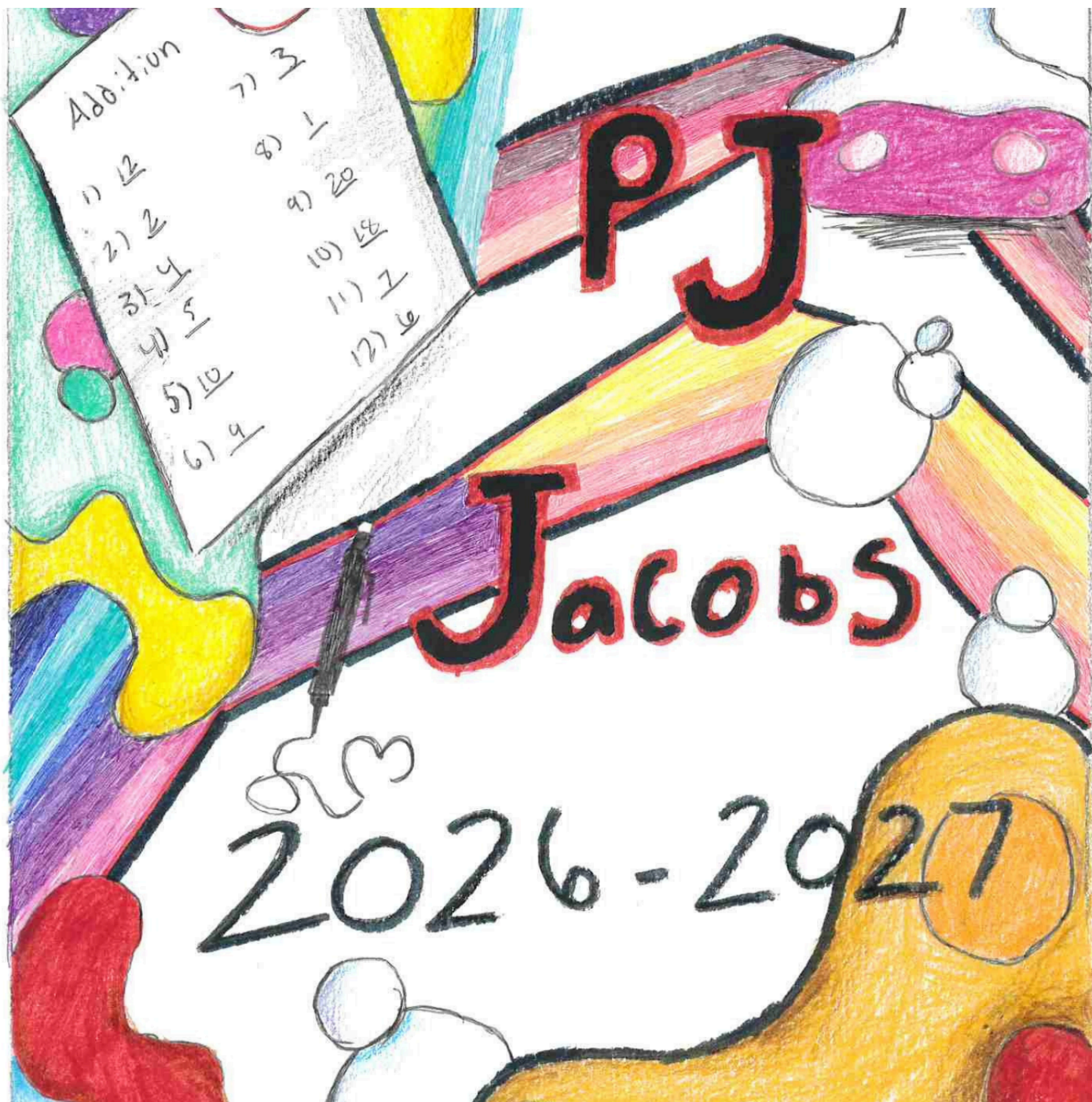




P.J. Jacobs Junior High Handbook

2026-2027

2400 Main Street
Stevens Point, WI 54481
715-345-5422



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Non-Discrimination & Access to Equal Educational Opportunity

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

Please see [School Board Policy 2260](#) - Nondiscrimination and Access to Equal Educational Opportunity for specific details and definition.

