Teachers will enforce “bell to bell no cell” in their classroom and develop a management plan that aligns with district policy. This plan will be communicated in their syllabus, explained to students at the start of the semester, communicated to parents, and maintained throughout the duration of the course.
- Students will be expected to comply with the teacher’s management system.
- Students who do not comply will be subject to disciplinary actions.

Consequences

Warning

- Teacher reminds the student of the expectations and classroom procedures.
- Teacher contacts the parents.
- Teacher documents the incident.

First Offense

- Teacher conferences with the student.
- Teacher completes and submits a behavior referral.
- Teacher contacts the parents.
- Administration meets with the student and issues one detention.

Second Offense

- Teacher sends the student to the AP Office, completes a referral and contacts parents.
- Administration meets with the student and issues two detentions.
- Phone is confiscated for a minimum of four class periods or the remainder of the day.

Third Offense

- Teacher sends the student to the AP Office, completes a referral and contacts parents.
- Administration meets with the student and issues three detentions.
- Phone is confiscated for the remainder of the day. Parent pick-up required.

Fourth and Subsequent Offenses

- Teacher sends the student to the AP Office, completes a referral and contacts parents.
- Administration meets with the student and issues in or out of school suspension.
- Phone is confiscated for the remainder of the day. Parent pick-up required.
- A parent meeting may be scheduled to discuss alternative plans to address the student's behavior.

Refusal to Follow

Students are expected to comply with electronics rules as they would with any other rule or expectation. Failure to comply with staff directions is considered insubordination and can result in suspension or other consequences. Students who have multiple violations in the same day may be subject to greater disciplinary action than outlined in this plan.

Middle School Cellphone and Personal Electronic Device Use

The Janesville Middle Schools will have a system called “Yondr” to improve teaching and learning by making certain classrooms cell phone-free learning environments. We understand that cellphones have great value, but the use of cellphones by students has increasingly become a source of distraction, antisocial behavior, and conflict both at home and at school. Research shows that the mere presence of cellphones in the classroom can be detrimental to student performance. According to a survey and report from Common Sense Media that involved 1,240 interviews with parents and their 12 to 18-year-old children, 50% of teens feel addicted to their mobile devices, and 59% of their parents agree that their kids have a problem putting their devices down (U.S. News & World Report).

How does the Yondr case work?

A Yondr case will temporarily lock once your child places his/her phone in it. Though your child's phone will be silenced, all notifications, calls, and messages will still be transmitted to the phone. Yondr allows your child the comfort of staying in possession of his/her phone but takes away the urge to constantly looking at it, texting at the moment, monitoring social media or calling friends in another class.

Students in possession of a cell phone will place their phone inside of a Yondr case during 1st hour and lock it in front of their teacher. Each student is responsible for returning the numbered case to their 1st-hour teacher at the end of the day. Students will have the opportunity to unlock and use their phones at lunchtime. If a student needs to leave school early, unlocking bases will be in each classroom, the Assistant Principal’s office and the attendance office to allow for a quick dismissal. Yondr cases are school property and failure to return a case and/or damage to school property could result in in-school consequences. Refusal to use a Yondr case could also result in school consequences.

How can I get in touch with my student?

In the event a parent/guardian needs to contact their student, they can call the school attendance office, and their child will be given the message. If the student needs to contact his or her family member, he or she will be allowed to call from the attendance office during passing time.

What if there is an emergency?

There are many instances when parents need to communicate information to students. Most of the time, students are unable to act on these issues until after school. In these cases, students can read messages at the end of the day or during lunchtime. If it is crucial that a student respond immediately, students can unlock cases in the Assistant Principal’s Office or the Student Service’s Office. In the case of a school emergency, administrators and teachers have communication devices. In addition, all three middle schools have a full-time Janesville Police Officer assigned to the school and have a “direct-connect” radio for immediate communication with the Janesville Police Department.

In an effort to best serve your child, we are asking for your support in the adoption of Yondr to teach our students responsible cellphone use while at school.

We want to assure families that you can reach your student as you have in the past, by calling the attendance office. We recommend adding your school's attendance number to your contact list for easy access.

After an initial warning by staff to abide by the building and SDJ policy, teachers will utilize the following steps should a student fail to comply:

FIRST OFFENSE**:**

- Teacher/Staff member will confiscate the device until the end of the period and make a parent contact.

