

# HOW TO SUCCEED AT CRAIG HIGH SCHOOL

**Take care of yourself.**

**Take care of others.**

**Take care of our school.**

**The three rules above are what you need to make your high school years a success. The remainder of this handbook will spell out in detail how you can make these three things happen.**

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**CRAIG HIGH SCHOOL  
401 S. Randall Ave  
Janesville, WI 53545**

Main Office	608-743-5200
Attendance Office	608-743-5230
Guidance Office	608-743-5251
Assistant Principals' Office	608-743-5262
Athletic Office	608-743-5266

**MISSION STATEMENT**

Craig High School provides programs to promote academic, social, physical and emotional development of all students.

**NONDISCRIMINATION POLICY**

The School District of Janesville does not discriminate against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional, or learning disability.

**UNITY CODE**

We will respect individuality without pre-judgment. We will seek out similarities and celebrate differences. We will acknowledge each person's basic human dignity. We will keep an open mind and be willing to communicate. We will not accept disrespectful comments or negative actions toward anyone.

**DISCIPLINE CODE**

**Statement of the Board Policy**

The School Board firmly believes that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting.

It is a responsibility of the School Board, administrators, and teachers to safeguard the health and safety of each student. The School Board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state Law, State Board of Education Regulations, and School District Policies.

**JANESVILLE AGREEMENT**

All students are asked to sign the Janesville Agreement, which outlines the responsibilities and needs of students, parents/guardians, staff and the superintendent. Copies are available in the Assistant Principals' office

**CO-CURRICULAR INFORMATION**

**Co-Curricular Code**

A code of conduct has been adopted by the Janesville Board of Education. A copy of the Athletic Code will be given to athletes at the beginning of their first sport season. It is the student's responsibility to meet the expectations of the code. The school will enforce the requirements of the Athletic Code are available to any parent at the Craig High School Assistant Principals Office

Student life in high school is enhanced by getting involved in co-curricular activities. The more a student is involved, the better he/she feels about self, school, and community. We want students to participate. Students should commit themselves to getting involved in at least one activity during the school year. These activities are organized and sponsored for the enjoyment and participation of the entire student body. A Co-Curricular code card on file is required of all students wishing to participate in any activity. The following are some of the clubs and activities that represent a wide range of interest and skills which are available to students.

### **Co-Curricular Activities**

All that Jazz	Leo Club
Amnesty International	Lettermen's Club
Anime	Letterwomen's Club
Asian Culture Club	Link Crew
Blue Ribbon of Promise Key Club	Math Club
BRO –Brothers Reaching Out	National Art Honor Society
Close up	National Honor Society
Criterion (Newspaper)	Octagon Club
Debate	PAWS (Peer assistance with studies)
DECA (Distributive Education	PETA
Club of America)	Pulse
Drama Guild	Quill and Scroll
Engineering Club	School Drama
FFA	School Musical
Forensics	SES – Sisters Empowering Sisters
French Club	Ski Club
French Honor	Sierra Club
Future Educators	Spanish Art Honor Society
GSA (Gay Straight Alliance)	Spanish Club
German Club	Spotlighters
German Honor Society	Student Council
German Exchange Program	Thespians
Human Relations Club	Visual arts Classic
Jazz ensembles	VICA (vocational Industrial Clubs of
J.S.O.L. (Janesville Schools	America)
Outdoor Lab)	Web Team
Kiwanis Key Club	Yearbook

### **INTERSCHOLASTIC ATHLETICS**

<b>Fall</b>	<b>Women</b> – Cross Country, Golf, Swim, Tennis, Volleyball
	<b>Men</b> – Cross Country, Football, Soccer
<b>Winter</b>	<b>Women</b> – Basketball, Gymnastics, Hockey
	<b>Men</b> - Basketball, Hockey, Swim, Wrestling
<b>Spring</b>	<b>Women</b> – Soccer, Softball, Track
	<b>Men</b> – Baseball, Golf, Tennis, Track

Cheerleading and Pom Pons are offered during the fall and winter season.

### **INTERSCHOLASTIC ATHLETIC ELIGIBILITY**

Any student may practice for or participate in interscholastic athletics after placing on file with the school **WRITTEN EVIDENCE** attesting to:

- Parental permission each school year.
- Current physical fitness as determined by a licensed physician no less than every other school year.
- The acceptance of and understanding of the school's code of conduct on a year-round (12 month) basis.
- Evidence of health/injury insurance.
- Signed HIPAA form agreeing to the release of medical information or denial of release of medical information.

### **ATHLETICS FEES**

Payment of Fees

- Payment will be due and payable to the building athletic office once the coach has established the roster for the season.

- Due dates per sport season will be established by the District Athletic Director
- Checks should be made payable to The School District of Janesville.

**Waiver of Fees**

- Economically disadvantaged students will have three (3) possible waivers available.
  1. Students meeting the requirements for free lunches will pay no fees
  2. Students meeting the requirements for reduced priced lunches would pay \$10.00 per sport.
  3. Students with special circumstances may also apply for a waiver or reduction of fees.
- The District Athletic Director and two Assistant High School Athletic Directors will review special circumstance requests and make a determination.
- Appeals of their decision are to be made to the Director of Administrative and Human Services.

**Fee Refunds**

- If a student is no longer able to participate in a sport due to circumstances beyond his or her control (specifically a season ending injury, a reduction in the team roster, or a move out of the district) he/she may request a refund in accordance with the following:
  1. If prior to the first scheduled contest, a full refund would be provided.
  2. If prior to the end of the first half of the season (as determined by the number of contests), a 50% refund would be provided.
  3. If after the end of the first half of the season (as determined by the number of contests), no refund would be provided.
  4. No refund would be provided if the student is dismissed from the team for academic or disciplinary reasons.
  5. Decisions regarding the amount of refund to be made will be determined by the District Athletic Director.
  6. Appeals of the Athletic Director's decision would be submitted to the Director of Administrative and Human Services.

**RELEASE OF PUPIL DIRECTORY DATA INFORMATION AND HIGH SCHOOL STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION**

Please refer to Administrative Regulation 5500.1. The policy regarding the release of Pupil directory information will be distributed annually to all families at the beginning of the school year. The policy regarding the release of high school student information to military recruiters and institution of higher education will be distributed annually to all high school families. Instructions on how to opt out of release of information is outlined in the policy.

**SCHOOL DANCES**

All dances are held in the high school and planned by the appropriate group. Since the purpose of the dance is to provide social activity for Craig students, they are closed to the general public. However, any Craig student with ID may bring one guest per Administrative discretion. The student may pick up a permission letter from the Assistant Principals office. Attire must conform to school dress regulations. Smoking and alcoholic beverages are prohibited at all dances. Once students leave, they cannot return. Dances will end no later than 11:30 p.m. School staff and designated parent supervisors will be present at all dances with authority to discipline when necessary. Classes or organization sponsoring a dance or party must have chaperones assigned one week prior to the activity. Failure to comply will result in the activity being canceled.

## ACADEMIC INFORMATION

### ACADEMIC REQUIREMENTS

Course selection will vary based on goals for the future. A student who plans to obtain a post high school degree will select courses to prepare for those entrance requirements. A student who plans to enter the work force upon graduation will wish to select courses to prepare for the job requirement. The proper selection of subjects by the student, with the help of his/her parents and faculty members, is of utmost importance and should be given serious consideration. A seven period day provides broad selection possibilities. Please review each subject selected and make decisions based on personal abilities, interests, and goals. If a student plans intelligently and effectively, he/she should be able to take advantage of many opportunities in high school.

#### Minimum Credit Recommended

Grade 9	5.0 credits plus physical education
Grade 10	5.0 credits plus physical education
Grade 11	5.0 credits plus physical education
Grade 12	5.0 credits

Please note that in order to meet graduation requirements, a student must take more than the above minimum requirements for at least one year.

#### Maximum credit allowed:

A student may earn no more than 7.0 credits including physical education each school year, unless it is prearranged as part of a specialized program. Rank points will be granted up to the maximum of 7.00 credits.

#### Graduation Requirements

A course that meets five days per week for one semester is awarded .5 of a credit. State law requires that students must be enrolled in classes or participate in school board approved activities during each class period of each school day throughout his/her high school years.

Each student must earn credits in the following required courses.

English.....	4 credits
Social Studies.....	3 credits
Science (includes physical and life science).....	2 credits
Mathematics.....	3 credits
Physical Education.....	1.5 credits
Health.....	.5 credits
Elective Courses.....	<u>8.5 credits</u>
	Total 22.5 credits

#### RANK POINT VALUES PER 1.0 CREDIT

Grade	Level 1	Grade	Level 1	Grade	Level 1
A	4.00	C	2.00	F	.00
A-	3.67	C-	1.67		
B+	3.33	D+	1.33		
B	3.00	D	1.00		
B-	2.67	D-	.67		
C+	2.33	E	.00		

Make-up credits may be earned through summer school. For off-campus correspondence, or study/travel programs, all credits must be approved with a maximum allowance of 2.0 credits. No rank points will be awarded for these programs.