For nondiscrimination specific to Sexual Harassment, see [School Board Policy 2266-Nondiscrimination on the Basis of Sex in Education Programs or Activities](#).

Resources can be found on the [P.J. Jacobs Website](#).

Parents Rights to Restrict School's Release of Directory Information

Wisconsin law permits parents, legal guardians, adult students (18 years or older), guardian ad litem, or students attending public schools in Wisconsin to request that public



schools not release certain directory information about their child. Directory information which cannot be disclosed to the public if parents (legal guardians, etc.) object includes:

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

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

Parents (legal guardians) of students attending the Stevens Point Area Public School District desiring to deny release of all or part of directory information during the school year should send a letter by September 9th to the Superintendent of Schools, Bliss Educational Services Center, 1900 Polk Street, Stevens Point, WI 54481. The letter should state the specific information to be withheld from public disclosure.

For additional information regarding this requirement, please contact the Human Resources Office at 715-345-5455.

Absence/Attendance

Excused absences include, but are not limited to, student illness, family illness, death in the family, appointments, and pre-arranged

absences. Students who are excused will need to meet with teachers upon return to school to obtain missing material and/or assignments. Teachers will establish guidelines for students to complete missing classroom assignments.

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

Absence (Pre-Arranged)

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

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

Absence Notification

By 9:00 AM on the day a student is absent, parents/ guardians must call the Main Office at 715-345-5422 reporting the absence. Parents/Guardians will provide the reason for the absence. Absences not reported by



parents/guardians will be marked “unexcused” and will remain unexcused until we receive a phone call or note from the parent or doctor with a reason for the absence. Parents will receive absence information twice per day by phone through the automated attendance system used by the district.

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

Appointments During the Day

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

If a parent does not send a note, they must come into the main office to sign out their student. The student will be called down at that time. Parents may also email attendance at PJJacobs-Attendance@pointschools.net stating the requested dismissal time and reason for leaving. The email will be printed for the student.

Students will only be allowed to leave the school in the company of a parent, legal guardian or an individual specified as an emergency contact. *Exceptions to this rule can only occur if parents or legal guardians*

contact school prior to the student’s departure. Administrative permission may be requested.

Sign In

Students who arrive late to school (after 7:40 A.M.) or are returning from an appointment must report to the Main Office with a note from the parent or doctor and sign in with the attendance secretary who will issue an admission slip to class. Medical or attendance notes must be turned in to the main office and not a classroom teacher.

Sign Out

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

Closed Campus

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

Dropping Off Personal Items at School

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

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

Student Contact

In compliance with [School Board Policy po5230](#), only parents/guardians or individuals with prearranged approval will be allowed to contact students on school grounds, leave messages, or pick-up students during the school day.



Homework Requests

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

Tardiness (Unexcused)

Unexcused tardiness will be reported to the assistant principal and may result in discipline. Students are expected to arrive to class on time. Parents will receive tardiness information twice per day by phone through the district's automated attendance system. A student is marked tardy by individual teachers according to their classroom tardy policy. The recording of and issuing of discipline for tardiness is given out by the office staff per rules put in place by administration. If a student is 10 or more minutes late to school or class, it will be considered an unexcused tardy/ absence.

Progressive Policy for Tardiness

If you are late to class or late to school in the morning, the following policy applies:

- A. **5 tardies:** 1 detention
- B. **10 tardies:** 2 detentions
- C. **15 tardies:** 3 detentions
- D. **20 tardies:** Added to the NO FLY LIST, one game suspension from a game, contest, or match, and an Attendance Intervention Plan (AIP)
- E. **25 tardies:** Full day of ISS, continue on NO FLY LIST, additional suspension from game, contest, or match
- F. **30 tardies:** Referral to truancy court

Families have 48hrs to resolve any tardiness.