SECOND OFFENSE:

- Teacher/Staff member will confiscate phone.
- The student will receive an Infinite Campus Referral for a technology violation.
- Phone will be turned into the office and returned to the student in a Yondr pouch that can be unlocked at the end of the day or may remain in the office to be picked up at the end of the day (depending on number of extra pouches available).

THIRD AND SUBSEQUENT OFFENSES:

- Teacher/Staff member will confiscate phones.
- The student will receive an Infinite Campus Referral for a technology violation.
- Phone will be turned into the office where it will be held until a parent conference can be arranged and device can be picked up.
- The student may lose the privilege of bringing a device to school.

Co-Curricular Code (Athletics and Club Participation)

Please see the **Athletics & Activities Co-Curricular Code of Conduct & Handbook Co-Curricular** accessible to student, parents and family members via their school's website.

These common sense expectations outlined in these codes will be executed in conjunction with current Board Policy 5141 and Administrative Regulations 5141.1 regarding regular school attendance and Board Policy po5530 regarding Drug Prevention

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 co-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, co-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.

Every student and at least one parent or guardian must confirm they have acknowledged, read and agreed to adhering 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 co-curricular programs of the district. Each participant will be required to re-sign their Code annually. With their agreement, participants and parents agree to adhere to this Code.

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

Statement of Risk

All co-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 a co-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. Parents are encouraged to keep a current email address and telephone number in their Infinite Campus account, with appropriate contact settings selected in order to receive classroom, school, and district-wide updates through Infinite Campus Messenger. Contact your child's school if you need assistance with Infinite Campus settings.

Corporal Punishment – Use of Force

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline. In accordance with State law, corporal punishment shall not be permitted. Board Policy po5630.

Discipline

In-School Discipline will be determined at the discretion of the building administrator or designee. Board Policy po5610.02

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 found in Board Policy po2260 and po2260.01.

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 for 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

School district staff will follow protocols as outlined in each building's emergency response plan. Board Policy 8420 – School Safety and Board Policy po8462.01 – Threats of Violence contain detailed information about plans and procedures.

Exposure Control Plan

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

However, should there be an exposure to blood that involves a student, the school will notify the student's parents/guardians of the incident. This notification will first be attempted by telephone. If the school staff 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.

Fees

Parents and guardians are required to pay annual school fees which cover the use of textbooks, the cost of paper, and other consumable supplies. The optional yearbook for middle and high school students and parking costs for high school students are additional fees that may be paid at the same time school fees are paid. Information on school related 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; AR 1340.1 - 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.

The Board prohibits professional and support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law. Board Policy po4217 and Board Policy po3217.

Health, Illness, Accidents

All district buildings have an assigned school nurse and staff members trained in medication administration, first aid, CPR, and AED use. Procedures and protocols dealing with management of illness, injury, and basic health needs are in place under approval of the district's medical advisor. Further information regarding health, illness, and accidents can be reviewed through Board Policy po5330.

Homework Guidelines

Students' Roles and Responsibilities:

- Make sure you understand the assignment and have the tools/materials you need before leaving school. Ask your teacher questions if directions are not clear.
- Complete your work independently and to the best of your ability. Ask questions if needed.
- Make it a routine. Set a time each day to do homework.
- Make good use of your time. Plan ahead for big assignments or projects.

Parents'/Guardians' Roles and Responsibilities:

- Be positive about homework.
- Provide a place, and resources needed to help students complete homework.
- Help your student with time management by scheduling a regular homework time.
- Encourage your student to complete the work themselves. If your student asks for help, provide support, but do not give them the answer or do the work for them.
- Stay informed. We encourage you to talk to your student's teacher(s) and share any questions or concerns you may have.

Immunization Policy

Please refer to Board Policy po5320 for specific details.

McKinney-Vento Education for Homeless Students Act

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. See Board Policy po5111.01.

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 po5420).

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

- Review of Course/Grade-Level Expectations
- Student's assessments and/or samples of work that show progress towards the grade level expectations.
- Student Social Development, Citizenship, and/or Work Habits/Employability Skills.
- Class participation.
- 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.