Please Note: Each student is responsible for making certain all graduation requirements have been met.

#### Program Changes

It is the school district policy that once a student has been scheduled into a course at the beginning of a semester, the student must remain in that course for the

semester. If the student is carrying more than 6.0 credits they may drop one course at the quarter. (Exceptions = administrator approval, Network or multi-disciplinary team recommendations and decisions).

#### Scheduling guidelines

- Schedule changes will not be made because of a job.
- All students will be scheduled for periods one through seven.
- Students are required to keep all periods and teachers as assigned by the computer.
- Any student who drops a course after the 12<sup>th</sup> week of a semester will receive a semester grade of F for that course.
- The District cannot guarantee the availability of courses that are at the end of a sequence. Enrollment in these end of sequence courses must meet district guidelines.
- Independent study classes are not available to Janesville high school students.

#### Reasons for schedule changes

- Computer error
- Balancing of classes
- Ineligibility to take the course
- To make up failed courses
- Teachers/counselor/administrator recommendation for a change based on ability of student.

*Any Student who drops a course after the twelfth week of a semester will receive a grade of "F" for that course. Written parental permission must accompany all requests. Any student who drops an Advanced Placement or a Level 1 course after one semester will receive Level 2 rank points for both semesters.*

#### Academic Excellence

Academic Excellence is strongly encouraged and is recognized in several ways. The Academic Recognition Program recognizes students who are in the top 15% of their class or earn a 3.7 grade point average on a semester by semester basis. In an effort to recognize student achievement, honor roll shall be maintained in the high schools by semester. Full-time students will be eligible for the school's honor roll under the following grade-point average guidelines: 3.0 through 3.49, Honors: 3.5 through 3.74, High Honors: 3.75 through 4.0, Academic Excellence. The National Honor Society members are chosen annually by a faculty committee. Juniors and seniors are eligible for membership. Students are chosen on the basis of scholarship, character, leadership and service. General guidelines and application dates will be announced. Students who wish to apply for memberships must attend a mandatory application meeting.

Honor Cords are presented to graduating seniors who have achieved academic success. Each graduating student who has successfully completed a combination of twelve Advanced Placement and Honors Courses (to include at least 4 credits of Advanced Placement Courses) will receive an Honors transcript.

#### Scholarship – Academic Excellence –State of Wisconsin

The State of Wisconsin awards an Academic Excellence scholarship to each high school's top students, if they attend a Wisconsin state public or private college, or a technical college. Craig High School determines the recipients of these scholarships based on cumulative grade point average (G.P.A.) earned through first semester of the senior year to comply with state statutes.

In the event of a G.P.A. tie the following criteria will be followed::

1. Intent to attend a public or private College/University/or Technical School in Wisconsin will be first tiebreaker.
2. The total number of honors courses.
3. The total number of AP courses.
4. Composite ACT score

5. If a fifth tiebreaker is needed a random selection process, established by the District Administrator/Designee will be considered.  
Other ties that may occur will be determined by similar procedures

## **OPERATIONAL PROCEDURES AND POLICIES**

### **ACCIDENTS, INJURY, AND ILLNESS**

Please be sure that any injuries occurring in class or other supervised locations are reported to the teacher in charge and to the Assistant Principals' office. Notice of injury is mandatory. Any time a student is ill or is injured, he/she should report to the Assistant Principals' office. The nurse or other personnel will assist students and, if necessary contact their parents. If there is an illness injury or disciplinary action, every effort will be made to contact a parent. However, if we are unable to reach a parent, primary or alternate contacts will be notified. Do not leave without contacting the office and do not miss a class due to illness or injury without reporting to the Assistant Principals office.

Parents are asked to please notify the school office of an infectious or communicable disease that the student has or that causes the parent to seek treatment for the student. By notifying the school, action can be taken to prevent further spread of the infectious or communicable disease in the school and reduce the chance of the student reconstructing the disease when he/she returns to school

### **ALCOHOL AND DRUG USE/ABUSE AND ENFORCEMENT PROCESS**

Board Policy 5234

Please refer to Board Policy 5234 for the School District of Janesville's policies regarding Drug and Alcohol Use/Abuse and Enforcement and Administrative Regulation 5234.1 for the Referral Process for students thought to have a problem in this area.

The Board recognizes that drug and alcohol use/abuse are existing problems within the schools of the nation. The Board recognizes that alcohol and drug use/abuse is a behavioral/medical problem.

One goal of the school staff is to provide help, guidance, and referral for assessment/treatment when a student shows indication of a possible behavioral/medical problem. An equally important goal is to provide for every student a healthy and appropriate atmosphere in which to seek an education. The Janesville Public Schools become concerned when an individual student's drug – or alcohol-impaired behavior endangers the property, health, or safety of others during the school day, on the school grounds, or during a school-related activity.

### **ANNOUNCEMENTS**

Announcements are made during advisory and on some mornings and are broadcast on the channel 4 throughout the day and are also on our home page web site.

### **BACKPACKS**

All backpacks must be made of a mesh or clear type material or clear plastic if students wish to carry their backpacks to each class. Upon arriving at school any backpack that is not of a mesh or clear type material must be stored in the student's locker and is not to be carried during the school day.

### **BICYCLES**

Students should have their bicycles registered with the Janesville Police Department and park their bicycles in the cycle racks provided. No bicycles will be permitted to be chained to trees, fences, etc. The school assumes no responsibility for damage or theft of bicycles.

### **BOUNDARY LINE/CHOICE GUIDELINES – Middle/High School**

Please refer to Administrative Regulation 5130.1. Information about annual transfer procedure requirements is also published on the district website and in

your parent newsletters. Any questions may be directed to the Administrative Services Department at 608-743-5006.

#### **BULLETIN BOARDS**

Bulletin boards and unpainted wall surfaces can be used for posting information pertaining to school affairs.

All materials posted in the classroom must have teacher approval. Materials to be posted in the hallways must have an Assistant Principals' approval.

#### **BUS CONDUCT**

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

#### **COMPLAINT PROCEDURE**

Please refer to Administrative Regulation 4111.1 for general complaint procedures. Complaints relating to employment discrimination shall be addressed as per Board Policy 4110 and Administrative Regulations 4110.1 and 4110.2. Sexual harassment complaints shall be addressed as per Board Policy 5021 and Administrative Regulation 2021.2. Complaints regarding District policies shall be addressed as per Board Policy 1251 and Administrative Regulation 1251.1.

#### **CELLULAR PHONES**

Use or Possession of Cellular phones, other two way communication or paging devices. (Board Policy 5237, July, 2007)

Possession of cellular phones is permitted on school premises. Cellular phones must be powered off/turned off and not used for any purpose, including text messaging, taking pictures, listening to music, etc. This policy will be enforced during the normal school hours while students are in class or in the school buildings. Student use or possession of electronic paging (e.g. beepers) or two-way communication devices other than cellular phones on school premises is prohibited. The building principal, however, is authorized to permit a student to use and/or carry an electronic paging device, two-way communication device, including a cellular phone, to be used for medical, school, educational, vocational, or other purposes as deemed appropriate. Any student found violating this policy shall surrender the communication device and be subject to disciplinary action.

#### **CLASSROOM BEHAVIOR**

Students are expected to be prepared for all classes and study halls. This includes bringing supplies such as paper, pens, pencils, and books to every class or study hall.

Behavior that disrupts the learning environment should not occur and will be dealt with immediately. A student may be removed from class for conduct or behavior which:

1. Violates the District's policies regarding suspension or expulsion.
2. Violates the behavioral rules and expectations set forth in the student handbook.
3. Is disruptive, dangerous, or unruly
4. Interferes with the ability of the teacher to teach and/or student learning in the classroom

Removal from class refers to a daily removal with option to return or permanent removal with placement into an alternative setting, such as, study hall or resource room.

#### **COMPUTER USAGE**

Specific class and/or library computer rules will be distributed to students. Vandalizing, copying, or using someone else's disk and programs, etc., will result in school discipline, can affect a grade in class, and may result in a charge for repair services. Please refer to Appendix "E".

