

John Long Middle School

STUDENT HANDBOOK 2019-2020

The Grafton School District does not discriminate on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, or learning disability or handicap or any other reason prohibited by state or federal law.

700 Hickory Street

Grafton, WI 53024

Main Office: 262- 376-5800/Fax: 262-376-5810

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

Principal's Welcome

The John Long Middle School staff sends students a warm welcome to the 2019-20 school year. The staff here at JLMS is dedicated to providing students with dynamic, fun, and rigorous learning experiences to push students to achieve high levels of academic excellence. Falcon Nation prides itself on offering students a wide variety of opportunities to foster growth of the whole student academically, socially, and emotionally. I wish all of our students the best of luck this school year!

Kevin Deering, Principal

1. This handbook serves as a document for students and parents that provides clear expectations for our students at John Long Middle School.
2. The administration has the right to issue consequences for behavior that is not acceptable and is a distraction to the learning environment of other students.
3. The administration reserves the right to modify any provision in this handbook at any time during the school year.

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ACADEMICS

Academic Awards

The purpose of these awards is to give greater recognition to those students who maintain high academic standards during their middle school career. These awards provide an incentive with a tangible reward while supporting John Long's emphasis on striving for excellence.

Honor Roll

The Honor Roll indicates names of those students who have earned a grade point average of 3.0 or higher based on a four-point system. The Honor Roll will be published at the end of each semester.

Promotion Ceremony Participation

The Principal will determine student eligibility for promotion ceremony participation with input from the 8th grade team. Factors that determine eligibility will include academic performance, behavior, and attendance.

John Long Middle School Awards

The following honors are awarded to eligible 8th graders at the end of second semester and/or at promotion.

Academics

- Band/Choir Director's Award

Academics

- John Long Excellence Award (Top 10% of class based off of cumulative GPA)

Academics – Behavior – Citizenship – Leadership

- John Long Memorial Award

Athletics

- John Long Athletic Award

Citizenship - Leadership

- American Legion Award

Academic Integrity

Students are expected to reflect academic integrity by doing their own work, correctly citing others when their material is used, and refraining from providing access to materials or information so that others may dishonestly claim credit. All types of work are included in this policy, including test taking, homework, class assignments, and the original creation of essays, compositions, term papers, and research. Appropriate consequences will be determined with each violation.

The following behaviors are examples (non-inclusive) of violations of the academic integrity policy:

- Cheating on a test (giving or receiving unauthorized assistance)
- Plagiarism (using the ideas of another as one's own without acknowledgement of the source).
- Forgery
- Submitting work that is not original, including copying, "borrowing" from another source and submitting it as one's own work
- Downloading information from other sources and presenting it as one's own
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others
- Submitting identical works in more than one course without the prior approval of the instructor
- Students may further develop previous work with prior approval of the instructor
- Damaging/destroying another student's work with the purpose of improving one's own grade

Teacher Responsibility

Teachers need to address with students what academic dishonesty looks like in their classroom and need to document all academic dishonesty with the administration. Suspected incidents should be reported to the administration for investigation, and teachers are responsible for notifying parents. Appropriate consequences will be given for academic dishonesty occurrences.

Grading (Board Policy 5421)

The grading system should be a reliable system that accurately reflects student performance according to District standards. Teachers will provide a copy of the grading scale he/she will be using for the given course covering the semester/year. The grading scale will be provided within the first week of class.

Reporting **Skyward**

The Grafton School District is utilizing a web based grading program called Skyward. Skyward will keep students/parents up-to-date on a student's assignment-by-assignment progress, as well as grades reported to date.

Report Cards will be posted at the end of each quarter. Student academic progress can be monitored via the school district website through family access (contact office for parent access code). <http://www.grafton.k12.wi.us/> click Family Access & Food Service.

Homework

Throughout the course of the year, students will have homework assigned that is an extension of classroom learning and lead them to success in the course. Accepting the responsibility for doing their best is a critical life skill that all students must develop as they progress through the school experience. To perform well in the classroom and be a productive participant in its activities, students must complete assigned homework and assignments. The intent of homework is to provide an opportunity for independent practice of the skills and content learned in a class. Successful completion of that independent practice on homework is an indication to both the student and the teacher that the skill or content has been mastered.

Homework Policy On Field Trips

Regardless of the length of the field trip, the student is expected to follow the general guidelines found in the "Planned Absences" and "Make Up Work" sections of this handbook. An administrator will be needed to decide the merit of a situation should a teacher or student request more than five days to complete tests or assignments.

Make-up Work

It is the student's responsibility to arrange for making up work missed due an excused absence. Generally, a student will receive one day to make up work for each day missed. Students absent for a longer period should make arrangements with teachers involved. Students who receive a grade of incomplete on any report card, must have this work completed by the 2nd week of the following quarter or the incomplete automatically becomes a failing grade unless there are extenuating circumstances. These circumstances should be worked out with the teacher involved.

Student Services Department

The Student Services Department consists of one counselor and one psychologist. All students work with the school counselor who will assist in developing educational, career, and personal goals. The school counselor holds individual and group conferences with students at several points during their school career.

