

SCHOOL DISTRICT
OF JEFFERSON
SUMMER
SCHOOL



STUDENT
HANDBOOK

2026



WELCOME STUDENTS

The School District of Jefferson is pleased to offer summer school for academic achievement and enrichment purposes. High school courses for credit recovery and enrichment are offered. Middle School and Elementary academic and enrichment classes will also be taught. All courses except Kindergarten camp and JMS Counts are taught at Jefferson High School. There is something for all children in our summer school program!

This handbook, combined with the School Board policies, should provide you with a thorough understanding of our expectations and practices.

If you have questions that remain unanswered after reviewing this handbook, contact the summer school office. We welcome your ideas and suggestions on how we can improve our communication and support.

Thank you for your efforts and enthusiasm. We wish you a very successful summer school experience!

HAVE A GREAT SUMMER!

Sincerely,

Principal
Summer School

Nicole Krause

Principal
Summer School

MISSION:

Empowering futures together

VISION:

All students positively impact society

FOLLOW US



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sdoj.org/families/summer-school.cfm



ADMINISTRATIVE RIGHT TO ADJUST

The administration has the right to change/adjust any and all guidelines/procedures in this handbook if the administration feels it is necessary. Written addendums may be issued as determined by the administration.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.

IMPORTANT CONTACT INFORMATION

920-675-1510 Nikki Krause, Co-Principal
 920-675-1110 Rick Lehman, Co-Principal
 920-675-1195 Attendance Office
 920-675-1001 Admin Assistant
 920-675-1094 School Nurse

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STUDENT/ PARENT INFORMATION

ELIGIBILITY

The School District of Jefferson offers a comprehensive Summer School program to students living in the Jefferson area. Our summer program is available to children regardless of whether they attend public or parochial school during the year at no cost. Open-enrolled or out-of-district students can request applications through the School District of Jefferson district office at (920) 675-1000.

BUS INFORMATION

Dousman Transport will again be transporting students from these five locations: Sullivan Elementary School , St. Peter's Lutheran School, Rome Community Center, Sherwood Drive, and East Elementary. Students need to schedule a full, four-hour schedule to be bussed. If you are interested in a private contract for busing, (i.e., to a licensed daycare) please contact Caroline Courtney at Dousman Transport, 920-674-5112. (Per Board Policy AG8610)

CODE OF CONDUCT

The District shall maintain a Code of Classroom Conduct that has been approved by the School Board. At a minimum, the Code of Classroom Conduct shall set forth (1) any rules of conduct for students that the Board wishes to establish; and (2) standards and procedures surrounding the possible removal of a student from his/her class due to the student's conduct. In addition to the rules found in the Code of Classroom Conduct, the Board authorizes the Superintendent, and any of his/her appropriately licensed designees, to set forth additional rules of conduct for students. Further, subject to administrative oversight and to the extent consistent with applicable law and with the District's policies, procedures, and more formal rules of conduct for students, school staff are permitted to issue and reasonably enforce situation-specific conduct directives for students that support the provision of a safe and productive school environment. (Board Policy 5600)

DAILY DISMISSAL

We ask for your cooperation for the safety and protection of your children. Please be on time to transport your children. If your child is not participating in the lunch program at JHS, they will need to be picked up at 11:55 AM. If children are not picked up by 12:30 PM, they will be waiting in the Summer School office so they are not left unattended in the parking lot.

- 1- Car Drop Off/ Pickup**
- 2- Bus Loading**
- 3- Staff Parking**
- 4- Bike Racks**





EMERGENCY CARE INFORMATION

The safety and welfare of your child is a priority to all staff in the school district. If your child becomes ill or injured while under the supervision of the school, the following steps will be taken: (Board Policy 5310.01, 5340 & AGs)

If your child has a minor accident or illness:

- First aid will be administered by trained staff in the school.
- If your child is comfortable doing so, she/he will be sent back to class.

If your child is unable to return to class:

- You or your emergency designee will be called to transport your child home.
- If no authorized adult can be reached, your child will be kept in school and continued attempts will be made to reach you or the emergency designee.

If your child is in need of immediate medical attention due to a serious injury or illness:

- On-site first aid will be rendered immediately according to school-approved procedures by trained school staff.
- You or your emergency designee will be contacted.
- When deemed necessary by the school administration or the parents, 911 will be called.