Truancy and Notifications

Truancy

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

Academic Honesty

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

Academic dishonesty, cheating and plagiarism are defined as the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own



- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source
- Using online translators for assignments and assessments
- The use of AI language models like ChatGPT (or others) to generate content for academic assignments is strictly prohibited unless approved by the classroom teacher

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

Academic Standards Statement

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

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

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

Curriculum

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

E-Learning Days

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

Grading Scale

Grade	Grade %
A	93.0-100
A-	90.0-92.99
B+	87.00-89.99



Grade	Grade %
B	83.0-86.99
B-	80.0-82.99
C+	77.0-79.99
C	73.0-76.99
C-	70.0-72.99
D+	67.0-69.99
D	63.0-66.99
D-	60.0-62.99
F	0-59.99

Assignments or assessments that are designed to be academic practice are considered to be formative, while those that are considered to be measures of academic achievement are understood to be summative.

For students in 7th and 8th grade, summative scores will account for 70% of their grade, and formative scores will account for the other 30%. The breakdown for students in 9th grade will be 80% and 20%, respectively.

Late Work/Extra Credit

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

Promotion/Retention

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

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

Seventh and Eighth Grade Promotion

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

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

Report Cards/Progress Reports

Students and parents at P. J. Jacobs are informed of student progress through a standardized report to parents.

The following letter grades are utilized:

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

Report cards are mailed home to parents at the end of each nine-week grading period. In addition to nine week report cards, a progress report will be sent home the fifth week of each grading period informing parents and students of any grades in the D/F range.

Schedule Change Policy

Schedule change requests are allowed during a limited time period up until the start of each semester. Schedule change requests may only



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

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

Student Planner

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

- Learning targets/success criteria
- Keep track of summative and formative assignments
- Use instills life-long organizational skills

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

Emergency Information

Cancellation of School

If school is canceled, the district notifies parents via radio, television and district announcements by 5:30 AM.

Early Dismissal

It is possible that after students have started classes on a given day, late developing weather conditions would require us to close school early. However, this is done only under extreme, unusually severe conditions.

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

Emergency Procedures

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

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

Fire & Tornado Drill

According to state law, fire drills are to be held once each month during reasonable weather. Each room or large area should have signs with directions for evacuation. All faculty members are expected to be familiar with evacuation routes from assigned areas. A tornado drill will also be conducted at least twice each year with proper in-service of the staff and student body.



Standard Response Protocol

Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

[Standard Response Protocol Information](#)
[Standard Response Protocol Training Video](#)
[Parent Resources for School Safety](#)

Student Services

Accidents/Injuries

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

School Counseling

School counselors are available in the Student Services Office to help students and families with personal or school problems, provide educational and career materials, and help students in course selection and scheduling. You may stop in the Student Services Office and make an appointment to see one of the school counselors or call the office at 715-345-5423.

School Social Worker

School social workers are a link between home, school, and community. The role of the social worker is to assist students, staff and parents with a variety of home and/or school issues that affect a student’s performance at school. Social workers collaborate with other school staff to help students overcome obstacles to education by offering knowledge of social, emotional, and mental health issues. Students may stop into

Student Services and make an appointment to see the School Social Worker, or parents/guardians may call the office at 715-345-5423.

Health Office

The health room is located in the Student Services Office. If a student isn’t feeling well, they need to ask their teacher for a written pass to the health room. After approximately ten minutes, the student must either go back to class or request that a parent be contacted to go home. The nurse or secretary will contact a parent to decide what action should be taken. If leaving school, the student must come to the main office to sign out.

Students should not call/text from their cell phone or email their parent(s). Contact will be made through the Student Services office. Students who are ill are not allowed to walk home; if you are too ill to be in school you are too ill to walk home.