The Student Services Department performs a variety of services with the common objective of helping a student make the maximum use of talents and opportunities. Student Services team members are available to John Long students by making an appointment before or after school or during the school day with a pass. Either students or parents contacting the school counselor or school psychologist can arrange appointment times.

Both parents and students are urged to contact the Student Services Department if there are any questions or concerns about a student's academic, career, personal or social/emotional needs. Contacts between Student Services and students or families remain confidential unless there is verbal/written permission or there is reason to believe the student's health is in imminent danger. The counselor and school psychologist will work collaboratively with families to find resolution with any concerns that arise.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. State and Federal law govern the rights and responsibilities of students, parents, and the District with respect to student records. This administrative guideline is intended to satisfy the educational goals and responsibilities of the District consistent with the requirements of Federal and State laws applicable to student records.

Change of Name/Address

Students who move during the course of the year are to report this information to the JLMS office giving the new address and phone number and the effective date of the change. Temporary changes should also be reported. Each student must also provide the school with parent/guardian home and work numbers and at least one emergency number.

Schedule Changes

Students and parents are urged to proceed through the registration process with careful consideration for course selection. The counselor has met with students to discuss the selection of elective courses. Subjects selected at that time should have been given serious and thoughtful consideration. Course selections are final and students must meet stringent guidelines for changing the schedule and receive administrator approval.

Computer Use/Student Acceptable Technology Use (Board Policy 5136)

The Grafton School District is committed to free and open inquiry and discussion, fair allocation of school resources, and the provision for a school and working environment free of needless disruption. Technology resources, in particular Internet access, are available to all employees and students at Grafton Schools for the purpose of supporting the educational mission of the district. To advance these goals, GSD has adopted a policy on computer usage that is stated here.

- Like all educational facilities, District computers, including access to the Internet and computer networks are to be used only by persons authorized by the District, and only for educational purposes. Use of District facilities for commercial or personal purposes is not permitted without express administrative permission.
- Authorized users of technology are responsible for the use of their individual account and files. No one shall give a computer password to another person, nor obtain another person's computer password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer is authorized to issue passwords for that computer.
- No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail, even if the operating system of the computer permits them to do so.
- No one shall engage in, encourage, or conceal from authorities any "cracking", unauthorized tampering, other unauthorized use, or deliberate disruption of computers.
- Users shall abide by the rules of network etiquette. Authorized users shall take full responsibility for messages, including e-mail, that they transmit through the District's computers and phone system. Laws and rules against fraud, harassment, obscenity, and the like apply to electronic communications.
- Users shall not intentionally waste limited resources such as disk space, printer paper, or printer toner.
- No one shall copy or use software or data in violation of copyright laws, license agreement, or the basic requirements of academic honesty. Staff or students shall not plagiarize copyrighted material or intellectual property found on the District computers or the Internet. Proper citation shall be made or permission obtained for all referenced materials.

All computer and e-mail files in the Grafton School District network are the property of Grafton Schools. The District may monitor Internet use and review files and communications to maintain system integrity and insure responsible system use. The District reserves the right, without notice, to temporarily limit or restrict any individual's use and to inspect, copy, remove, or otherwise alter any data, file or system resource that may undermine the integrity of the network.

The District makes no warranties of any kind, whether expressed or implied, for the computer network services it is providing. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services, including the Internet. The School District does have special computer software in place that will restrict the majority of adult material and undesirable topics and teachers will provide as much supervision as possible. The District will not be responsible for any damages a user may suffer, including but not limited to, loss of data or interruptions of service.

Special Education Services / Students with Disabilities (Board Policy 2460)

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A written request may be made by contacting:

Laura Stautz
Director of Special Education and Student Services
Grafton School District
1900 Washington Street
Grafton, WI 53024

Field Trips (Board Policy 2340)

Field Trips are approved through the office. Students who are permitted to participate in school-planned trips off the campus must submit a completed Field Trip Permission Form signed by their parents. Teachers will plan the distribution and the collection of permission forms well in advance of the trip so that lack of any completed permission forms will not create a problem at the last minute. Students with excessive absences, academic deficiencies, or behavior referrals may be denied the privilege of participation in a field trip. Any field trip costs must be paid to the field trip advisor prior to the trip and may or may not be refundable. All school rules are in effect throughout the entire trip.

CO-CURRICULARS

Athletics/Activities (Board Policy 2431)

Any student participating in interscholastic sports must have a current physical form on file in the office. Participants in sports or activities must be in attendance in order to participate in a game, activity, etc. unless the absence is pre-arranged or excused by the Coach/Advisor, Athletic Director (if sport related), or Administration.

Transportation for students to and from contests and activities not being held on the school campus is provided by the school district. Each participant shall travel with the team or group to all off-campus activities, and shall return with the group or team. A participant may leave with a parent or legal guardian, but only after a signed and dated written request, approved by the administration, is given to the Coach/Advisor.

Athletic Eligibility

In order to participate in co-curricular activities, a student must maintain academic and behavior eligibility as stated in the athletic code and eligibility handbook.