### **DETENTION POLICY AND PROCEDURES**

To enforce the importance of attending classes, consequences are given to students who are truant or tardy. One of the consequences is detention. Detentions are designed to reinforce the importance of attending class to promote maximum student success. Detention may be assigned to a student for failure to follow the rules. Student failure to serve detention may result in an increased term of detention, suspension, and/or revocation of parking pass. Students who violate school rules may be issued detention time. Detention time may be served before school; 7:00 a.m. to 7:50 a.m. or after school between 3:30 p.m. and 4:20 p.m. on days designated by the Assistant Principals' Office. *Teacher Detention* – Teachers may also require students to serve detention before or after school with the concerned teacher when the teacher deems it necessary. Teachers are to inform students of their locations prior to assigning detentions.

### **DISASTER DRILLS**

Fire Drills – When the fire alarm sounds, students should exit rapidly in double lines, keeping in double file down the corridor, these double lines will join with lines coming from other rooms so that four lines will be passing down the corridor and out the exits. Students who are the first to leave any exit should hold open the doors until everyone is out. Students should continue walking away from the building until everyone has exited and is at least fifty yards from the building. Students should not return to the building until an "all clear" is given by administration/designee.

- Tornado and other Disaster Procedures – the following plan has been established for survival in the event of a disaster. The school has a disaster alert network operating continuously to afford the maximum warning time in the event of a tornado or other disaster.
  1. If a warning is provided, a variable signal will sound. All personnel will follow the disaster drill procedure.
  2. If there is no advance warning, all personnel will move away from windows and glassed-in areas; sit on the floor facing the wall where possible; pull knees up to shoulders; place head between knees face down; and place hands over back of head and neck until disaster is over.
  3. Students should move quickly, quietly and in an orderly manner to the assigned areas. Upon reaching assigned areas, assume the sitting position described above; remain quiet so instructions can be heard.

Teachers should place themselves in strategic positions and take charge. Keep your class record book in the event accurate student count is needed following a disaster.

### **DISPLAYS OF AFFECTION**

Social interaction is a normal part of the developmental process, but physical displays of affection are considered inappropriate at school or at school-sponsored activities.

### **DRESS - STUDENT**

Good judgment is to be used in choosing appropriate clothing to be worn to school. As the weather warms, please help us to insure that students choose appropriate clothing.

Please be aware that:

1. Halter-tops and strapless tops will not be allowed.
2. Tank tops and sleeveless tops must have standard armholes and must cover entire torso.
3. Clothing must not contain any drug/alcohol/tobacco, sexual, or harassing depictions.
4. Shorts and skirts/dresses must be of an appropriate length.
5. Coats should not be worn in the classroom. Students should keep their coats in their locker.

If questions should arise regarding the appropriateness of student attire, the administrators retain the right to make decisions on student dress, which they feel is indecent or disruptive to a positive educational atmosphere. If necessary, students will be sent home to make changes in their clothing.

#### **EMERGENCY SITUATIONS**

During emergency situations, such as a fire drill, lock down or other emergency situation students are expected to follow all staff directions, to walk quickly to their designated drill areas or lock down site, to refrain from talking, and to remain in the designated area until the all-clear signal is given by the administration. Students will not be released from school if an emergency situation occurs at dismissal time; therefore, parents should listen to WCLO (1230 AM) or reference the School District of Janesville's website for information regarding an emergency situation.

#### **EXITS**

Students may use any of the following exits when leaving the building:

- ❖ Main Entrance
- ❖ Large Auditorium Entrance
- ❖ Physical Education Entrance

All other exits are off limits to students. Exits will be used during disaster or fire drills at which time students will be instructed and accompanied by a teacher.

#### **EXPULSION**

Board of Education policy 5350 and Wisconsin State Law provides students may be expelled from school if they:

- Are in possession, use or under the influence or distribute alcohol or other illegal drugs or look-alike drugs
- Are in possession of a concealed, or store a dangerous weapon or look-alike weapon on their person, in a locker, in a vehicle or anywhere on the premises—a dangerous weapon is defined as a gun, knife, razor, karate stick, metal knuckle, or any object or chemical irritant (i.e., pepper spray) which by the manner in which it is to be used is capable of inflicting bodily harm;
- Sell, distribute, or are in possession of any firearms or dangerous weapons, or any form of look-alike weapons in school or on the school grounds, or at school sponsored activities;
- Endanger the property, health, or safety of any employee or school board member of the School District of Janesville.
- Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing, also gang posturing, which provokes an altercation, or involvement in a gang fight or exchange of blows is prohibited.

#### **How long does an expulsion last?**

It varies. A student may be permanently expelled from Janesville Schools or the student may be expelled for a period of time set by the Board of Education. Those times may include the remainder of the year, and sometimes it's for a year and a half. The big thing is that during an expulsion the student cannot attend school or complete school work.

#### **If a student can't attend school or complete school work, what happens to their education after they are expelled?**

This is the sad part for most students. Many fall behind a year or more in school. This sometimes creates a situation where students give up and drop out of school. Some work hard to make up credits in summer school and through correspondence courses, but the bottom line is that an expulsion makes a successful school experience much more difficult if not impossible.

#### **FIELD TRIP POLICY**

Students absent five (5) days or less in a semester may participate in a field trip without penalty. Students having more than five days of absence in a semester

may participate in a field trip but the absence will be unexcused. An unexcused absence does not permit the student to make up work for credit.

The teacher directing the field trip or an administrator reserves the right to deny participation to any student based upon excessive absences, trancies, or conduct. A staff member may request that a specific student not participate in a field trip.

#### **FINAL EXAM POLICY**

Through a final exam evaluation the student and teacher will be able to more effectively monitor the learning which has occurred in the semester or year course. The final exam will be a culminating activity which will bring closure to a course and which can be used as one measure to predict success in the next similar course.

1. All courses, except physical education, will be included in the exam schedule.
2. Ninety minutes will be allotted for each exam period.
3. Students must remain in the classroom the entire ninety minutes.
4. Time allotted for the final exam may be used for an evaluative purpose. This means that a teacher could schedule a project, lab work, or similar activity in place of a formal written examination.
5. A copy of the exam or written description of the evaluation activity will be given to the principal prior to the exam period.
6. The exam grade will be indicated on the report cards.
7. Students will not be in the halls during exam time. The cafeteria will be open for study.
8. Students need only be present in school when an exam is scheduled.
9. Teachers will keep the corrected exam for at least one semester after the exam so that a student may discuss the results with his/her teachers.
10. Seniors who receive an "A" for both third and fourth quarters will be exempt from the final exam second semester.

#### **FOOD/BEVERAGE**

Food and beverages will be consumed only in the cafeteria or commons. No open containers in the halls, please.

#### **GANG-RELATED ACTIVITY**

Disruption and intimidation caused by gang symbols on materials, jewelry, or clothing is prohibited. Also, gang fighting is prohibited.

#### **GUIDELINES FOR THE USE OF ANIMALS IN THE CLASSROOM**

Please refer to Board Policy 6734 for the complete procedure.

The use of animals in the classroom is an integral part of the life science curriculum within the Janesville School District under conditions that ensure the safety and well being of the students, staff, and the animal. Persons bringing animals into the school must receive written permission from the building principal.

If it is anticipated that live animals will be used in the classroom, parents should be notified so that any allergies or health problems can be determined. In the event that a student or staff member demonstrates an allergic reaction to the animal, the animal should be removed, unless a satisfactory accommodation to the student or staff member affected can be made.

#### **HALL PASSES AND HALL TRAFFIC**

During classes all students must be in a supervised area, LMC, study hall, or class. A student in the hall must possess a hall pass. Student and faculty cooperation is requested for the success of the system. Students who fail to cooperate or abuse pass or permit privileges will be denied pass/permit privileges in the future. Students should not be given permits to areas not supervised by a staff member.

#### **HEALTHY SCHOOL ENVIRONMENT**

Skin rashes, fungal infections, and antibiotic resistant bacteria can be part of the school environment. To help reduce the risk of these type infections in the school setting the school district is asking for parent assistance in the following ways:

- Students with open sores or wounds should have them covered with a bandage.
- Students with rashes or boils of unknown cause may be asked to seek medical care to rule out the possibility of a communicable skin condition or an antibiotic resistant bacteria causing the skin condition.
- Parents should inform school staff any time their child has a skin rash or skin disease so proper precautions can be taken at school to prevent the rash or disease from spreading to another student or employee.

Physical education class can present an additional risk for the spread of skin rashes/diseases with students sweating more and possibly having physical contact with each other. To minimize these risks, school staff will be encouraging the following activities with physical education class:

- Each day a student has physical education they should wear clean clothes.
- Students will be encouraged to take a shower after physical education class, so students should bring a clean towel for showering.
- Talk with your middle and high school age student, remind them that students should not share gym clothes, or towels with another person. Students should also not share personal items such as soap, razors, or roll-on deodorant.