FOODSERVICE

BREAKFAST & LUNCH PROGRAM

Monday, June 15, 2026, and end on Thursday, July 23, 2026. (No meals served on July 3, 2026.)

The School District of Jefferson plans to offer breakfast and lunch through the Summer Food Program. The program will be further outlined in spring-2026 by Food Services and Wisconsin DPI. All children 18 years of age and under are eligible to receive breakfast and lunch. You do not need to sign up or apply for the program. Breakfast and lunch will be served daily while summer school is in session.

LOCATIONS

All courses except JMS Counts and KinderCamp are taught at Jefferson High School, 700 W. Milwaukee St, Jefferson, WI. Summer school, fishing, and bowling have transportation provided to off-site locations during class periods. JMS Counts class & KinderCamp will be at Jefferson Middle School, 501 S. Taft Ave, Jefferson, WI.

LOST & FOUND

The Lost and Found is located outside the Summer School Office. Items are always available for students to look through. At the end of the summer school program, leftover items will be donated.

SCHEDULE

SESSION 1: Monday, June 15 - Thursday, July 2

SESSION 2: Monday, July 6 - Thursday, July 23

There will be no school on **Friday, July 3rd, 2026** in celebration of Independence Day. Please be sure to check course descriptions in the course catalog to make sure you know how many weeks each course is offered. Most classes meet for 55 minutes. (Some courses specify they are for 2 hours or more.) Please refer to course descriptions in the course catalog for the length of each class. **Students who ride the bus must have a complete four-hour schedule, with no gaps in their schedule.*

DAILY SCHEDULE: Office hours - open from 7:15 AM - 1:00 PM

0 Hour	6:00-7:55 AM	3 rd Hour	10:00-10:55 AM
1 st Hour	8:00-8:55 AM	4 th Hour	11:00-11:55 AM
2 nd Hour	9:00-9:55 AM		



VISITORS TO THE SCHOOL

Insurance practices dictate that students who are not enrolled in the Jefferson summer school program are not permitted to visit. Any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, interested citizens, etc.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. (Per Board Policy 9150)

VISITOR MANAGEMENT SYSTEM

A top priority for the School District of Jefferson is the safety and security of our students and staff. As such, the district is using the Visitor Management System in all our schools.

Upon entering a district building, visitors will be asked to present an ID such as a Driver's License, which can either be scanned or manually entered into the system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the system.

The system checks the visitor's name and date of birth for comparison with a national database. This information is not shared with any outside agency. If entry is approved, the system will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

We appreciate the cooperation of all visitors as well as your support in enhancing the safety protocols of our school district.

ACADEMICS/ ENRICHMENT COURSES

COURSE CATALOG

The course catalog will be available on the district website at www.sdoj.org and in each school office. Copies of the course catalog will also be available on class selection help night (see below).

REGISTRATION

Summer School registration will be done in two steps.

1. Summer School Sign Up - **Monday, February 23- March 13, 2026**, online sign-up form will be open to inform the district of student intent to attend and provide demographic and contact information.
2. Summer School Class Selection - **Wednesday, April 8, 2026** at 5:00 PM online class selection will open and remain open until **Wednesday, April 22, 2026**.
 - a. There will be a class selection help night, **Wednesday, April 8, 2026** at Jefferson High School from 5:00-6:30 PM, in the Cafeteria/Commons. We will have computers and translators available for your convenience and we will be available to assist you with any class selection concerns.

PROGRAM COURSE CHANGES

Requests for schedule changes can only be made if the request is made by a parent in person or in writing. Entry into another course can only be made if that class has an opening.



WITHDRAWAL FROM COURSES

Please notify the Summer School office at 920-675-1195 if you choose to withdraw your child from summer school.

ATTENDANCE

CREDIT RECOVERY CLASSES

ATTENDANCE POLICY FOR CREDIT RECOVERY CLASSES

Any student that is unexcused absent for more than 5 days, will be withdrawn from the 2025 Summer School Credit Recovery Program (non-school sponsored activities).

TARDY POLICY FOR CREDIT RECOVERY CLASSES

Any student with more than 5 tardies in a particular class may be removed from the class.