Medication Policy

Before administering prescription or non prescription medication to children during school hours, Wisconsin state law requires written permission and medication in the original container. “Medical Request” forms are available from your physician’s office, Student Services Office, or the school website.

If the medication is prescriptive:

- The “Medication Request” form must be signed by the physician and parent.
- Ask the pharmacist to prepare two labeled containers so that you can keep one container at home and one at school.



- Clearly include on the form the dosage and time medication is to be given.
- Students may carry and self-administer inhaled medication when a prescription permission form is on file in the health room.
- All other self-administered medication taken at school needs to be approved by the administrator, parent, and physician.

Over-the-counter medications must also:

- Be in the original containers.
- Not expired.
- Be dispensed between classes.
- Have specific instructions on administration.
- Have written parent approval before school staff can administer the medication.

All medication forms only cover the current school year. Medications will not be stored at school over the summer. See [School Board Policy 5330](#) for more information.

School Nurse

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

School Psychologist

The school psychologist is available to students and families desiring assistance with any problems or concerns. Contact the school psychologist at 715- 345-5415.

School Procedures

Activity Night Rules

- All Activity Nights will be in the evening with varying times.
- Only students who are currently enrolled at P. J. Jacobs may attend the dances.
- The school doors facing the courtyard serve as the entrance and exit. Students who leave will not be allowed to return. All school rules are applicable during these events. Disruptive behavior will result in students being denied attendance at future events. Parents picking up their students in the parking lot may want to designate a time just and allow five minutes prior to the end of the event.
- If students are absent or suspended from school on the day of the event, they will not be allowed to attend. Students may be removed from attendance at the event for prior disciplinary action.
- No coats or bags are allowed at the event. A coat/bag check is available.

Backpacks

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

Chromebooks

Procedures

- Computers are the property of the Stevens Point School District, not the student. Parents/ guardians of students



are allowed to inspect their child's computer. Students are reminded that technology is regulated and a privilege; their computers may be searched by the school at any time.

- The goal of this tool is to infuse technology into the curriculum for enhancement of student learning.
- If you have computer problems, you should:
 - Restart your computer.
 - If not resolved, ask at least three other students ("ask three before me").
 - If still not resolved, ask a teacher or someone in the Laptop Help Center. (**Note: The Laptop Help Center is located in the LMC. They provide technical assistance to students during the hours posted in the LMC.)
- Computers should be taken home each night to be charged. Students should leave the computer charging cord at home. The only thing that should be placed in the case/sleeve is the computer. (i.e. no papers, pencils, ...)
- Transporting rules: Use two hands to move the computer and close the lid. Transport the computer in the bag/case between classes with the power turned off. Chromebooks always remain in their case.
- All computer logins remain the same as what was used in elementary school.

Student Printing

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

cafeteria. Other locations require special staff permission.

Rules

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



Consequences

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

Detentions, After-School/Lunch

After-school detention is held in the in-school suspension (ISS) room. After-school detentions typically run from 3:00pm-3:30pm or 3:00pm-4:00pm. Which day and length of after-school detention will be determined by the admin/staff member assigning and the students parent/guardian. Lunch detentions are often given as consequences for negative behavior. Students will immediately get their lunch and report to lunch detention in the ISS room.

Please note: If receiving a hot lunch, students should proceed to the front of the lunch line and take a disposable styrofoam tray for their food.

Food Service

Accounts

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

Menus

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

listed on the television sets located throughout the building.

Traditional Breakfast

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

Lunch

There are three lunch periods each day. Class/ Lunch schedules are listed at the front of the planner. After your lunch is eaten, opportunities are provided to either go outside on the east of the building (softball fields) or to quietly visit with friends in the cafeteria. Participation in these opportunities is based on appropriate behavior by students.

Cafeteria Room Rules

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

- Behavior which endangers a student(s), staff member(s), or school facility will not be tolerated. This includes pushing, shoving, striking, kicking, running, throwing, etc.
- Be courteous at all times.
- No spitting.
- Enter the lunch line only if you are going to make a purchase.
- No cutting in line.
- Return lunch trays and garbage in the proper areas as soon as possible after eating. Please recycle.