**HOMELESS STUDENTS: McKinney-Vento Education for Homeless Children and Youth Act**

Students who lack a fixed, regular or adequate nighttime residence are protected by the McKinney-Vento act. Although eligibility is determined on a case-by-case basis by the homeless liaison, the following situations often qualify.

- Sharing the housing of others due to loss of housing or economic hardship
- Living in a motel, hotel, or campground due to lack of alternative adequate accommodations
- Living in an emergency shelter or transitional living program
- Awaiting a foster care placement or abandoned in a hospital
- Living in a vehicle or RV, park, public space, abandoned building, substandard housing, bus or train station or other place not designed for or ordinarily used as a regular sleeping space
- Unaccompanied youth who are not in the physical custody of a parent or guardian, runaways, and youth denied housing by their parents.

Students who qualify for McKinney-Vento have the following rights:

- Immediate enrollment: Even without the required documents
- School choice: students may stay at the school attended when they became homeless or they may enroll in the school in the area where they are currently living.
- Free lunch: For the entire school year
- Transportation: If the student is living outside of the attendance area of the school he or she is attending and is currently homeless, transportation can be provided.

If you believe that your student may qualify, please contact your school social worker or elementary guidance counselor, the homeless liaison at 743-5070 or the Education for Homeless Children and Youth social worker at 751-7779.

**IDENTIFICATION CARDS**

Students are expected to carry their ID card. It must be used in checking out materials from the LMC, checking out textbooks also for eating lunch, and any school activity, i.e., games, dances, etc. Replacement for lost ID card may be obtained in the Library Media Center. Replacement cost is the responsibility of the student. When requested by staff or an administrator a student must identify himself or herself with an ID card.

### **LOCKERS AND DESKS**

Ownership and control of lockers and desks is maintained by the school district. Students are granted use of desks and lockers in accordance with Board Policy. The school district reserves the right to have a school official, or his/her designee, conduct a search at any time without consent of the student, without notifying the student and without obtaining a search warrant. Searches of student lockers and/or personal belongings will be reasonable. There should be reasonable grounds for suspecting that a search will turn up evidence that a student has or is violating the law, school rules, or board policy. An Administrator or his/her designee may contact law enforcement officials for assistance in conducting a search. Each building will distribute this policy information to enrolled students. Students should share in the responsibility of keeping the district schools in their best possible condition. The Board views vandalism against school property by students as reprehensible. Any student who needlessly damages school property or equipment shall be held responsible and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the parent or guardian shall be held liable.

Students have been provided with lockers for the storage of books, class materials and coats. All other personal belongings should be left at home. All students assigned a school locker shall be subject to the following provisions:

1. For the safety and welfare of the school populace, ownership of lockers and desks is maintained by the school district, and students are granted use of lockers and desks solely in accordance with Board Policy.
2. The school district assumes no responsibility for articles missing from lockers or desks but will assist students in attempts to recover any missing articles.
3. Any alterations to your locker such as removal of side panels, hooks, lock, or other damage, will result in the student's full payment of locker repair and/or replacement.
4. When either the safety or the welfare of school populace is in question, the school district reserves the right to have its officials inspect the contents of any locker at any time in accordance with established procedures.

Students at Craig are also responsible for the following: All lockers have a lock in place on the locker.

### **MAKE UP WORK**

All students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. At the middle and high school level it is the student's responsibility to contact the teacher (s) to make arrangements for making up work missed during an absence from school. A planned absence form is required for planned absences.
2. Students who miss classes for reasons that are determined to be excused shall be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers shall be asked to grant the number of days absent plus one for makeup time. This provision applies to all work assigned during absence(s).
4. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher.
5. Students who are truant (unexcused) shall not be given credit for class make-up work. A grade of "zero" or "F" may be given for that class period providing all other students in the class receive a grade or credit for that day. The above mentioned students will be permitted to make up all exams or long-term assignments will affect their grades.

### **MEDICATIONS**

Please refer to Board Policy 5425 and Administrative Regulation 5425.1 for procedures if you have a circumstance where your child will need to take medication (prescription or non-prescription) at school. If your child is allergic to bee stings or has any other life threatening condition, please contact the school office immediately so arrangements can be made to provide adequate care as needed.

### **OTHER INFORMATION**

Information regarding the following areas is available to students and parents in our board policy book located in the building Principal's office. If you are interested in this information, please contact the building Principal to review the following:

- Human Growth and Development (Board Policy 5500)
- Inspect and Review of student's Educational Record (5500)
- Seek Amendment to Student's Educational Record (Administrative Regulation 5500.1, p.8)
- Consent to Disclosure of Personally Identifiable information and Transfer of Records (Administrative Regulation 5500.1 pp. 4-7 and P. 10)
- Categories designated as Directory Data information and 14 day Notice to Withhold (Administrative Regulation 5500.1 and 55001a pp. 8-9)
- Alcohol and Drug Policy (Board Policy 5234, Administrative Regulation 5234.1, 5234.2)

### **PARKING**

Parking is a privilege and not a right. Students who have outstanding detentions or fees will not be able to purchase a parking sticker until the detentions are cleared and the fees are paid. Students who wish to park motor vehicles in Craig's parking lots are required to register their vehicle and have a valid driver's license to purchase a current parking permit. The purchase of a permit does not guarantee a parking space. If there is no space available, the student must park on the street and follow city parking regulations.

Permits must be permanently displayed on the lower side rear window of the driver's side. Any parking violations may result in disciplinary action, a parking ticket, and/or the car being towed.

1. Permits will be issued to seniors and juniors. Sophomore parking will be sold only if there is a surplus.
2. Speeds in excess of 10 miles per hour and careless or reckless driving on school premises are prohibited.
3. All motor vehicles are to be correctly parked in designated areas. Park only in the designated lot according to sticker location. Vehicles are to be parked facing into the parking stalls between the lines. Students are not allowed to park in visitor or staff parking areas. The parking lot behind Craig is faculty parking only. There are 2 sections for visitors that are clearly marked. Parking on the front drive or in the front lot is restricted to facility and visitor parking.
4. All accidents in the parking lot are to be reported to the Police Liaison Officer.
5. Student vehicles parked on the Craig campus may be searched for "just cause" by an administrator accompanied by one adult, whenever possible.
6. Any student who has been issued a valid parking permit and parking on school property is responsible for locking their vehicle in order to prevent loitering or theft. Students are not permitted to loiter in the parking lot or in any vehicle during the school day including the lunch period.
7. Violations of parking rules may result in loss of parking privileges, in-school suspension, and or the vehicle may be towed.
8. Students must attend classes on a regular basis and demonstrate appropriate behavior while on school grounds. Parking permits may be revoked as a result

of truancies, unexcused absences, tardies, littering and other disciplinary related concerns.

9. Alternate vehicles must be registered in the Assistant Principals' office. Vehicles must be signed in on a temporary parking permit form by 8:30 a.m. for students who have a permit.
10. Permits are not transferable to other students.
11. If a new sticker is needed, the old permit must be scraped off and brought in to the A.P. office before a new one will be issued. A student who returns the original sticker with the number visible will not be charged a replacement fee.
12. Parking permit fees for the student purchasing permits during second semester will be \$25.00. These will be sold provided permits are available.

*Failure to adhere to ALL regulations and procedures may result in revocation of nonrefundable parking permit.*

#### **PHYSICAL EDUCATION EXCUSES**

If, because of an illness or injury, a student's participation in physical education class will be limited, he/she must obtain a note immediately (within 48 hours) from a doctor stating the specific physical and time limitations. The doctor's note must be turned into the Attendance Office, and they will be issued a phy ed excuse. Without following this procedure, absences will be counted as unexcused.

#### **PRE EXPULSION**

This is a conference, which will include an administrator from the central office, the student, parent/guardian, and a Craig Administrator. The purpose of this conference is to determine if a student needs further assistance (drug and/or alcohol, counseling, special education, etc.) or if the student can be expected to follow school rules with further assistance. If a student can be expected to follow school rules and chooses not to he/she may be recommended for an expulsion.

#### **REFERRAL TO POLICE LIAISON OR JUVENILE AUTHORITIES**

If a student's misbehavior is so extreme that a law violation is involved, the police liaison or juvenile authorities may be contacted by the principal or designee.

#### **SEXUAL HARASSMENT**

Administrative Regulation 2021.1, August, 2007

The Janesville School District Board of Education has approved a policy prohibiting sexual harassment of students. The policy states that pupils have a right to be in a school environment that is free from all forms of harassment, including sexual harassment, and that anyone who engages in harassing behavior will be disciplined, including students.