Request to Withhold Directory Data:

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

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

A pupil's name
Address
Telephone listing
Date and place of birth
Photographs
Grade level
Major field of study

Participation in officially recognized activities and sports
Weight and height of members of athletic teams
Dates of attendance
Degrees, honors, and awards received
Name of the school most recently previously attended by the pupil

Photo(s) and video(s) of students are occasionally taken in classroom situations, during fine arts performances, on field trips, athletic events, for teacher training, etc.

The resulting photo(s) and video(s) may be used in a variety of ways: to promote the school district, an individual school, or a specific program 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.

Such information may be withheld if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older). 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. Infinite Campus' Online Registration collects parent's permission or denial annually as a part of the registration process.

If you request the District to withhold directory data, your child **will not** have his/her picture or name used publicly in any manner: this includes: 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 direct 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.

Please note: the standard operating procedure is that school will be held on days identified as school days on the district calendar. As such, only notifications of cancelation or delayed opening will be sent. The district will not be sending confirmation of being open messages for a particular day.

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 po8220). 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 canceled 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 canceled, 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 time built in to accommodate some 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).

Building Access/Dismissal during Severe Weather/Tornado (Board Policy po8420): 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. To maintain the safety of students, staff, visitors, and parents/guardians during times of severe weather warnings, access to school buildings will be restricted, and students will be kept in their shelter areas, potentially beyond normal dismissal times and staff will remain with them. For safety reasons, **children will not be released to families during the time of a weather warning**. Students will be released after the National Weather Service or local emergency responders (police or fire officials) issue an “all clear” signal. Campus Messenger will serve as our primary means of notification to let parents know when students will be released. If possible, the district will also use its Facebook page (https://www.facebook.com/SDJK12/) and the district website (https://www.janesville.k12.wi.us) to relay information.

Sexual Harassment Policy

Please refer to Board Policy po2266 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 Code of Classroom Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

See Board Policy po5500 for further details

Student Expectations

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Board Policy 5500 outlines further student conduct 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. 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 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:

- Political affiliations or beliefs of the student or the student's parent/guardian
- Mental and psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers
- Religious practices, affiliations or beliefs of the student or the student's parent/guardian
- 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

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. See Board Policy po8330 for further information.

Suspension and Expulsion

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Board Policy po5610.

Transportation of Students by the School District

The School District of Janesville contracts with Van Galder Bus Company to provide student transportation services. Problems, questions, concerns or suggestions regarding school bus transportation should be directed to Van Galder Bus Company (608-752-5407). Please refer to Board Policy po8600 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 Tobacco and Nicotine by Students

Board Policy po5512 addresses use of tobacco and nicotine as well as electronic smoking devices and imitation products.

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

SDJ encourages individuals to visit schools to learn about their operations and curriculum, while prioritizing safety and the learning environment. To ensure a safe and effective learning environment for all students, we have a few guidelines:

- Classroom Visits: If you'd like to visit a classroom, please arrange this with the Principal in consultation with the teacher. These visits should not disrupt the learning process and should not be excessive.
- Maintaining Order: The District Administrator has the authority to set conditions for entering or remaining in a school building. If your presence is deemed detrimental to the good order of the school, you may be asked to leave. If you refuse, law enforcement may be called to assist in your removal.

- Reporting Your Presence: If you are a registered sex offender and wish to visit the school for your child's activities, you must inform the school administration in advance. The Principal will determine if and under what conditions you may be on campus. This may include requiring prior permission, checking in, leaving immediately after your business, and not visiting during school hours.
- Concerns: If you have concerns about your child's educational program, please follow the procedure outlined in Board Policy po9130 - Public Complaints. A copy is available at the Board office and at each school.
- Visitor Rules: All visitors must comply with the school's visitor rules as detailed in Board Policy 7440, Facility Security.

We appreciate your cooperation in helping us maintain a secure and productive environment for everyone. Please refer to Board Policy po9150 regarding visitors to the schools and registered sex offenders on district property.

PART II: STUDENT CONDUCT CODE

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 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-A-Like 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."*

~~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

Academic dishonesty does not simply involve "cheating", and it is not merely a personal matter. It involves the trust and respect of the teacher as well as that of every student in the class.