- Students need a pass from a lunch supervisor to be excused to use the restroom
- Students are to remain in designated areas.
- Outside: It is a privilege to go outside. Please follow lunchroom supervisor instructions at all times.
- No throwing food/garbage.
- No dumping food, milk, or garbage on other students.
- Once students have returned their tray, they will return to a seat for the remainder of lunch or exit outside.
- Supervisors retain the right to assign seats or restrict movement.
- Students are responsible for ensuring their tables are cleared of food or other items after they are finished eating, this can include any items that are on the floor.

Locker Room

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

Lockers

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

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

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

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

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

Lost and Found

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

Posters

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

Learning Center (PLCs)

Learning Centers are dedicated time where students have the opportunity to receive academic support, obtain help with organization, and improve communication and self-advocacy skills. Learning Centers provide



designated time for teacher identified targeted supports in Math and English (ELA) classes.

During Learning Centers, students will:

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

In addition, students will follow these expectations:

- Arrive on time with all your materials
- Respect others and classroom belongings
- Remain engaged in academic works or activities
- Follow teacher expectations (i.e. no music unless permission is given, etc.)
- Report to Targeted Support if assigned
- Use this time to re-take or make up missing summative assessments

Students will also be allowed to obtain individual passes from their teachers to receive additional instruction or assistance or they may use the LMC based on grades, behavior and room availability.

Students who are not being academically successful may be required to remain in the SC to complete an action or student plan.

Student Conduct

Alcohol/Drugs

The possession, use, and delivery/sale of alcohol or drugs (prescription or non-prescription) in

school, on school grounds, or at school activities is strictly forbidden and may result in suspension or expulsion from school. This includes facsimiles and not following school policy for use of prescription or non-prescription drugs. Violation of city ordinances or state laws (alcohol, marijuana, etc.) will result in referral to appropriate authorities: Police Department, Social Services, etc.

Use of Detection Wands for Concealed Items

To maintain a safe and healthy learning environment, the district prohibits the use and possession of vaping devices on school property. When there is reasonable suspicion that a student may be in possession of a vaping device—particularly when it is believed to be concealed on their person and the student is not forthcoming—School Resource Officers may use a handheld detection wand as part of the investigative process.

This approach is intended to support student safety and uphold district policies. The use of detection wands will be carried out in a manner that respects student privacy and adheres to established district procedures.

Search of Student Person and Possessions

To maintain a safe and healthy learning environment, students must not bring any item or material that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and lookalike weapons, vaping devices, drug paraphernalia, and other illegal items onto



school district property, or to school-sponsored or associated events.

When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a student's person including personal belongings and vehicles.

School Resource Officers may assist with searches upon request of school officials and may use a handheld detection wand as part of the investigative process. This approach is intended to support student safety and uphold district policies.

These safety measures will be used carefully, respectfully, and only when necessary, following school district guidelines to protect the dignity and well-being of all students.

Bathrooms

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

Bicycles/Skateboards/Rollerblades/Hoverboards

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

Bullying/Harassment/Fighting – 3 Strikes

If any student at either of our Junior Highs engages in 3 major events related to bullying/harassment/fighting (these would be incidents that warranted an OSS and/or citation) they would be required to shift to the other school. We believe that this practice will provide us with an opportunity to give the offending student the chance at a fresh start while also helping preserve the quality of the learning environment for all students.

Reward Based Activities (All Grades)

Each year our school sponsors reward based activities. Student participation is a privilege, not a right. A staff team member will examine student academic and behavior performance to determine eligibility. Disqualifiers include, but are not limited to the following:

- Two or more F's in the grading period the event is held
- Any in school suspension
- Any out of school suspension
- More than two detentions
- Multiple Discipline referrals
- Chronic absences or truancy students will be notified of the team's decision and assigned to a study center if they are not allowed to attend the celebration.