#### **STUDY HALL/COMMONS**

Study halls are to be quiet, comfortable places for students to study and get assistance with their independent assignments. An atmosphere that promotes good study habits for each student is expected. Each student should come prepared with materials to study for the entire period. Students are assigned to study hall when they are not in regularly scheduled classes.

1. Once the bell has rung, all students are to be in their assigned seats and are to remain there until roll is taken.
2. Passes enabling students to go to a classroom to work are to be obtained in advance from the teacher. This pass is given to the study hall teacher for a signature and a time of departure. Once a student has gone to a classroom to work, the student is to remain there for the entire period.
3. Students who have passes to the media center are to report there directly and check in at the front desk. Student ID is required.
4. Students are not to leave the study hall to go to their lockers.
5. Paper and other litter must be picked up at the end of each hour. Teachers have been instructed to have students in the study hall pick up all debris.

**SUSPENSION (s.120.13(1)(b))**

Out-of-School Suspension means an action taken by the school administration prohibiting a pupil from attending school for a period of not more than five consecutive school days. The purpose of out-of-school suspension to remove the student from the school environment and to provide time for the professional staff, parent/guardian, and student to discuss the matter and bring about an agreement on future conduct.

Suspended students are not permitted on the campus or in the school building during school hours and/or school activities while serving their suspension. Students in violation of this policy are subject to arrest in accordance with our local loitering ordinance. Students who walk out of in-school suspension will be suspended out-of-school for up to five days. Suspended students must be off school grounds within 10 minutes or they can be arrested for trespassing.

On-site suspension (in-school) means an action taken by school administration prohibiting a student from attending specific classes during the school days. The student is closely monitored by staff during the time that the student is assigned to the on-site classroom. Inappropriate behavior or refusal to follow the policies specific to the on-site classroom may result in out-of-school suspension.

**TARDY POLICY**

Definition: A student is tardy if she/he is not in the classroom when the bell stops ringing. A student who is tardy to class will not be marked tardy if the student has an excused tardy slip from the office. A student who is more than 5 minutes late to class will be considered absent unless excused by the office. The student will, however, stay in class for the remainder of the period to obtain the instruction.

- 1<sup>st</sup> Talk to student
- 2<sup>nd</sup> 15 minutes with teacher
- 3<sup>rd</sup> 15 minutes with teacher

Students have one week to make up detention time with their teacher. If by the 3<sup>rd</sup> or 4<sup>th</sup> day a student hasn't made up the detention, the teacher will call the parent to advise. If the teacher has called the parent, and the student still hasn't served the detention time by the time limit, the teacher will complete a referral noting the day and time they contacted home on the referral in "The Action taken by Teacher" section.

Students whose parent/guardian have been contacted by teacher and fail to make up teacher detention may receive a ½ day of in-school suspension.

"Notice to Parents" section should read: Failure to serve detention with prescribed time limit.

- 4<sup>th</sup> Referral sheet to AP office
- 5<sup>th</sup> 1 hour } on small detention slip
- 6<sup>th</sup> 1 hour }
- 7<sup>th</sup> 1 hour }
- 8<sup>th</sup> Referral sheet to AP office

**TELEPHONE**

The telephones in all of the school classrooms and offices are for the use of the school personnel. Students are never called from class to answer the telephone unless it is an extreme emergency. A phone is available for student use in the Assistant Principals' Office.

**TECHNOLOGY GUIDELINES**

District technology supports the mission and educational goals of the district and the individual schools. The use of technology is a privilege, not a right. Appropriate etiquette is expected and required of all users. Users are to access computer resources only through the designated program menu for the purposes of instruction, accessing information, conducting research, lesson preparation,

communication, and/or other information gathering and sharing as it relates to education.

*Unacceptable use of technology includes but is not necessarily limited to the following:*

- ◆ Sending, accessing or displaying pornography or other offensive/inappropriate materials
- ◆ Using the computers to harass, insult or attack others
- ◆ Trespassing/tampering within the files of others or passwords that are not your own
- ◆ Violating copyright laws and the rights of intellectual property
- ◆ Using the district's network for commercial or for illegal purposes
- ◆ Portraying yourself as a representative of the district or an individual school
- ◆ Using the District's network for personal communication (e-mail, chat) that is not related to the curriculum
- ◆ Downloading music or games for personal use
- ◆ Loading software or otherwise modifying system files
- ◆ Copying district or school owned software for use on another computer
- ◆ Damaging hardware, computer systems or computer networks through vandalism, creating or uploading viruses, and/or the careless use of equipment
- ◆ Modifying or relocating computers and other peripherals.
- ◆ Intentionally wasting limited resources (including storage, paper and bandwidth)
- ◆ Accessing the district's hardware, operating systems, program software, or network files through hacking

Violations may result in loss of access and privileges

Violations may result in disciplinary actions

Violations may be referred to appropriate law enforcement agencies

*According to the Internet and Technology Safety Policy for the SDJ (School District of Janesville)*

Internet access will be provided for students for the purpose of instruction, accessing information, conducting research, and communicating with others as part of a specific curriculum. Communication on the Internet is often public in nature. Students are responsible for good behavior in the use of computers and the Internet, just as they are in the classroom or on school property. Student access to the Internet will be provided only to students who have agreed to act in a considerate and responsible manner by signing, and having their parents(s), guardians(s) or caregiver(s) co-sign the Internet and Technology Safety Policy for Students.

In this ever changing and increasing world of technology, it is a critical life skill that students act responsibly and learn to maintain the privacy of their identities. Sharing of passwords with other students is not permitted, SDJ staff members do not control the content of information that is available on the Internet. In fact some of the information available on the Internet is controversial, offensive and/or inaccurate. The SDJ does not condone the use of such material. Students must have a specific information objective and search strategies in mind before they will be allowed to use Internet resources. High school students must be under on-site supervision when they are on the Internet in school. On-site supervision means that the staff member responsible for the student is physically present in the room in which the network is being accessed or utilized by the student.

The SDJ uses hardware and software to provide technology protection measures that identify and block or filter Internet access to prohibited materials (specifically visual depictions of obscenity, child pornography and materials deemed harmful to minors). The district realizes that no technology protection measure is 100% fail proof. If a student finds that he or she has accessed an objectionable Internet site, the user is expected to exit the site immediately and notify the teacher, library media specialist or supervisor.

The district reserves the right to monitor and access all student Internet and technology activities and communications, as well as inspect any data residing on school equipment and networks.

Administration Regulation 6711.4

Board of Education

1996, May 2002

Complete regulation upon request

#### **THEFT**

Students discovering a theft of any of their belongings should report it immediately to a teacher supervising the area and to an Assistant Principal. A school theft record will be completed and police will be involved, if it is necessary. Many times the school officials have been able to recover the stolen items, but students and parents are urged to also notify police and their insurance companies if they wish them to be involved.

- Students are encouraged to leave valuables, such as jewelry and electronics at home and to label items such as calculators, etc.

#### **TRANSPORTATION**

Transportation to any school-sponsored event in which the student is participating must be in a school approved vehicle. Normally, transportation will be by school bus.

#### **TRESPASSING**

Unauthorized persons in the building or on school grounds will be charged with trespassing under the city ordinance. Students who are on a partial or limited schedule are required to leave the school grounds at the designated time. If the student remains and loiters in school or on the school grounds, this student may be charged with trespassing and may be referred for school discipline.

#### **VISITORS**

Student visitors are not permitted at Craig.

#### **WEATHER –Inclement Weather/School Closing Information**

Decisions about whether to cancel school are made in coordination with both the Janesville Transit System and the Van Galder Bus Company as well as the passage of city streets, safety of rural students and information from the county highway department and city street department. The final decision to delay or close rests with the Superintendent. If school is not cancelled and parents do not feel it is safe for their child to come to school, then they should keep their children home. Parents should remember to call in the absence to the school. The Superintendent will continue to have the option of delaying the start of school by an hour. If this occurs, the School District will continue to have special education, early childhood, and kindergarten classes. Elementary School classes will begin at 9:20 a.m. and middle and high school classes will begin at 9:00 a.m. Elementary School Breakfast Clubs will not serve meals on days when school has been delayed. WCLO AM 1230 radio station and 15 additional radio and TV stations will be contacted regarding school closing or delays as of 6:00 a.m. WCLO will regularly announce School District of Janesville closing information in their morning broadcast, and also during their “School House Block” segment which airs from 6:50 a.m. – 7:00 a.m.

**Our schools do not close early in an attempt to avoid incoming snow or ice storms.** This decision is to protect children who may get home before their parents

and have no access or supervision at home. There also will be no athletic contests and no practices on days school is called off for weather reasons. The gyms will also be closed.

On days when school is in session but weather has progressively gotten worse, cancellations for after school or evening athletics or extracurricular activities will be announced by 2:00 p.m. on WCLO radio that day.