ENRICHMENT CLASS ATTENDANCE

Although we would like all students to attend enrichment classes on a regular basis, the attendance policy is more relaxed. Please take into account that teachers prepare lessons for all students enrolled in their classes. Students will not be dropped from enrichment classes based on attendance. (Per Board Policy 2440)

REPORTING STUDENT ABSENCE

Once summer school is in session, our office is located in the High School Main Office. Parents are requested to call the Summer School office at 920-675-1195 or email summerschool@sdoj.org to report a student's absence.

DRILLS, AND EMERGENCY WEATHER-RELATED ISSUES

EMERGENCY DRILLS INVOLVING STUDENTS

Under the direction of and in consultation with the designated District Safety Coordinator, it is the responsibility of each building principal to ensure that his/her school schedules and conducts an appropriate number of (1) fire drills; (2) tornado and other hazard drills; (3) school safety incident-response drills; and (4) school violence response drills, in accordance with state law requirements and the District's school safety plan. (Per Board Policy 8420)

SEVERE WEATHER EMERGENCIES AND SCHOOL CLOSINGS

It is very important that we make plans in case school cannot be held or we must dismiss early. When school is closed or delayed due to inclement weather or an emergency, the following notifications will be provided:

- Rapid notification service to include an email and voicemail to parents, students and staff.
- Posting of information on the district's website.
- Posting of information on Facebook.
- Broadcasting of information on the following stations: WFAW-Fort Atkinson (940 AM and 107.3 FM), WTMJ 620 AM/Channel 4 Milwaukee WISC-TV (Channel 3) and WMTV Channel 15 Madison.

Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons. If bad weather sets in during the school day and early dismissal is necessary, the same procedures will be followed. We ask you to discuss your plans regarding early dismissal with your child/children.



IMMUNIZATIONS

According to State Law, all students entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, Hepatitis B, tetanus, pertussis, polio, measles, rubella, mumps, and varicella. The following are minimum immunization guidelines for each age/grade level. Additional boosters for some of the vaccines may be medically recommended.

STUDENT IMMUNIZATION LAW GRADE REQUIREMENTS

Age/Grade	Number of Doses
Pre-K (Age 2 through 4 years)	4 DTP/DTaP/DT 3 Polio 3 HepB 1 MMR 1 Var
Grade K- 5	4 DTP/DTaP/DT/Td 4 Polio 3 HepB 2 MMR 2 Var
Grades 6-8	4 DTP/DTaP/DT/Td 4 Polio 3 HepB 2 MMR 2 Var 1 Dose of Tdap <i>at seventh grade</i> 1 MenACWY-containing vaccine <i>at seventh grade</i>
Grades 9 through 12	4 DTP/DTaP/DT/Td 1 Tdap 4 Polio 3 Hep B 2 MMR 2 Var

- D=diphtheria, T=tetanus, P=pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis vaccine. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: a dose four days or less before the 1st birthday is also acceptable.
- Var means Varicella (chickenpox) vaccine. A history of chicken-pox disease or laboratory evidence is also acceptable.

Waivers to these immunizations can be granted for health, personal or religious conviction reasons.

STUDENT BEHAVIOR & CONDUCT

BRINGING VALUABLES TO SCHOOL

Students are expected to be in charge of what they bring to school. If you bring something of value and it is lost or stolen, the school cannot be responsible. We strongly recommend that students refrain from bringing personal items with value to school.

BUS RESPONSIBILITIES

Please be certain to discuss with your children the bus responsibilities that are included in this handbook

Be Respectful:

- Use voice level 0-2
- Follow all directions from the Bus Driver
- Be kind and use manners.
- Use appropriate language
- Respect Dousman Transport's property.



Be Responsible:

- Be on time, 5 minutes early is on time.
- Keep hands, feet, and objects to yourself
- Save food and beverages for home or school.

Be Safe:

- Stay in your seat and face forward.
- Always cross in front of the bus.
- Report unsafe activity to the Bus Driver when the bus stops.