Classroom Rules

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

Dangerous Weapons/Explosive Devices

No one shall possess a dangerous weapon (guns, knives, razors, karate stick, pepper spray, or any other object by the manner in which it is used or intended to be used which may inflict



bodily harm) or explosive devices on school premises or at school functions. Violation of this policy will result in suspension and/or expulsion from school and referred to the Police Department. Facsimiles are not allowed. No one shall threaten to bring a dangerous weapon or explosive device to school.

District Property

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

Dress Code

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

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

1. Clothing tops will cover the front and backside of students. Some styles can be designed to show midriff. Should a student choose to wear such a style, the student agrees that it will not risk exposure of undergarments or nudity. Pants, shorts, and skirts must be secured around the waist area. Shorts

and skirts must completely cover the student's buttocks. Students must be able to sit comfortably, bend down, and reach up without exposing undergarments or nudity.

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

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



5. For sanitary and health reasons, students will wear appropriate footwear at all times. Footwear that is a safety hazard is not allowed.
6. Beginning at 7:35 a.m. until 2:55 p.m., students will not wear coats that would normally be considered outdoor/cold weather jackets inside the school building during the school day. Administrative exceptions may occur.
7. Backpacks or other bags should be stored in lockers; they will not be allowed in classroom spaces. Administrative exceptions may occur.

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

Electronic Vaping Devices

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

Elementary Track Meet

Students are reminded that P. J. Jacobs remains in session during the elementary track

meet. Students will not be allowed to leave school to attend this activity unless a parent/guardian comes into the main office and signs them out. The parent/guardian also must remain with the student in attendance at this activity.

Elevator Use

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

End of Year Field Trips

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

- Two or more F's in second semester
- More than one in school suspension
- Any out of school suspension
- More than three detentions
- Multiple Discipline referrals
- Chronic absences or truancy

Students and parents will be notified of the team's findings.

False Information

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



Fighting

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

Gambling

Any form of gambling is prohibited on school property.

Gang Activity

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

Hallway Behavior

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

Hands-Off Policy

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

Laser Pointers

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

Nuisance Items

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

Panhandling

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

Physical/Verbal Harassment

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

Sales

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

Sexting Laws for Minors per City of Stevens Point

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



Snow Throwing and Fighting

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

SPASH Homecoming Activities

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

Seventh and Eighth Grade Students

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

Ninth Grade Students

Ninth Grade Students Not Participating In The Parade But Wishing To Attend The Parade

Students can only participate if a parent/guardian comes into the main office to sign them out of school. Students must return to school after the parade or parents/guardians must stay with their child during the remaining homecoming activities.

Ninth Graders Participating In The Parade With Their SPASH Organization/Sport

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

All Remaining Ninth Grade Students

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

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

Student Compliance: Removal

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

Student Conduct

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

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



Theft/Defacement, or Damage to Property

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

Tobacco

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

Transportation Permission Form

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

9th Grade Washington D.C. Trip

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

- Discipline referrals such as:
 - Bringing weapons to school
 - Committing acts of physical aggression, including fighting
 - Truancy (5+ unexcused absences)
 - Bullying/harassment

- Possession or use of alcohol, tobacco, or drugs
- Severe and repeated incidents of defiance and noncompliance with teacher directions
- Leaving the assigned location (class, lunch, assemblies) without permission with the intention to avoid learning and/or supervision

Water and Other Liquids

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

World Languages Trips

The World Language Department (Spanish, French and German) offers several field trips to other states and foreign countries. Some examples (although not an inclusive list) include:

- Concordia Language Village Immersion Program (French and Spanish) near Bemidji, Minnesota,
- Festival of Nations in St. Paul, Minnesota,
- Costa Rica (Spanish) Trip (every other year).

Participation in these events is a privilege and students must be enrolled in the appropriate world language to qualify to participate. In addition, academic and behavioral performance by students may be used to determine participation eligibility.