#### **WEATHER – SEVERE WEATHER/TORNADO**

Every precaution has been taken to protect students and staff members during periods of severe weather. Students and staff are made aware of predetermined areas of shelter to which they move during severe weather warnings. During times of weather warnings, students will be kept in their shelter areas beyond normal dismissal times and staff will remain with them. For safety reasons students will not be released until either the National Weather Service or local police or fire officials issue an “all clear” signal. Children will not be released to parents during the time of a weather warning.

#### **WITHDRAWAL PROCEDURES**

1. Prior to being excused from regular school attendance, the principal, or designee, shall discuss the program or curriculum modification options with the student and his/her parent or guardian.
2. The principal, or designees, shall inform the District Administrator, in writing, of the excuse from regular school attendance request and of the program of curriculum modification(s) leading to high school graduation or a high school equivalency diploma tentatively agreed upon by the student and his/her parent or guardian.
3. The District Administrator shall present the request and high school equivalency or high school graduation program proposal to the School Board for approval.
4. A Written agreement must be signed by the child, his/her parent or guardian, the School Board, and a representative of the high school equivalency program or program leading to the student's high school graduation. This agreement shall be signed prior to the student's admission to such program.
5. At least once each semester, the District Administrator, or designee, shall review compliance with each student's agreement. If the School Board determines that a student is not complying with the agreement, the student and his/her parent or guardian and the high school equivalency program or program leading to high school graduation shall be notified by the School Board that the agreement may be modified or suspended in thirty (30) days.
6. If the agreement is suspended, the student shall be expected to attend school on a regular basis in accordance with state law, School Board policy, and established procedures.

### **STUDENT SERVICES**

#### **ADVISORY**

Advisory serves multiple purposes:

- Students will be with the same advisor and group of peers for four years, providing them the opportunity to develop personal and community relationships with each other and their advisor by engaging in community-building activities.
- Link Crew will go into freshmen advisories and run activities that will help facilitate a smooth transition from middle school to high school. Freshmen will be linked with successful upperclassmen, creating a sense of comfort during their first year of high school.
- School and community information will be given out to students.
- Students will receive guidance with academics and college planning.

The advisement center is located in room 311 (Clerical Pool).

#### **LIBRARY MEDIA CENTER**

The Library Media center is a collection of ideas, opinions, images, sounds, and experiences recorded and available in the form of books, magazines, recordings, pictures, and on-line data searching.

Media Center Hours – The Media Center is open from 7:30 a.m. until 4:00 p.m.

Students using the LMC during free periods must report directly to the Media Center at the beginning of the period and present their ID card. Students coming into the LMC from the classroom must present a pass from the classroom teacher. NO ONE may leave the LMC during the period without a written pass.

#### *Media Center Use*

For using the networked computers:

1. ID card required
2. ITSP (the Janesville School District's Internet Technology and Safety Policy (#6711.4) must be signed by both student and guardian for Internet access.
3. Students violating ITSP guidelines may lose some or all privileges.

#### Overdue Materials

Please review or return all materials on time. If a student does not return materials on time, he/she may not be allowed to check out any new materials. There is a charge of five(5) cents per day for overdue material. Students will be charged for lost materials.

#### **PERSONAL COUNSELING**

Our guidance staff is available to students if they need assistance in dealing with academic, social, or personal matters. Counselors can assist students in making decisions and resolving questions. Referrals may be recommended to outside agencies. Make an appointment with the guidance secretary any time to receive assistance.

#### **STUDENT ASSISTANCE SERVICES**

The staff of Craig High School recognizes that there are many factors that contribute to the learning environment. Two integral factors are school climate and individual motivation. Craig High School has an active Student Assistance Program that offers opportunities for all students. The Student Assistance Coordinator and a representative collection of staff meet regularly to assess the needs of Craig High School and design appropriate activities. The Student Assistance Program may include Wellness Day, special speakers or presenters, and group meetings for students with similar concerns or needing individual attention.

Any individual or group activities will include a member of the Student Services Staff. Any student who would like assistance or the opportunity to discuss a concern should please contact the Guidance office secretary to arrange an appointment to meet and to talk with a counselor, school psychologist, or social worker.

We welcome student or parent initiated contact.

#### **SPECIAL EDUCATION REFERRALS**

The School District of Janesville provided special education services for students who are speech and language handicapped, learning disabled, cognitively disabled, physically handicapped, emotionally disturbed, hearing impaired, vision impaired, or in need of occupational or physical therapy. If a student believes he/she may qualify for any of these programs, the student should contact a teacher, the principal, or the Special Education Office (at the Education Services Center). Special referral forms are available to parents and students for special education concerns. Please check in the Guidance Office with a counselor if you are experiencing difficulty.

## CRAIG HIGH SCHOOL POLICIES

Every individual is entitled to courtesy and consideration in relationships with fellow students and instructors. Students must earn this courtesy and consideration by extending the same respect to every person they meet during the course of the day. Actions, which injure others, damage private property or public property or which impede or obstruct the learning process and/or the operation of the school are not characteristic of a mature, responsible citizen and will not be tolerated. Anyone who engages in the actions described above will be subject to either school disciplinary action or legal action, or both. The following acts are unacceptable and subject to disciplinary action. State statutes permit the suspension of students (s.120.13(1)(b)).

The following rules and guidelines have been established for all curricular and co-curricular activities in order to create a favorable educational environment. The following may result in suspension and/or arrest. In addition the administration may recommend expulsion as defined in Board Policy 5350.

1. **Physically attacking any adult** involved in the operation of the school.
2. **Fighting** – Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.
3. **Assault and Battery** – A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor (s.940.19).
4. **Abusive or obscene language** – directed at a student or any adult involved in the operation of the school.
5. **Possession/Use of tobacco Products** – on the premises
6. **Possession, use or under the influence, or distribution/selling of alcohol or other illegal drugs or look-alike drugs or paraphernalia.** See Alcohol and Drug Policy.
7. **Possession/Use of electronic beepers to obtain, sell, or distribute alcohol or drugs.**
8. **False fire alarms or bomb threats** made to the school or to a school sponsored event.
9. **Possessing, concealing or storing a weapon** on ones' person, in a locker, vehicle, or anywhere on the premises. Permission from an Assistant Principal must be obtained to use real or fake weapons for a speech project or class demonstration.
10. **Selling, distribution, possession** or use of any firearms, weapons, firecrackers in school or on school grounds at school sponsored activities. "A dangerous weapon is defined as a gun, knife, razor, karate stick, metal knuckle, or any object which by the manner in which it is used or intended to be used "look-a-like" is capable of inflicting bodily harm." (Ref. B.P. 5236)
11. **Theft** or possession of stolen property.
12. **Vandalism** – intentionally damaging or defacing school premises or property or causing willful damage to the property of staff members and others. In addition, unauthorized decorations, signs or symbols constructed on or placed on school premises shall be considered vandalism.
13. **Driving recklessly** or impudently in any way on school property.
14. **Disorderly Conduct** – Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance are guilty of disorderly conduct (s.947.01).
15. **Trespassing** – Physically present on a school campus or at a school activity after being requested to leave by school principal or other person lawfully responsible for the control of said premises (S943.14).

These offenses will be considered a violation of school rules and students will be subject to the consequences of the discipline structure and may be referred to School Police Liaison Officer.

1. **Willful disobedience** – refusal to follow school rules and the direction of an adult engaged in the operation of the school.
2. **Disruptive Behavior** – actions in the classroom, halls, or at school events which interfere with effective operations of the school.
3. **Tobacco** use on the premises.
4. **Slander/Libel** – The statutes (s.942.01) prohibit intentionally defaming another, whether a student or a staff member. This involves anything, which exposes the other to hatred, contempt, ridicule or disgrace in his/her line of work.
5. **Harassment** – A person who strikes, shoves, kicks, or has other physical contact or threatens to do the same is guilty of harassment (s.947.013). Students will be informed of sexual harassment policies, procedures, and penalties.
6. **Abusive or obscene language, or gestures.**
7. **Lying or deceiving school authorities** by forging passes, excuses, phone calls, etc.
8. **Truancy** – Absence without a valid excuse.
9. **Leaving school grounds** during school hours without proper clearance.
10. **Failure to report to the office** when given a call slip or when sent to the office by an instructor.
11. **Occupying a parked vehicle** in a parking lot, road or perimeter road on the campus between the hours of 7:30 a.m. and 3:20 p.m.
12. **Parking** outside designated parking area or parking without a permit.
13. **Student attire** – Students' attire and grooming should not be offensive, obscene, disrupt the school, represent a gang, or endanger other students' health or safety. Clothing is to be worn as it was intended to be worn (bib overalls with straps up or attached, etc). Footwear must be worn during the school day. No chains are to be worn (i.e. for wallets or other displays).
14. **Eating and/or drinking** outside the cafeteria unless during a special event.
15. **Card playing or gambling** in the building.
16. **Possessing, concealing or storing electronic/photographic equipment** while on the school premise. This electronic equipment includes boom boxes, beepers, electronic paging or two-way communication devices, cellular phones, etc. Walkman units may be stored in the lockers, but only can be used in the building with teacher permission and may be confiscated by staff if permission has not been given.
17. **Excessive tardiness** – Refer to tardy policy.
18. **Cheating** – Plagiarism and other forms of cheating will result in class discipline and may result in school discipline.
19. **Wallet chains** are not to be worn while on school grounds.