Sportsmanship

Good sportsmanship at all home and away events is expected of athletes, student-spectators and parents. Failure to display good sportsmanship while at an event can be grounds for consequences including immediate removal and potentially being withheld from future events.

Interscholastic Athletics

- Boys and Girls Cross Country (6-8)
- Dance Team (6-8)
- Girls Volleyball (7-8)
- Girls Basketball (7-8)
- Boys Basketball (7-8)
- Cheerleading (7-8)
- Boys and Girls Track and Field (7-8)
- Wrestling (6-8)

Clubs and Activities (Board Policy 2430)

*Clubs and Activities are subject to change.

Art Club

Art Club is an after school club that is all about art. Projects have ranged from pinch pots to competing in local art show competitions. Art club meets twice a month in the art room.

Anime Club

Anime Club is a student ran club all about anime and manga. Anime is Japanese animation that has been part of the United States popular culture since the late 1980s. All JLMS students are welcome to join Anime Club. In Anime Club the students watch episodes of a school appropriate Anime series and then discuss what they like and dislike about the series.

Cambiata

The Cambiata is a non-auditioned group of 6th, 7th and 8th grade boys. The group performs at the three yearly school concerts and sings the National Anthem annually at local sporting events.

Chorale

The JLMS Chorale is an auditioned group of 7th and 8th grade vocalists and is the highest-level choir in the school. The group performs at the three yearly school concerts, for community events and competes in Solo & Ensemble Festival. Eighth grade Chorale members are automatically invited to participate in the Lake Moraine Honors Choir Festival. Auditions will be announced at the start of the school year.

Forensics

John Long is a member of the MLFA; Middle Level Forensics Association of Wisconsin, which is a large organization of schools around the state that compete in Forensics Tournaments throughout the season. There are eighteen different categories of presentations for Forensics members to choose from including Prose, Poetry, Storytelling, News Reporting, Solo and Group Acting, Group Improvisation, Demonstration, and many more. Some categories are spontaneous in delivery, while others require reading or memorization. Students select and prepare their category presentation and perform at selected Tournaments and Festivals, where they are evaluated according to individual category standards.

Jazz Band

The JLMS Jazz Band meets once per week. This group is open to all JLMS students who play a wind, brass or percussion instrument, in addition to stringed instruments such as guitar, bass guitar and violin. Piano students are also welcome to join. This group performs at minimum, three times per year, but also may be asked to perform at various community functions. This group explores and performs all types of music within the "jazz" genre.

Lake Moraine Conference Solo & Ensemble Festival

Music students are allowed to participate in Solo & Ensemble Festival. Students select music and prepare the song(s) for adjudication by a Wisconsin School Music Association judge. Students receive medals at the end of the school year based on the difficulty (class) of the piece and their rating by the adjudicator.

Lake Moraine Honors Choir Festival

Each year, the Lake Moraine Conference invites its member schools to send outstanding 8th grade students to participate in this choral festival. It is an honor for students to be selected and is always a very positive, educational and memorable experience.

Musical Theatre

The John Long musical will include stage direction, movement, and improvisation. These are the key elements in this fun and creative activity! The skills and techniques taught will instill the confidence and positive thinking needed in order to succeed in the world of acting. All who audition will be cast in the show. Musical auditions happen early in the school year and culminate with three November performances.

National Junior Honor Society

John Long Middle School is proud to host a chapter of the National Junior Honor Society (NJHS). Our chapter is a chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character.

Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which will bestow this honor upon qualified students on behalf of the JLMS faculty each March. Student members of NJHS will be required to attend monthly meetings and fulfill individual and group service projects.

STEM Club

John Long Middle School Science, Technology, Engineering and Math club meets yearlong and participates in exploratory and competitive learning experiences that focus on teamwork, creativity, and problem solving. Experiences include engineering challenges, energy experiments, JLMS STEM Boot Camp, and the opportunity to work with fellow club members to represent our school at STEM competitions including FIRST LEGO League, Future Cities, Skills USA, and Rockets for Schools. Though not all members choose to participate in competitions, all members are able to benefit from the research, teamwork, and shared learning experiences of explorations and competition preparation.

Student Council

Student Council is an organization whose members serve as the student body's official representatives in matters of concern to the entire school. It provides a medium through which student opinion may be heard and a forum for the consideration of common school problems. Student Council also plans and implements service projects and social activities.

Treble Choir

The Treble Choir is a non-auditioned group of 6th, 7th and 8th grade girls. The group performs at the three yearly school concerts and sings the National Anthem annually at local sporting events.

Notemeal

This pop a cappella choir is a non-auditioned group of 6th, 7th and 8th graders that focuses on pop a cappella music. The group performs at the three yearly school concerts and sings the National Anthem annually at local sporting events.

Variety Show

The JLMS Variety Show is a showcase for the varied talents that our students possess. The Variety Show happens at the end of the school year and is always well received and highly anticipated. Sign-ups for the auditions will be announced well in advance.

Yearbook

Students who join the Yearbook Staff will have the opportunity to help create the JLMS yearbook using an online program. Students can become photographers who help capture memorable moments throughout the school year, and they can also help create the layouts for the pages of the yearbook. Since Yearbook runs from late-September until mid-March, many students are involved in other activities. Yearbook Staff members will need to attend as many meetings as possible. If a staff member is unable to attend a meeting, he/she should continue to work on pages at home.