CELL PHONES AND PERSONAL COMMUNICATION DEVICES (PCDs)

Students may not bring, or use any 2-way communication devices while at school. The exception to this rule is regarding cell phones. Although not recommended, students are allowed to bring cell phones to school. Cell phones can be used prior to school and after school, but not during the school day. Cell phones are not to be turned on, and they are not to be used. Cell Phones are to be turned off and stored in the student's backpack or designated space. (Board Policy 5136)

If a student violates the cell phone expectations explained above, the following consequences may result:

- 1st offense = cell phone/personal communication device is confiscated and returned to the student at the end of the school day
- 2nd offense = cell phone/personal communication device is confiscated, parents are called. Parents can pick up the cell phone during school hours at their earliest convenience.
- 3rd offense = administration may choose to suspend the student from school.

CONTROLLED SUBSTANCES

The possession, distribution, use or selling of alcohol, controlled substances or other drugs or controlled substance look-alikes, being under the influence of alcohol, controlled substances or other drugs, the possession of drug-related paraphernalia, or the distribution or sale of prescription drugs on school premises, on school-sponsored transportation or at school-sponsored activities is prohibited.

The police department will always be contacted if the alleged conduct is reasonably understood as likely to constitute a violation of the law.

A student may be asked to submit to a breath test or other test to determine the presence of alcohol or other chemicals in a student's system. If a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol, THC, or other substances, they will be considered in violation of this policy. Such test shall be administered by a law enforcement officer, or trained administrator, and shall meet state law requirements. A student may be disciplined for refusing to submit to such a test.

While students violating this policy may be subject to school disciplinary action, including suspension and possible expulsion from school, the district shall also provide support in the form of information dissemination, guidance, and referral for treatment for students who show indications of a behavioral/medical problem associated with alcohol and other drug abuse.

TOBACCO USE AND VAPING

Smoking, chewing, vape/e-cigarette, and/or the possession of tobacco products or paraphernalia (e.g. lighters, vape devices, anything that contains tobacco, nicotine, oil, or "look-a-like" items) in the school building, on school grounds are not permitted at any time. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus. Consequences can range from detentions, suspension, and/or referral to police for citation.

DRESS CODE



Although we respect a student's right to make these choices, we also need to set appropriate standards. As always, garments bearing offensive words or offensive slogans including references to alcohol, tobacco, drugs, or sexual activity are not allowed. In addition, hats, bandanas, and other headwear are not acceptable. When disagreements about appropriateness arise, the summer school will defer to the judgment of the adult teacher or administrator.

The following additional guidelines have been established. (Board Policy 5511)

1. Visible undergarments are not appropriate in a school setting.
2. No coats may be worn in the classroom. In case of colder than usual classrooms, students should be prepared with appropriate clothing.
3. No bare midriffs, open-back shirts, halter tops, strapless shirts, spaghetti straps, or single-strap shirts may be worn. All shirts must have straps that are at least 2 inches thick. All shirts must cover the back, stomach, and cleavage.
4. The fit of clothing must be appropriate for school. In general, attire should extend beyond the fingertips when the hands are held loosely at the side.
5. Neither wallet nor hip chains should be worn to school.
6. Gang-affiliated jewelry or dress of any kind will not be allowed.
7. Pajamas are not to be worn in school.
8. In the event a student wears clothing that is inappropriate, the student will be asked to change the clothing.

GAMBLING

Gambling of any kind is prohibited.

GUEST TEACHERS

Substitute teachers are to be given the same respect as regular classroom teachers. The responsibility is on the student to treat a substitute teacher with the respect and courtesy that is due to all persons.

LEAVING SCHOOL GROUNDS DURING CLASS TIME

For liability and student safety reasons, students are not permitted to leave the school campus during summer school hours, unless they are accompanied by staff to attend class in another location. All registered students are required to remain on school property unless they are leaving school to go home for the rest of the day. Students will not be permitted to leave campus and return for classes. Gaps within schedules are not allowed. If a student is in violation of this policy and has received a warning about leaving campus, they will be removed from summer school for the remainder of summer school.

MEDICATIONS

Students are encouraged to take medication at home rather than at school whenever possible.

Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:

1. The parent submits a signed and dated School District Medication Form for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Forms can be obtained from the school office or district website.
2. For prescription medication, the School District Medication Form must also be signed by a health care provider licensed to prescribe. Forms can be obtained from the school office or district website.
 - a. Prescription medication to be administered at the school must have a pharmaceutical label giving:
 - i. Child's name
 - ii. Name of drug, dosage, effective date and instructions.
 - iii. Name of pharmacy and telephone number



- iv. Name of licensed prescriber. It may be necessary to ask the pharmacy for an extra-labeled container to send to school.
- b. Non-prescription medication to be given at school must be labeled with:
 - i. Child's name
 - ii. Name of drug and dosage. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.
 - iii. Refer to board policy 5330 for specifics regarding self-medicating forms, 18-year old, and parent responsibilities.

MEDICATION STANDING ORDERS

The Medical Advisor for School District of Jefferson has approved a medication standing order for the use of Epinephrine (EpiPen), Diphenhydramine (Benadryl), and Naloxone (Narcan) at school.

- Epinephrine injections are used to treat potentially life-threatening allergic reactions, also known as anaphylaxis. If a student or other person has an allergic reaction that may be life-threatening while at school he/she may be administered an injection of epinephrine. If epinephrine is administered 911 will be called.
- Diphenhydramine will be used for significant but non-life-threatening allergic reactions.
- Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. If a student or other person appears to be undergoing an opioid-related drug overdose. He/she will be administered a dose of nasal naloxone and 911 will be called.

If you have questions regarding this standing order, please contact the school nurse, at 675-1094.

PHYSICAL DISPLAY OF AFFECTION

Overt signs of affection, such as kissing, holding hands, and sitting on each other's lap, are not considered desirable for the reputation of the individual or the school, nor are they appropriate for a school setting. Therefore, they will not be permitted at any time.

PROFANITY

Profanity and vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior. Excessive/frequent use of profanity may be referred to the police department for disorderly conduct, and students may be suspended from school.

STUDENT SAFETY & CONDUCT

The School District of Jefferson is committed to providing a high-quality academic atmosphere. In order to assure the safety and security of students, employees, equipment, and facilities, Summer School will employ the use of "search and seizure" by following state statute and school board policy.

SEARCH OF STUDENTS

We recognize that a safe, drug-free environment for students and staff provides the best learning environment. Whenever school authorities suspect a person may be in possession of something that may be a danger to themselves or others, a search of the person or the person's property will be conducted. This includes the person, lockers, bags/backpacks, purses, and vehicles on school property. **Please note: Searches under this policy may include the use of handheld metal-detecting devices commonly known as "wands."** At times, the school administration may also initiate searches by law enforcement dogs trained to detect the presence of illegal substances. These searches may occur at any time and without prior notice.

PARENTS & SCHOOL SAFETY



The safety and security of School District of Jefferson students and staff is of utmost importance. The district has a comprehensive crisis plan developed in cooperation with Jefferson County Sheriff's Department, City of Jefferson Police Department, and the City of Jefferson Fire and Rescue. The plan is reviewed and updated on an annual basis.

Our schools also have well-established security measures for the safety of students and staff including: visitor check-in procedures, locked doors after the start of the school day, surveillance cameras, police liaison officer, bully reporting programs, see something-hear something-say something, and other preventative measures.

HOW CAN PARENTS HELP WITH SCHOOL SAFETY?

- Parents should keep their contact information up-to-date in PowerSchool, our student information system. If your phone number, email, or address changes, let us know.
- Encourage and support school safety, violence prevention and emergency preparedness programs within the schools.
- If requested, provide volunteer services for school emergency preparedness.
- Provide the school with requested information concerning emergency situations.
- Practice emergency preparedness in the home to reinforce school training and ensure family safety.

IN AN EMERGENCY

HOW CAN PARENTS AND GUARDIANS BE ASSURED THEY RECEIVE INFORMATION IN AN EMERGENCY?

Parents should keep their contact information up-to-date in PowerSchool, our student information system. In the case of an emergency, a phone message, email and text message will be sent to parents and guardians. If the school has a non-emergency situation that we believe parents should be informed about, the school will either send parents an email or phone notification.

HOW AND WHEN WILL I BE NOTIFIED IF THERE IS AN EMERGENCY AT MY CHILD'S SCHOOL?