#### **Bomb/Bodily Harm Threats**

Making bomb threats or threats against Craig High School students, teachers, staff or administrators or district property will not be tolerated. Students found to have made such threats will be arrested, suspended from school, and recommended for expulsion.

#### **Commencement Exercise Overview**

##### **Commencement Purpose**

The Commencement exercise at Craig High School is an extra-curricular program designed to celebrate the achievement of individual class members meeting the requirements for graduation from the Janesville School District as outlined in Board Policy 6310 and Administrative Regulation 6310.1.

### **Commencement Program Procedures**

The commencement exercise will be developed by the senior class in conjunction with their senior class advisor and administrator oversight. It can include invitations to participate to the:

- A. District Administrator
- B. Board of Education Representative
- C. Different Speakers
  - 1. Class speaker
  - 2. Staff speaker
  - 3. Special Identified Guest Speakers
- D. Music Department
- E. Class Advisors

### **Student Exclusion from Participation**

Participation in the graduation ceremony is an earned privilege, not a right. Students who violate the Craig High School code of conduct will be subject to exclusion from the graduation ceremonies. Students whose negative behavior prior to graduation and who are pending administrative hearings will not be allowed to participate in the ceremony unless the school principal determines that circumstances justify participation.

### **Commencement Speakers**

Any student who is selected to participate in the graduation ceremonies (commencement) as a speaker, or presenter, may be subject to removal from their participation if they are found in violation of the student code of conduct, or the co-curricular code after their selection for this honor, but prior to the commencement exercise.

**IGNORANCE OF RULES DOES NOT EXCUSE VIOLATION. The administration retains the right to deal with any action not covered by these rules. Administrators may vary from the discipline offense procedures whenever such action is deemed necessary.**

### **DISCIPLINARY CONSEQUENCES**

Discipline should not be confused with punishment. Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. These measures may include but are not limited to the following:

- Student Conference – conferences will be conducted with students regarding disciplinary matters to ensure due process. Each student faced with disciplinary action will be informed of the facts and the nature of the conduct which has been challenged and will be given an opportunity to explain his/her version of the facts or conduct prior to the implementation of discipline if at all possible.
- Parent Contact and/or Conference. – A student's parent may be contacted by telephone or mail in addition to a student conference. The intent of the contact is to inform the parent of the violation and the student's attitude during the conference and to elicit parent support for correcting the unacceptable behavior. The principal, assistant principal, counselor, or teacher may request a parent conference, with or without the student present, to ensure parent understanding of the student's academic and/or behavior problem and to mobilize a cooperative effort to correct the difficulty.
- Disciplinary consequences may also include detentions, loss of school privileges, modified school program, in school suspension, out of school suspension, pre-expulsion, recommend expulsion, referral to police or other, as recommended.

Students who violate school rules are subject to the following disciplinary structure.

### ***Disciplinary Consequences***

- ❖ **First Offense** – The student is to report immediately to the Assistant Principals' Office and must sign in. The student will have a conference with the Assistant Principal and will be subject to school discipline. The parents will be contacted by the teacher to discuss the student's behavior. When applicable, the student may be required to have a re-entry conference with the teacher. This conference will be held as soon as possible.
- ❖ **Second Offense** – The student is to report immediately to the Assistant Principals' Office and must sign in. The student will have a conference with an Assistant Principal and may be assigned detentions or in-school suspension. The parent/guardian will be contacted by the teacher to discuss the student's behavior.
- ❖ **Third Offense** – The student is to report immediately to the Assistant Principals' Office and must sign in. The student will have a conference with an Assistant Principal and may be placed in in-school suspension or be suspended out of school. The teacher will arrange a conference with a building administrator, the student, and the parent/guardian. In addition, the administration may refer the student for a "pre-expulsion" conference.

Students who are assigned to in-school suspension and refuse to serve ISS are suspended for three days out of school. Students who walk out of in-school suspension are automatically suspended three days out of school. Suspended students must be off school grounds within 10 minutes or they can be arrested for trespassing.

Offenses are calculated on an annual basis. If a student has a disciplinary referral from the same class three times, the student may be withdrawn from that class.

Extreme student behavior may result in suspension and/or referral to the Board of Education for expulsion regardless of the student's status. Any student may be temporarily removed from class by a teacher of that class.

"Student" means any student enrolled in the District, exchange student, or student visitor to the District's schools. Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of a building administrator.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District. A "teacher of that class" means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class.

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

1. Instruct the student to go to the Assistant Principals' Office for the period of removal. In such cases, the teacher will write-up a referral and make contact with the parent or guardians regarding removal from class.
2. Seek assistance from the Assistant Principals' Office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the Assistant Principals' Office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be seated in the Assistant Principals' Office and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or teacher's accounts of the situation.

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information should be submitted on a referral form provided by the building administrator or designee. As soon as practicable, the building administrator or designee shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within three business days of the removal. Such written notice shall specify the class form which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which he/she was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee either shall retain the student in short term removal, or where necessary, appropriate and practicable, shall take steps to have the student sent home. Long-term removal is an extremely serious step. Long term removal will not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal will not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator or designee.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible:

1. The basis for the removal request.
2. The alternatives, approaches and other steps considered or taken to avoid the need for the removal.
3. The impact, positive and negative, on the removed student.
4. The impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator or designee may in his/her discretion, consult with the teacher and/or other District staff. In most cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long-term removal.

Following consideration of the teacher's statement and any other information, the building administrator or designee shall, in his/her discretion, take one of the following steps:

1. Place the student in an alternative education program as defined by law.
2. Place the student in another class in the school, or in another appropriate place in the school.
3. Place the student in another instructional setting.
4. Return the student to or retain the student in the class from which he or she was removed or proposed to be removed.

Long term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator or designee and/or the teacher(s) who made the request for removal. This meeting shall take place as soon as possible

after the request for a meeting. At the meeting, the building administrator or designee shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing shall prevent the building administration or designee from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

## **Middle/High School Student Conduct Code**

Revised 9/08

### **Introduction**

The School District of Janesville believes that:

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

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

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

### **DISCIPLINARY DEFINITIONS AND PROCEDURES**

Students who violate the rules and regulations set forth in this manual are subject to one or more of the disciplinary actions described below.

**For certain single conduct violations, the maximum consequence will be immediately applied.**

**Conference** – A meeting with school staff.

**Detention** – Requiring a student to remain at school beyond the normal school day or at lunch.

**In-School Suspension** – The temporary removal of a student from his/her regular classroom to another supervised learning area for **one to five days**.

**Out-of-School Suspension** – The removal of a student from school and school grounds for **one to five days**.

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

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

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

**Reporting of Student Misconduct to Police Department.**

The Police Department will be contacted by the School District regarding certain incidents.

**Parents will be notified of these disciplinary actions in a timely fashion.**

**BATTERY**

According to Wisconsin State Law, Battery is: “Causing bodily harm to another by an act done with *intent* to cause bodily harm to that person or another without the consent of the person so harmed.”

This includes acts by individuals, gangs, or threat groups.

**Consequences:**

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

- Conference
- Detention
- Parent contact
- Police referral
- Probation referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**DRUGS, ALCOHOL, TOBACCO, AND LOOK-ALIKE DRUGS**

Possession, use, distribution, or sale of drug paraphernalia is prohibited on school premises before, during or after school or at any school sponsored activity.

According to Wisconsin State Law, drug/alcohol is defined as: “Any fermented malt beverage or intoxicating liquor, any controlled substance, counterfeit substance, or look-alike substance.”

According to Board Policy 5234, a student who shows a continuing problem or is suspected of being under the influence of drugs or intoxicants will be referred to the designated administrator or to guidance, health, or other trained staff for assessment.

**Consequences:**

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

- Confiscate the drug, alcohol, tobacco or look-alike drug
- Contact Network Team
- Assessment
- Educational Program
- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequence:**

- Recommendation for Expulsion

### **ELECTRONIC DEVICES**

Possessing, concealing, or storing unauthorized electronic devices on school premises before, during, or after school, or at any school-sponsored activity.