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.
- Claiming or using the work or answers of an Artificial Intelligence source or a Large Language Model source as one's own.
- Plagiarizing (use of another person's ideas, words, or work as one's own 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.
- Any falsification or intentional invention of data, sources, or other authority in an academic exercise.
- A pattern of absences and tardies excused or unexcused on assessment days within a grading period.

Artificial Intelligence

I. Purpose of AI in Education

AI tools are intended to enhance your learning, not replace it. We encourage the responsible use of AI to:

- Deepen Understanding: Help clarify complex topics and provide additional learning resources.
- Boost Creativity: Assist with brainstorming ideas and exploring different approaches to projects.
- Develop Future Skills: Equip you with the knowledge to critically evaluate and effectively use AI in your academic and future professional lives.

II. Student Responsibilities and Acceptable Use of AI

Students are expected to use AI tools honestly and ethically, always following school policies and your teacher's specific instructions for each assignment.

A. When AI Use is Generally Permitted (with Teacher Guidance): With your teacher's permission or specific instructions, AI can be a valuable aid for tasks such as:

    - Brainstorming and Outlining: Generating initial ideas or structuring a project.
    - Research Support: Identifying key concepts or summarizing information from provided sources (always verify accuracy!).
    - Language Refinement: Checking grammar, spelling, and improving sentence structure.
    - Concept Clarification: Getting simpler explanations of difficult subjects.
    - Study Aids: Creating practice questions or study guides.

B. When AI Use is Prohibited (Academic Dishonesty): Using AI in the following ways is considered academic dishonesty and will not be tolerated:

    - Submitting AI-Generated Content as Your Own Original Work: This is plagiarism. You must clearly disclose and cite any AI tools used in your work, as instructed by your teacher. Failure to do so will be treated as a violation of academic integrity.
    - Completing Assignments Entirely with AI: Using AI to write essays, reports, code, or solve problems that are meant to demonstrate *your* independent knowledge and skills, unless explicitly allowed for that specific assignment.
    - Cheating on Assessments: Using AI during tests, quizzes, or any evaluation where individual, unaided work is required.
    - Avoiding Learning: Using AI to skip critical thinking or skill development intended by an assignment.
    - Creating Harmful Content: Generating offensive, discriminatory, bullying, or inappropriate content.
    - Protecting Privacy: Inputting or sharing any personal, sensitive, or confidential information (about yourself or others) with AI tools.
    - Bypassing Security: Attempting to use AI to circumvent school network security or content filters.

III. Teacher Guidance and Academic Integrity

Your teachers will provide specific guidance on how and when to use AI for their assignments. They will also teach you about AI literacy, including understanding how AI works, its limitations, and the importance of verifying AI-generated information.

Remember: Transparency is essential. When you use AI to assist with schoolwork, you are required to acknowledge it clearly. This demonstrates academic honesty and helps your teacher understand your learning process.

IV. Privacy and Monitoring

If AI tools are provided by the school, we may monitor their use on school devices and networks to ensure compliance with this policy and for educational purposes. This is done in accordance with district privacy policies.

V. Consequences of Misuse

Violations of this AI policy fall under the School District of Janesville's Code of Conduct and Academic Integrity policies. Consequences may include:

- A reduced grade or a failing grade on the assignment.
- Temporary or permanent loss of access to AI tools or school technology.
- Parent/guardian notification.
- Disciplinary actions as outlined in the student handbook (e.g., detention, suspension).

VI. Reporting Concerns

If you encounter inappropriate, harmful, or concerning content while using AI, or if you witness misuse of AI by others, please report it immediately to a teacher, school staff member, or administrator.

VII. Policy Review

As technology rapidly evolves, this policy will be reviewed and updated regularly to ensure it remains effective and relevant to our educational needs.

By following these guidelines, you can responsibly use AI to enhance your educational growth and contribute to a positive learning environment.

Consequences:

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

- Requirement to complete the work with academic honesty
- 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

For more information, please refer to Board Policy po7540.08.

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/hats
- threat/hate group or gang-related clothing/hats

- clothes/hats that contain a message that is discriminatory
- clothing or attire/hats that causes a distraction or is embarrassing to others
- clothing or attire that reveals private parts of the body
- clothes/hats 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

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.

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 on school premises before, during, or after school or at any school sponsored activity is prohibited.

Search for Weapons

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 po5771 for the complete policy on Student Searches and Seizures.

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.

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.