IMPACT LEVEL	NOTIFICATION RESPONSE
<p>A Low Impact Incident poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one.</p> <p><i>Example: Temporary power/services disruption</i></p>	<p>Email</p>
<p>A Moderate Impact Incident poses a moderate risk to the school. Results in some disruption to school.</p> <p><i>Example: Gas leak, threat to the school, or potential threat to school</i></p>	<p>Email Phone Message</p>
<p>A High Impact Incident: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.</p> <p><i>Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff</i></p>	<p>Phone message Text message Email posted Message on school & district website Press release</p>

The means and immediacy of communication will depend on the type of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used as a guide to gauge the district's level of notification and systems used to communicate with families:

ONCE THE EMERGENCY IS DECLARED "OVER," WILL PARENTS BE ABLE TO REPORT TO THEIR CHILD'S SCHOOL?

When SDoJ communicates to parents that the school emergency has ended, direction will be provided on how and where parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.



IF THE SCHOOL BUILDING IS EVACUATED, HOW WILL I BE ABLE TO LOCATE MY CHILD?

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. The district will notify parents if an alternate reunification site will be used.

Please monitor your phone or email closely to ensure you receive updates on the emergency from district staff. Your child may text or email you about the evacuation before the district is able to notify you. Be aware that student texts and social media can cause confusion and further disrupt safety protocols. Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.

VANDALISM AND TREATMENT OF SCHOOL PROPERTY

Vandalism, such as intentionally defacing school or personal property, as well as theft of school or personal property, will not be tolerated. Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices. Tampering with fire alarms and extinguishers is a violation of state law. Anyone willfully damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others will be suspended from school, will face possible expulsion, and will be referred to the proper law enforcement agency.

WEAPONS

The Board prohibits students 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.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

1. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
2. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
3. theatrical props used in appropriate settings; and
4. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person. (*Board Policies 5772*)

EQUAL EDUCATIONAL OPPORTUNITIES/ANTI-HARASSMENT



NONDISCRIMINATION

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities (as defined in [Wis. Stat. § 118.13](#)). Reference: [po 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days. [Complaint Form](#)

The Board designates the following individuals to serve as the District's CO's:

Ryan Bandt
Director of Business Services
920-675-1044
206 South Taft Avenue
Jefferson, WI 53549
bandtr@sdoj.org

Jennifer Niesen
Director of Pupil Services
920-675-1062
206 South Taft Avenue
Jefferson, WI 53549
shohoneyj@sdoj.org

ANTI-BULLYING AND HARASSMENT

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

DEFINITIONS

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



SOME EXAMPLES OF BULLYING ARE:

1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
 - a. Cyberbullying includes, but is not limited to the following:
 - i. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
 - ii. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - iii. using a camera phone to take and send embarrassing photographs of students
 - iv. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

COMPLAINT PROCEDURES

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

SPEAK UP – SPEAK OUT (SUSO)

The SPEAK UP, SPEAK OUT (SUSO) Resource Center is a comprehensive, one-stop place to turn with important school safety concerns. It offers a 24/7 threat reporting system, threat assessment consultation, critical incident response, and general school safety guidance. The program is supported by more than \$2 million in federal grant funding from the U.S. Department of Justice Bureau of Justice Assistance. SUSO uses "See Something, Say Something, Do Something" language and encourages students to look out for each other and for the community. SUSO strives to build safe communities by igniting empowerment, support, and protection and stresses that speaking up works and saves lives. Students, parents, school staff, or any community members can submit a school safety concern or threat via the [SUSO website](#), mobile phone application, or toll-free number. Resource Center staff work around-the-clock to respond to tips and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors.



Appendix A

SUMMER SCHOOL CHROMEBOOK HANDBOOK



The School District of Jefferson will supply students with a Chromebook device. This device is property of the School District of Jefferson. The function of the supplied instructional device is to provide each student access to required educational materials needed to be successful. The supplied device is an educational tool not intended for personal use such as gaming, social networking or high end computing.

The Chromebook initiative is more than simply putting devices into the hands of students. Common sense, experience, and research all point to the same conclusion -- simply placing technology in the hands of students or teachers will have no positive impact on student achievement. Technology does not teach kids -- highly skilled teachers do. By providing a Chromebook device to students, the School District of Jefferson's goals include the following:

Improve Student Learning: By using high-leverage instructional strategies that are research-based and that incorporate technology tools to enhance the curriculum, student learning outcomes will improve.