#### *Prohibited Equipment:*

Prohibited equipment includes, **but is not limited to**, boom boxes, beepers, cameras, and tape recorders. (See page 47 for information on cellular phones, other 2 way communication or paging devices.)

#### **Consequences:**

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

- Conference
- Confiscation
- Detention
- Parent Referral/Contact
- Police Referral
- Probation Referral
- In School Suspension
- Removal from premises

#### **Maximum Consequences:**

- Out of School Suspension
- Pre-Expulsion
- Recommendation for Expulsion

### **FALSE ALARMS/BOMB THREATS**

Initiating a false alarm or initiating a false report warning of a weapon, fire or an impending bombing or catastrophe.

#### **Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

#### **Maximum Consequences:**

Recommendation for Expulsion

### **FORGERY/CHEATING/ACADEMIC DISHONESTY**

Forger/Cheating/Academic Dishonesty includes:

- Falsely using the name of another person.
- Falsifying times, dates, grades, addresses, or other data on school forms.
- Claiming or using the work or answers of another student or source as one's own.
- Plagiarizing (using the ideas of someone else as one's own ideas without acknowledging the source).
- Copying or stealing another person's work.
- Allowing another person to copy one's work.
- Doing another person's class work.
- Intentionally accessing another person's work to use it as one's own.
- Disseminating a copy of another person's work.
- Downloading information from online sources and representing it as one's own work.
- Giving or receiving unauthorized assistance on exams.

- Altering grades or other academic records.
- Submitting identical work in more than one course without the prior approval of the instructor.

**Consequences:**

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

- Loss of Grade/Grade Adjustment
- Conference
- Verbal Warning
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequence:**

- Recommendation for Expulsion

**HARASSMENT/DISCRIMINATORY ACTS**

Promoting negative stereotyping that degrades or flagrantly demeans any individual or group by negatively referring to the religion, socio-economic status, race, sex, national origin, creed, ancestry, marital or parental status, sexual orientation, pregnancy, or physical, mental, emotional, or learning disability of the individual or group. Also, disturbing an individual or group by name calling, pestering, or threatening.

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- Educational Program
- Counseling
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**INAPPROPRIATE CLOTHING/ATTIRE**

Clothing/attire is considered inappropriate if it is offensive or disruptive to the school environment as determined by staff/administration.

Inappropriate clothing includes but is not limited to:

- Alcohol or drug related clothing/jewelry
- Threat/hate group or gang-related clothing
- Clothes that contain a message that is discriminatory
- Clothing or attire that causes a distraction or is embarrassing to others
- Clothes that contain a negative message about any aspect of race, religion, ethnicity, gender, sexual orientation, national origin, ancestry, creed, pregnancy or physical, mental, emotional or learning disabilities
- Hate may not be worn in the building

**Consequences:**

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

- Conference
- Required to modify his/her attire
- Parent Contact

**Maximum consequences:**

- In School Suspension
- Out of School Suspension

**INAPPROPRIATE LANGUAGE**

Conduct, gestures, written or spoken language that is obscene, lewd, profane, vulgar, sexual, libelous, slanderous, or suggestive, "Swear word" is an example of inappropriate language.

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommended for Expulsion

**INAPPROPRIATE USE OF TELECOMMUNICATIONS EQUIPMENT, NETWORK, AND SERVICES**

Includes but is not limited to:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Loading software on district owned computers
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using other's passwords
- Trespassing in others' files or work
- Intentionally wasting limited resources
- Using the network for commercial or for profitable purposes
- Using the network for personal, religious, political or private business
- Using the network to access pornographic or other inappropriate materials
- Portraying themselves on personal Internet Home page s representatives of the School District of Janesville or an individual school
- Copying or using someone else's work without their permission
- Using the district's network to access or download music for personal use.

**Consequences:**

Students who commit any of the above listed acts of misconduct will be disciplined **in one or more of the following ways.**

- Parent contact
- Denied access to telecommunications equipment, networks and services
- Banned from bringing any software or data disks into school
- Required to pay for all property damage
- The Internet service providers will be notified
- In School Suspension
- Out of School Suspension

**Maximum Consequences:**

- Denied access to all district owned computer equipment, networks and services

- Appropriate law enforcement agencies will be notified
- Recommendation for Expulsion

**PHYSICAL ATTACK ON STAFF MEMBER**

Intentionally pushing or striking a School District staff member.

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**REPEATED CLASSROOM DISRUPTION/CHRONIC DISRUPTION OR VIOLATION OF SCHOOL RULES**

Repeatedly engaging in conduct on school premises before, during or after school or while under the supervision of school authorities to maintain order or an educational atmosphere at school, in the classroom, or at an activity supervised by a school authority.

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences**

- Recommendation of Expulsion

**REPEATED TARDINESS**

Being late to school, class, or any part of the student's scheduled school day.

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

**Consequences:**

- Conference
- Verbal Warning
- Parent Contact
- Detention

**Maximum Consequences:**

- In School Suspension
- Referral to Interagency Attendance Committee

**SAFETY VIOLATIONS/FIGHTING**

Conduct or behavior which endangers the physical health or safety of any student or school employee on school premises before, during, or after school or at any school-sponsored activity.

**Consequences:**

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

- Conference
- Verbal Warning
- Detention
- Parent Contact
- Removal from the course
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion
- Parking Permit Revoked

**Maximum Consequences:**

- Recommendation for Expulsion

**SEXUAL ASSAULT**

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

**Consequences:**

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

- Conference
- The School District, as required by law, will report all incidents of sexual assault to the Rock County Department of Human Services.
- The incident will be reported to district personnel.
- The Police Department may be contacted regarding the incident.
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**THEFT**

Intentionally taking or concealing the property of another person without the person’s consent.

**Consequences:**

- Conference
- Verbal Warning
- Detention
- Parent Contact
- Payment for any damage to or loss of the property
- In School Suspension
- Out of School Suspension
- Police referral
- Pre-Expulsion
- Probation Referral

**Maximum Conferences:**

- Recommendation for Expulsion

**THREATS OR INTIMIDATING ACTS**

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

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

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**TRUANCY**

Unauthorized absence from school during any portion of the student's scheduled day.

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Truancy abatement Center
- Parking Permit Revoked
- Pre-Expulsion

**Maximum Consequences:**

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

**VANDALISM/GRAFFITI**

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

**Consequences:**

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

- Conference
- Payment for any damage to or loss of the property
- Detention
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion
- Clean, repair damaged or defaced property

**Maximum Consequences:**

- Recommendation for Expulsion

**VERBAL ATTACK ON STAFF MEMBER**

Threatening the well-being, health, or safety of any staff member with words or gestures.

**Consequences:**

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

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**WEAPONS**

Possession or use of weapon (defined below) on school premises before, during, or after school or at any school sponsored activity is prohibited.

**Prohibited Weapons:**

1. Articles designed or commonly used to intimidate and/or inflict bodily harm on other persons. This category of weapons includes, but is not limited to: firearms (loaded and unloaded), BB guns, pellet guns, look-alike weapons, toy guns, knuckles, razors, switch blades, and any other types of knives, chains, clubs or stars.
2. Articles designed for other purposes but used or intended to be used to intimidate and/or inflict bodily harm on other persons. This category includes, but is not limited to: belts, combs, jewelry, pencils, files, compasses, aerosol sprays, or scissors.

**Search for Weapons:**

In accordance with School Board Policy, school personnel may search desks, school lockers, as well as book bags, gym bags, coats or jackets, or other containers a student may bring onto school grounds or into a school building.

**Weapons Not Prohibited:**

This includes all normally prohibited weapons that a student may bring to school for an authorized curricular use. Such weapons must be approved in advance by the teacher in whose class the weapon will be shown and by the building administration.

**Consequences:**

Consequences for possessing a weapon or using a weapon on school premises before, during, or after school, or at any school-sponsored activity are severe. Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Confiscate the weapon
- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

**Maximum Consequences:**

- Recommendation for Expulsion

**POLICY OF THE JANESVILLE SCHOOL DISTRICT ON YOUTH GANGS**

The School District of Janesville recognizes that a school must create and maintain a safe and orderly environment in which learning can take place.

The presence of gangs, gang affiliations and gang-related activities within a school disrupts the learning environment by threatening the safety of students, staff, and parents in the school building and causing disruption to and interference with the academic process.

The School District of Janesville bars all gangs, gang affiliations and gang-related activities from school buildings, school property, and school-related activities at all times.

**Please note that the procedures for removing a student from the classroom, the placement procedures, parent/guardian notification, and actions taken prior to referral are identified in the Disciplinary Referral Form.**