Transportation

Bus Conduct Rules

Students being transported in district-owned or contracted school buses/vehicles shall conduct themselves in a lawful and orderly manner at all times. Students who do not follow bus riding rules and become disciplinary problems may have their riding privileges suspended. Building Administration shall have authority over student conduct while students are being transported by the school district. The bus driver has full authority to make seat arrangements.

The following acts or conduct by students are specifically prohibited while students are being transported in district buses or vehicles:

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

Any other conduct, which would tend to prohibit or affect the orderly and efficient transportation of students, or is a violation according to state law or local ordinance

Bus Line Rules

Students are expected to follow the guidelines listed. They are:

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

Video and Audio Recording

To promote student safety and assist in maintaining appropriate conduct, school buses owned by the Stevens Point Area Public School District or operated under contract with the District may be equipped with video and audio recording equipment.

Students, staff, and visitors should be aware that their actions and conversations may be recorded while riding a school bus. Recordings may be reviewed by authorized District personnel and, when appropriate, may be used to investigate incidents, support disciplinary proceedings, or assist law enforcement agencies.

By utilizing District transportation services, students and families acknowledge that video and audio recording systems may be in



operation on school buses in accordance with District policy and Wisconsin law.

Other Information

Before-School Expectations

Students should arrive no earlier than 7:15AM. If students arrive at school prior to 7:15 AM, they are to wait in close proximity to the main office by door entrances 1 and 19. At 7:15 AM a bell rings and students proceed to their assigned waiting areas. The assigned waiting areas are the following; seventh grade is third floor, eighth grade is second floor and ninth grade is first floor.

From 7:15-7:35 AM, breakfast is served in the cafeteria and students may proceed to that area if they are eating breakfast or remain in their assigned waiting areas. Movement between floors is not allowed. At 7:35 AM, a bell will ring allowing students access to the rest of the school and ten minutes to report to their first hour class.

After-School Expectations

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

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

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

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

Assemblies

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

Change of Address

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

Fees/Fines

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

School Pictures

Individual pictures of all students will be taken shortly after the start of school. They will be used for the yearbook and students may purchase picture packages if desired. Picture packages must be paid for by the time the picture is taken. Picture retake day takes place



a few weeks after. Students should bring their original photos on the day of retakes.

Technology Privilege

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

Cellphones/Personal Electronics

Cell phones cannot be used during school hours (7:10AM- 2:55PM); cell phones must be turned off and put away in lockers or in the pouch found on the front of the Chromebook case. Cell phones are not allowed to be on your person.

If a student is in violation of this policy, teachers will ask the student to put the device on their desk for the class hour and document the incident. Main office staff will address it with the student and the student will put the device in check in/check out (CICO). Devices will remain on CICO for the following durations:

- **1st Offense:** student will have three (3) weeks of CICO with their device.
- **2nd Offense:** student will have nine (9) weeks of CICO with their device.
- **3rd Offense:** student will have CICO for the remainder of the school year.

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

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

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

Only wired earbuds/headphones are permitted during school hours when attached to school issued devices and with teacher permission.

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

Electronic Recording by Students

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

Photographing, videotaping, audio recording, cell phone, and electronic device recording of any kind, will not be made in classrooms, assemblies, lunch rooms, hallways,



playgrounds, buses, and any other indoor and/or outdoor school facilities/ grounds without the express permission of the district employee in charge. However, it is permitted in public places such as athletic events, school dances, and other school-designated events.

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

Valuables

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

Visitors and Volunteers

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

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

All volunteers must comply with [School Board Policy #8120](#), which outlines responsibilities, background check requirements, and

guidelines for working with students. Volunteers are expected to follow district guidelines provided in the [District Volunteer Application](#).

Withdrawing From School

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

Athletics

Philosophy and Objectives

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

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

Coaches are responsible for team discipline; however, before a student can be dropped



from a team, the coach must first consult with the athletic director, and the parent will be notified.

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

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

Equal Access Notice

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

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

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

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