ATTENDANCE

Attendance (Board Policy 5200)

The ultimate responsibility for regular school attendance rests with each student and his/her parents. Attendance in school is mandatory for participation in and attendance at any extra-curricular event scheduled for a school day. A parent can excuse a student for a total of 10 times (full or partial days) per school year (Wisconsin Statutes 118.15). These absences may be for any reason the parent deems necessary and should be kept to five per semester. Absenteeism from school beyond the 10 allowable shall be regarded as unexcused.

Attendance Requirements

- A student will be allowed ten sickness or injury related absences per school year that do not require a doctor's verification (these days are a part of the total 10 days a parent may excuse a student as outlined above). If a student requires more than 10 days per school year due to sickness or injury, a

written doctor's excuse will be required to excuse the absences. The days beyond the 10 days without a doctor's note will be considered as unexcused.

- Students must have parent authorization to leave the premises during the school day. This may be in the form of a written note or phone call. Each of these occurrences will count as part of the 10 days allowed. The student is required to check out/in through the office (a detention can be issued for not following this procedure).
- Doctor or dental appointments should try to be made for times other than school hours. In cases where it is impossible, they should be scheduled during study hall periods. Students need to ask for a school excuse notice at their appointment and turn it into the main office upon their return to school. By submitting the required form (or other verification from the professional provider of services) this type of absence will not count as part of the ten days allowed to be excused by a parent.
- Absence for authorized school activities (field trips, extra-curricular events as a participant for example) are considered school related activities and therefore will NOT count as part of the ten days allowed to be excused by a parent. These absences are considered "exempt" and the reporting of this type of absence is the responsibility of the teacher/coach scheduling the activity. If the student is gone for other classes for school activities, it is the responsibility of the student to see that assignments and the make-up work is completed.
- Extended absence/vacation of three or more days requires a "Prearranged Absence Form" to be completed and submitted to the office prior to the absence. At least three days in advance of his/her departure the form should be obtained from the office. Signatures of the parent and teachers are required before approval is given by an administrator. If the absence has an adverse effect upon the academic success of the student, the student and parents must accept full responsibility for the grade. Not following this pre-arranged absence procedure will cause the days of absence to be considered as unexcused. When the procedure is followed, these will be considered as part of the 10 days allowable in a school year.
- Students arriving/leaving after the first bell of the day and before the last bell of the day must always check in/out with the office if the absence is excused.

Ill Students

Students who become ill during the school day must report to the office. The office will contact someone from the student's home to make arrangements for transportation and obtain approval to leave school.

Reporting an Absence

The parent of a student is responsible for reporting an absence and its cause. In addition, the parent is responsible for providing additional information, if requested, upon the student's return (ref. Wisconsin Statute 118.15). Parents are asked to call the school office at 262-376-5800 by 9:00 a.m. to report the absence, state the reason and leave a phone number where they can be reached for verification or parents can report an absence using the Skyward mobile attendance application.

Tardies/Late

The parent of a student is responsible for reporting an excused tardy and its cause. In addition, the parent may be asked for additional information (ref. Wisconsin Statute 118.15). Parents are asked to call the school office at 262-376-5800 with 48 hours to report the tardiness, state the reason and leave a phone number where they can be reached for verification. After 48 hours the tardy will be unexcused.

Examples of excused reasons for tardiness:

- Medical, including doctor and dental appointments
- Family illness or emergency
- Personal appointments of a professional nature
- Special circumstances that show good cause and are approved by the principal.

After ten excused occurrences, all further tardies are considered unexcused.

Consequences for unexcused tardiness:

- 1,2,3 - verbal warning upon arrival
- 4,5,6 - lunch/recess spent with AP in a designated location

- 7,8,9 - morning detention served with AP in a designation location
- 10 or more- a parent meeting will be required to clarify future steps

Students are considered late to class (in periods 2-9) if they are not in their assigned classroom at the start of the class period. Staff members may assign and administer a detention to students who receive their 3rd late to a class. In addition, these tardy issues may result in an office referral.

Truancy

Wisconsin Statute 118.16(1)(a) defines a student as a habitual truant if they are absent without an acceptable excuse for part or all of five days in a semester. Students have 3 school days to clear any unexcused absences by phone or written note from parent/guardian/teacher. Municipal citations can be issued to students meeting the truancy criteria.

STUDENT CONDUCT

Discipline / Code of Conduct (Board Policy 5600)

All student conduct should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school and School District Section 120.13 (1) of the Wisconsin Statutes authorizes school boards to make rules for the government of the schools, including rules about the conduct of students. In addition, the statute also provides that, with the school board's consent, the superintendent or any principal or teacher designated by him or her may develop and implement such rules.

The following progressive disciplinary measures may be taken to address student misconduct: staff/student meeting, parent meeting, detention, suspension, administrative hearing, and/or expulsion.