Personalize Learning: Providing opportunities for students to meaningfully engage with content and topics of interest, individualizing the ways in which students demonstrate learning, customizing the delivery times and methods to meet the needs and strengths of each learner, and offering learning opportunities that students identify as meaningful and authentic, we will capture students' interest and engage them in the process of learning.

Develop 21st Century Skills: We will work to grow critical 21st Century Skills including digital literacy, problem solving, collaboration, communication, creativity, and global connectedness in order to prepare them for a successful future.

Provide Equity of Access: We will provide all students access to technology tools and educational resources.

1. RECEIVING YOUR COMPUTER

The School District of Jefferson will supply Chromebooks to students, based on need, for their educational programs. This Chromebook handbook outlines the procedures and policies for families to protect the Chromebook investment for the School District of Jefferson.

1a: STUDENT CHROMEBOOKS

- SDoJ Chromebooks, even though they are assigned to specific students, do not rescind the SDoJ's right to inspect the Chromebook at any time.
- If families choose not to sign and return the agreement, a student will still need to follow the terms of the Chromebook handbook.
- All students will be expected to follow the terms of the Chromebook handbook while using any school issued device.

2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of their school issued Chromebook. Chromebooks that are broken, or fail to work properly, must be taken to the JHS MAIN OFFICE as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

2a: General Precautions

- Food and drinks are not allowed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- If provided, Chromebooks should always be in their protective case provided to each student.
- Student's names will be affixed to the Chromebook by the District.
- Student's name shall remain on the device at all times.
- Never place a magnet near the Chromebooks.
- Vents CANNOT be covered. Chromebooks must have an SDoJ Barcode on them at all times, and this barcode must not be removed or altered in any way. No other stickers or labels should be put on the Chromebook by the student.

- Chromebooks should never be left in an unsupervised area.
- In case of loss, damage, or theft, immediately contact your school office
- Avoid contacting the camera. Never put anything over the camera that can damage the camera or alter its use.

2b: Carrying Chromebooks

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

2c: Screen Care

The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.

- When in use, the Chromebook screen should be in an upright position. It should never be opened all the way so that the screen is laying flat.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen. Do not use the screen to trace an image onto paper.
- Do not poke the screen with anything that would mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (eg. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

3. USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students can only use their unique SDoJ account while on their Chromebooks.

3a: Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while the chromebook is in possession of the student. The student will pay full replacement cost if the Chromebook is lost or stolen.

3b: Backgrounds and Passwords

- Students are not allowed to change their background, screensaver, or profile picture. Those are set by the district.
- Any references to guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures may result in disciplinary action.
- Take care to protect your password. **Do not share your password.**

4. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

- Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, and Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- All items will be stored online via Google Drive.
- All documents created with SDoJ accounts or 3rd party vendors may be subject to inspection by the school at any time.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a: Updating your Chromebook

- When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system.
- Chromebooks will automatically reboot if left on for more than 7 days to receive updates.

5b: Procedures for Restoring your Chromebook

- If your Chromebook needs technical support for the operating system, all support will be handled by the district's IT Department. Students are not to secure technology support from an outside vendor.

5c: Software Installation

- Chromebooks can seamlessly access the Google Apps for Education suite of productivity and collaboration tools, apps available in the Chrome Web Store and content across the entire web.

6. ACCEPTABLE USE GUIDELINES

6a: General Guidelines

- Access to the SDOJ technology resources is a privilege and not a right. Each student and/or parent/guardian will be required to follow the Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Jefferson.
- Students are responsible for their moral, ethical, and educational use of the technology resources of the School District of Jefferson.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- For the purposes of school and online safety, students are prohibited from bringing personal devices.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and may be subject to disciplinary action in accordance with the student handbook and other applicable school policies.

6b: Privacy and Safety

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, passwords of other people, or other private and confidential information.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of Jefferson.
- Student use of Chromebooks may be monitored remotely by staff with the help of computer management software. Students may or may not be aware of when they are being monitored. Students should not interfere with the functioning of the management software.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the activity to the supervising teacher or paraprofessional, assistant principal, or building principal.

6c: Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator or parent/guardian.
- Plagiarism is a violation of the Student Information Technology Systems Acceptable Use Policy (Board Policy 7540.03). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

6d: Electronic Communication (Email, Instant Messaging)

- Always use appropriate and proper language in your communication.
- Do not send mass email, chain letters or spam.