Code of Conduct – Classroom (Board Policy 5500)

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

The District has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

Students have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

Parents should be aware of their children's activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

A teacher employed by the district may temporarily remove a student from the teacher's class if the pupil violates the terms of this Classroom Code of Student Conduct. In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the district from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension, or expulsion, for the conduct for which the student was removed.

Definitions

For the purpose of this Code:

- “**Classroom**” is defined as any class, meeting or activity, which students attend, or in which they participate while under the control of direction of school authorities.
- “**Teacher**” is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
- “**Teacher of the class**” means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teachers, proctor, monitor, or group leader.

Reasons for Removal from Class

A student may be removed from class for conduct or behavior which

- (a) Violates the district’s policies regarding suspension or expulsion.
- (b) Violates the behavioral rules and expectations set forth in the student handbook of each school. The expectations for student behavior as outlined in the school’s student handbook will be explained and discussed with the students at the beginning of each school year. Administrators will review the handbook requirements with students. Students will initial that they have received their handbook.
- (c) Is disruptive, dangerous, or unruly:
Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:
 - Distracting noises
 - Use of vulgar, abusive or inflammatory language
 - Inappropriate touching or public displays of affection (PDA)
 - Chronically talking out of turn
 - Defiance of and/or disrespect toward the teacher
 - Fighting or violence towards others
- (d) Otherwise interferes with the ability of the teacher to teach effectively.
Behavior that otherwise interferes with the ability of the teacher to teach effectively may include, but is not limited to:
 - Acts that disrupt a classroom activity
 - Habitual tardiness
 - Refusal to comply with a direct request
 - Habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

Student Removal Procedures

- The teacher will send the student to the building administration or designee and immediately inform him/her of the reason for the student’s removal from class.
- The office will be called and informed that a student is on the way to the office or designated area or if necessary.
- The building administrator or designee shall inform the student of the reason(s) for the removal from class and of any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation
- If the building administrator or designee is not available immediately the student shall wait in a designated area.

Parental Notification and Written Documentation

- The teacher will notify the parent/guardian as soon as possible that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian.
- Within twenty-four hours of the student’s removal, a teacher will complete an Office Discipline Referral form and forward it to the building administrator or designee. The teacher-written explanation, which includes

reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file.

- The school will mail documentation to the parent within three school days of the removal if the removal results in a suspension. If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal and policy requirements.

Alternate Placement Guidelines

The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:

- Another class in the school or another appropriate place in the school
- Another instructional setting
- The class from which the student was removed, if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best, or only alternative.
- An alternative education program approved by the Board. When making placement decisions, the building administrator or designee shall consider the following factors: The reason the student was removed from the class; the type of placement options available for students in that particular school and any limitations on such placements; the estimated length of time of placement; the student's individual needs and interests; the frequency of rules violations; the relationship of the placement to any disciplinary action; severity of offense; likelihood of students continuing to demonstrate inappropriate behaviors. This code recognizes that most student removals from a classroom setting will be placement option consideration. All placement decisions shall be made in accordance with state and federal law and established school board policies. The principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian and the student will also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

Detention

- Any member of the faculty may assign students a detention. Reasons include: undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.
- Students are expected to serve detention in a timely fashion. Failure to serve detentions can result in exclusion from school-sponsored activities and possible out-of-school suspension.
- Each student is to cooperate with the teacher. Any student who does not may be suspended from school.

Out of School Suspension (Board Policy 5610)

Section 120.13(1) of the Wisconsin Statutes (1975) authorizes rules for the government of the schools, including rules about the conduct of students. Suspensions may be given for the following offenses: insolence or insubordination; destructive acts/vandalism; disturbances involving violence; repeated tardiness; failure to report for detentions; fighting; theft; loitering; profanity or obscene language; repeated violation of school rules; possession/use of a weapon; possession/use of drugs or alcohol. To suspend a student under the statute, the school must follow due process procedures which:

1. Whenever possible inform the student of his/her alleged misconduct and the basis for the accusation.
2. Give the student the opportunity to present his/her version of the facts.
3. Make a determination that the evidence supports that the student is guilty of the violation charged and that a suspension is reasonably justified.
4. Give prompt notice to the parent/guardian of the suspension and the reasons for it.
5. Provide the student an opportunity for an appeal conference with the district superintendent or designee within five school days. The district superintendent may designate someone else to conduct this conference, but it must not be someone from the suspended student's school. The purpose of the conference is to give the administrator or his/her designee an opportunity to review the facts surrounding the suspension to determine if it was fair, just and appropriate. If it is determined that the suspension was unfair, unjust or inappropriate, references to the suspension must be removed from the student's records. There is no statutory right to appeal a suspension to the State Superintendent.

A suspension cannot last longer than five school days unless an expulsion notice has been sent, in which case the suspension may last up to fifteen school days. After a suspension, a student may be expected to return to school with his/her parents for a conference with a school administrator. Students suspended from school shall not be on school grounds or attend or participate in any home or away school-sponsored activities. Suspended students may not be denied the opportunity to take quarterly, semester, major grading period exams, or submit major projects while suspended. Students receiving an in-school suspension or an out-of-school suspension are required to make up all class work, assigned projects, etc.

Suspension appeals are to be directed to:
Superintendent, Mr. Jeff Nelson
Grafton School District
1900 Washington St.
Grafton, WI 53024

Administrative Hearing

Some student behavior is so detrimental that action must be taken which involves other school district personnel or the Board of Education. The building principal may refer a student to the superintendent of schools, who may direct that either a formal administrative hearing be conducted or that the matter be referred directly to the School Board. Examples of student behaviors which are to be referred to the superintendent are:

1. Repeated refusal or neglect to obey school rules
2. Violation of the district's drug and alcohol policy
3. The student, while not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority; or endangered the property, health, or safety of any employee or School Board member of the school district in which the pupil is enrolled.

An administrative hearing is conducted in a manner consistent with school policies and appropriate due process procedures. Consequences which may be invoked include probation, restriction, in-school suspension, required counseling or treatment, a combination thereof, or referral to the Board for possible expulsion. In the case of a student with a disability, the suspension may extend ten days if a notice of expulsion has been sent.

Expulsion (Board Policy 5610)

Expulsion from school requires the action of the Board of Education. Grounds for expulsion are as follows:

1. Repeated refusal or neglect to obey school district rules;
2. Knowingly, conveyed or cause to be conveyed, any threat or false information concerning any attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
4. While not at school or while not under the supervision of a school authority engaged in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority or endangering the property, health, or safety of any employee or school board member of the school district in which the pupil is enrolled.

Additionally, the school board must conclude that the interest of the school demands the student's expulsion.

Drug Prevention (Board Policy 5530)

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As provided by state law, school personnel who engage in alcohol or drug abuse program activities shall keep confidential information received from a pupil about that pupil or another pupil's problems resulting from the use of drugs and/or alcohol, unless:

- (a) The pupil using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to disclosure of the information;

- (b) The school psychologist, counselor, nurse, teacher or administrator has reason to believe that there is serious and imminent danger to the health, safety, or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger. (The Grafton School District defines imminent danger to include all use, consumption, and/or possession of drugs and/or alcohol at school or school-sponsored activities.) No more information than is required to alleviate the serious and imminent danger may be disclosed; or
- (c) The information is required to be reported under s.48.981. Students using, consuming, selling, dispensing, possessing, or having ingested or inhaled, alcohol or other drugs or in possession of related drug paraphernalia at any time (24 hours per day, 365 days per year) on school premises or at a school-related activity, will be immediately suspended from school and parents notified. The Board authorizes the use of breath-test instruments to determine whether or not a student has consumed alcohol. The matter shall be referred by the principal to the Superintendent of Schools via the Director of Student Services for review. Students will also be referred to appropriate legal authorities for further action. Repeated use of or selling or dispensing of alcohol or other drugs on school premises or at school-related activities shall result in referral for expulsion.

Assemblies

Assemblies are a regularly scheduled part of the curriculum and are held for various purposes. Programs will recognize student achievements and awards, showcase musical presentations, or feature motivational speakers addressing topics of interest to middle school students. Parents are always welcome to attend. It is a privilege for the student body to attend an assembly program, whether it is a presentation, a pep assembly, or a school or club sponsored program. These programs are scheduled with great difficulty, at the expense of class time, and often at a considerable cost. At all times students should be quiet and attentive. Unacceptable conduct may include whistling, uncalled-for clapping, and talking or whispering during a program. Prior to a general assembly, students are to report to class. Students will be escorted to the assembly by their teacher and will observe the following procedures.

1. Enter the assembly quietly and sit in your assigned area.
2. Become silent and attentive immediately upon the appearance of the person to introduce the program.
3. Avoid making comments during the performance. This behavior and other distracting activities are poor manners. Every performer, guest speaker, vocalist, or cheerleader, deserves your undivided attention.

Students whose conduct is not in keeping with these regulations of common courtesy and respect may lose the privilege of attending assembly programs.

Student Conduct on the Bus

The most important aspect of pupil transportation is safety. All school rules shall be observed when riding the bus. The bus driver has disciplinary authority and responsibility on the bus. Any misconduct by students will be reported to a building administrator who will notify the student and parents.

Eligibility for transportation is determined by the student's address/residence. If the student lives in a walk zone, s/he is not eligible for transportation even if s/he attends a day care or a babysitter located in a bus zone. In addition, buses will not pick up at day cares located in walk zones.

Students transported on a school bus are under the authority of the driver of the bus. The driver is responsible for the orderly conduct of the students being transported. Continued disorderly conduct or persistent refusal to obey the authority of the driver shall be sufficient reason for a student to be denied transportation.

Students are responsible for their behavior on the school bus and at the bus stop. Violations of the following policies may result in warnings, suspension, or permanent removal from bus riding services.