- Communications sent/received are to be related to educational purposes.
- Communications are subject to inspection by the school at any time.
- The District expects students to practice self-discipline and responsibility and expects that all students will treat others with respect, fairness, honesty, and courtesy.
- No forms of harassment, bullying, or hazing will be tolerated at school, at school functions, on school transportation or in connection to any activity sponsored by the District. Any violation of the Student Anti Harassment or Bullying policies (Board Policy 5517 & 5517.01) or guidelines may result in discipline.

6e: Consequences

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Student Safe and Responsible Use of the Internet and Other Technology Resources (Board Policy 7540.03), may result in disciplinary action.
- Electronic Communications, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

6f: Off Campus use

- Chromebook care off campus is as important as in school. Please refer to the care section.
- SDoJ accounts are web filtered regardless of device and of time of year.

7. PROTECTING AND STORING YOUR CHROMEBOOK

7a: Chromebook Identification

Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways:

- Record of district barcode and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be provided for student use for the duration of your time in the School District of Jefferson other than summers. Take good care of it!

7b: Account Security

- Students are required to use their sdoj.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are to only use the Chromebook with their school accounts.

7c: Storing Your Chromebook

- When students are not using their Chromebook, they are to store them in the classroom charging station.

7d: Chromebooks left in Unsupervised Areas

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer labs, gym, locker rooms, library, unlocked classrooms, study halls and hallways.
- Any Chromebook left in these areas increases the chances of computer theft, hacking, or damage.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks may be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

8. CHROMEBOOK TECHNICAL SUPPORT

Technical support will be available through the Library Media Center. Services provided include the following:

- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

8a: Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

8b: Repairs and Replacements

- All repairs must be completed by District IT department.
- Repairs will be made for general malfunctions not caused by misuse, abuse or neglect.
- If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District as soon as possible.
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families will be billed for the cost of a new Chromebook less any available credit gained from salvaged parts.

9. CHROMEBOOK FREQUENTLY ASKED QUESTIONS

Q. What is a Chromebook?

A. "Chromebooks are mobile devices designed specifically for people to access the internet. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life and built-in ability to connect to Wifi, the Chromebook is ideal for anytime, anywhere access to the web." (Google)

Q. What kind of software does a Chromebook run?

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

Q. How are these web-based applications managed?

A. Each Chromebook we provide to students will be a managed device. Members of the SDoJ's Information Technology (IT) Department will maintain devices through the district's Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

Q. What devices can I connect to a Chromebook?

- A. Chromebooks can connect to:
- USB storage, mice and keyboards (See supported file systems)
 - Secure Digital (SD) cards
 - External monitors and projectors
 - Headsets, earsets, microphones

Q. Does the Chromebook have a camera?

A. The device has a camera. The camera may be used with permission for instructional purposes in the classroom.

Q. Does the SDoJ track webcam photos?

A. No. As part of our ongoing commitment to student privacy SDoJ does not have access to the webcam.

Q. Do Chromebooks come with Internet filtering software?

A. No. Chromebooks do not come with Internet filtering software. However, Chromebooks will use the school's Wi-Fi to access the internet which is filtered.

Q. Is there antivirus built into it?

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

Q. What if something breaks on my child's Chromebook?

A: The IT department will fix all typical defects resulting from normal wear and tear without incurring costs to the student. Defects caused by accidental or intentional actions or neglect will be the responsibility of the student, similar to the expectations involving other school equipment and textbooks.

Q. What are the replacement costs of the Chromebook?

A. Replacement Costs:

- Chromebook Replacement: \$200
- Touchscreen Chromebook Replacement: \$300
- Screen: \$40
- Motherboard: \$145
- Keyboard/touchpad: \$50
- AC Power Charger: \$45

Q. Battery life?

A Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

Q. Although the school filters inappropriate materials at school, if my child accesses these sites anyway, can they get into trouble?

A. Yes, if you access sites that are not SDoJ approved, disciplinary actions may follow.

Q. Does the School District Filter inappropriate sites such as pornography, weapons, etc?

A. Yes

Q. Does the District's filter work while the Chromebook is at my home?

A. Yes, SDoJ devices are filtered anytime they are being used, including while at home.