1. While Waiting for the Bus

- Walk to the bus stop facing traffic where the law requires
- Be at the bus stop 5 minutes before scheduled pickup time
- Wait in a safe place off the main road
- Board the bus by forming a single line

- Wait for the driver's hand signal
- Cross the road 10- 12 feet in front of the bus

DO NOT:

- Trespass on private property
- Run toward a moving bus as it approaches the bus stop or loading zone at the school

2. While on the Bus

- Be seated quickly
- Talk only in a normal voice
- Remain seated facing the front, keeping feet on the floor and out of the aisle
- Keep absolutely quiet when approaching railroad crossings
- Keep head, body, and arms inside the bus
- Identify yourself upon the request of the driver

DO NOT:

- Change seats while bus is in motion
- Eat or drink
- Tamper with the bus or any of its equipment
- Throw any objects on the bus or out of the bus window
- Smoke, light matches or other devices capable of producing flame or spark
- Spit out of the window
- Make obscene gestures or use profanity
- Show disrespect for the driver
- Fight, intimidate, or harass others on the bus or at the bus stop

3. Leaving the Bus

- Walk 10-12 feet in front of the bus if crossing the road is necessary
- Wait for the driver's hand signal to cross - Stop, look both ways before stepping from in front of the bus, and walk across the road.

4. Other Conditions

- Vandalism to the bus will be paid for by those responsible
- All fireworks and similar items are banned from any school bus
- Pupils may be assigned to definite seats and are not permitted to move from the assigned seat without permission of the bus driver
- No student is permitted to interfere with another or to molest the property of another student
- Live pets, animals, or wildlife are not permitted on a school bus - No radios or recording/player devices are permitted on the bus unless restricted to headphones

Administration of Bus Conduct Infractions

The driver shall expect and receive administrative support in maintaining proper student behavior and safety aboard the bus. This policy is based on the premise that the driver has exercised reasonable judgment in the performance of his/her duties. If violations occur, the Associate Principal will initiate disciplinary actions. Parent appeals of disciplinary actions are made to the District Superintendent.

Sanctions for Misconduct

- 1st Bus Disciplinary Referral - Conference with school administrator
- 2nd Bus Disciplinary Referral - Conference with school administrator, parent notified, and possible detention time
- 3rd Bus Disciplinary Referral - Loss of bus privileges for 5 days
- 4th Bus Disciplinary Referral - Loss of bus privileges for 10 days
- 5th Bus Disciplinary Referral - Loss of bus privileges for the remainder of the school year

CELL PHONE AND PERSONAL DEVICES (Board Policy 5136)

NOTE: As with any electronic device there is a concern over the value of such items and bringing them to school is cautioned. In the event that these items are stolen or damaged it is the risk that is taken by the student who brings such devices to school. While the school will make every effort to get these items back to the appropriate party, it is recommended that these devices be left at home. **The expectation is that student cell phones are on silent and in student lockers during the school day.** Note: Electronic devices with camera features are not to be used in the locker room areas.

WIRELESS COMMUNICATION DEVICES

Students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and I-pods during the school day, in school buildings and vehicles, and at all school sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, use of ECDs may be permitted only if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use. Such possession or use of an ECD may not, in any way:

- Disrupt the educational process in the School District
- Endanger the health or safety of the student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind
- Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.
- Violations of this policy may result in disciplinary action against the student, up to and including expulsion.
- Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any ECD.

Building Policy:

1. First offense of misuse in a classroom: Teacher Warning
2. Second offense: Teacher confiscates device, takes to office and fills out a Minor Behavioral Infraction. This infraction is recorded in the main office logbook. Student may pick up the device at the end of the day.
3. Third offense: The second time any electronic device is sent to the office, the student may pick it up at the end of the day, it will be recorded in a logbook, and a parent will be notified.
4. The third time a parent will need to come to school to pick up the device. This is recorded in the logbook. Further consequences, such as dropping the device off at the start of each day, may be imposed if necessary.

There is also an office phone available for students to use in emergency situations. Students need to be granted permission to use the office phone before placing an outgoing call. Please note that parents should call the office phone (376-5800) regarding emergency messages to students. Likewise, students should be using the office phone to make calls to parents. Students are not to use the classroom phones to get permission from a parent to go home. That call should be made from the main office phone with a secretary confirming the approval.

Kindles, Personal Computers, I-pads, etc.

Students may utilize personal computing/reading devices in school for educational purposes including but not limited to taking notes and reading downloaded reading materials. Students will need to have permission of the classroom teacher to use the device. If it becomes a distraction it will be treated similarly to items listed in the section of this handbook that addresses I-pods, MP3 players, etc. (below). The use of these personal electronic devices will comply with the appropriate computer use policy (see Computers in this handbook).

Dress and Grooming (Board Policy 5511)

Students are expected to present a neat and clean appearance. Behavior in dress, which is disruptive, distracting, discriminatory, which creates a classroom or school disruption or endangers the health or safety of self or others, is not acceptable. Clothing that displays weapons, alcohol, tobacco, and other drugs are not acceptable. Headgear, including but not limited to, hats, caps, hoods, bandannas, as well as outerwear, which includes but is not limited to, coats, jackets, windbreakers, etc., are not to be worn in school during the regular school day.

Additionally:

- Pants worn in such a way that undergarments are visible will not be allowed.
- No bare midriffs, mesh shirts, open-back shirts, halter tops, strapless shirts (tube tops), single strap, or spaghetti strap shirts (less than one inch wide) may be worn.
- Any top or pants that are too revealing or provocative will be considered inappropriate.
- Modesty in length of shorts, skirts and dresses is expected.

The reasons for expecting adherence to the appearance code are issues of safety, appropriateness and the ability to identify students (wearing a hood for example makes it difficult for a student to be accurately identified). School administrators will make final decisions as to what is appropriate school attire. Students will be given the opportunity to make an appropriate change to their appearance (turn shirt inside out, put on a different shirt, etc.). If the student continues to fail to comply consequences can range from an after school detention to suspension.

Disorderly Conduct (Board Policy 5520)

1. In order to develop and maintain communication and participation on an effective and mutually cooperative basis, we cannot allow persons with disruptive intent to endanger the safety of pupils or school personnel, to damage property, interfere with the education process or to attempt to close the schools. It is imperative that all necessary steps be taken to protect the pupils, district personnel and property.
2. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. The enforcement of all laws and the prosecution of those who violate the laws will be ensured. Responsibility for the maintenance of a positive educational program cannot be abdicated to the special interests of any particular group or organization.
3. Without prior written permission or office approval from the principal, or his/her designee, the following are prohibited: distribution of literature, sale of any goods or written material; assemblies or meetings; “demonstrations” or whatever sort; activities which may disrupt the educational process; posting of written materials or pictures.

Hazing (Board Policy 5516)

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Student Anti-Harassment (Board Policy 5517)

The Board of Education is committed to an educational environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the Grafton School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability or any other characteristic protected under State, Federal, or local law, which substantially interferes with the student’s school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Activities of this sort are offensive and inappropriate in the school setting as well as in settings outside the school. Reprisals, threats, or further intimidation toward the victim will be treated as a continuation of the original offense. Harassment and intimidation can arise from a broad range of physical or verbal behavior including, but not limited to, the following:

- Physical or mental abuse
- Unwelcome sexual advances or touching

- Racial, ethnic, or religious insults or slurs, jokes, comments, stories, or displays
- Comments, jokes, stories, or innuendoes of sexual or non-sexual nature
 - Display of sexually explicit or otherwise offensive posters,
 - calendars, clothing, etc.
 - Sexual gestures with hands or body movement
 - Display or distribution of racially or ethnically offensive materials
 - Whistling or “cat calls”
 - Electronic sources - social media sites (ex: Instagram posts)

A first violation will result in a meeting, discussion, or mediation with an administrator and involved individuals. If the behavior continues additional consequences can include a meeting with the police, a citation, and/or suspension.

Bullying (Board Policy 5517.01)

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

Bullying behavior can be:

1. physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

A student who is either a victim of bullying or is aware of the bullying or any other concerned individual should report the conduct to a building administrator.

Lockers and Searches (Board Policy 5771)

The Grafton School District provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the Grafton School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, a police-school liaison officer, a school employee, or any other agent designated by the district administrator or building principal.

Any unauthorized item found in the locker may be removed. The school for return to the parent(s) may hold items removed from the locker/guardian of the student, retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

Students are prohibited from decorating the exterior of lockers without approval from an administrator.

- Keep locker combinations private.
- Keep your locker locked.
- Do not share the locker with another person.

Search and Seizure (Board Policy 5771)

The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. This search may include the personal belongings of the

student contained in the locker when there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating school rules or the law. This may include the use of canine searches in cooperation with police authorities. If a locker search, which is conducted pursuant to this policy, yields illegal or contraband items, legal authorities will be contacted.

Student Searches (Board Policy 5771)

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

Hallway Guidelines / Passes

In order to ensure a proper academic climate at John Long Middle School, students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a written pass.

Smoking/Tobacco

The Board prohibits students from using or possessing tobacco in any form including but not limited to, cigarettes, cigars, snuff, E-cigarettes, and chewing tobacco on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. For students, suspension from school is the consequence for tobacco use violations. Smoking is also prohibited in educational facilities based upon Wisconsin Statute Section 101.123(2)(a)(2). This will be enforced throughout Grafton Public Schools. Violations of this regulation will result in the following progressive steps:

1. **First Offense** – possible suspension from school for one day, parents notified, referral to the Grafton Police Department for possible citation and fine.
2. **Second Offense** – suspension from school for two days, parents notified, referral to Grafton Police Department as mentioned above.

Students who violate this rule will be referred to the police for a citation, and/or may be suspended from school. Students who interfere with a staff member's Board directed responsibility to observe and identify students who are smoking on a campus will be disciplined. This interference can be either a verbal or non-verbal warning to the students who are smoking that a teacher is entering or observing the area. Students disciplined for or suspected of a tobacco, drug or alcohol related offense are to be referred to the school counselor or counseling program for confidential help.

Valuables

Students are cautioned not to bring large amounts of money or other valuables to school. This includes I-pods, cell phones, and personal computers. Please take special care of watches and eyeglasses and avoid leaving them in any unsecured location. Students, not the school, are responsible for their personal property. Safeguard any valuables brought to school.

Classroom Fidgets

The use of individual handheld fidget devices is allowed at the approval of school administration. Students using fidgets, such as spinners or putty, without permission will have it confiscated by teachers, staff, or administration and turned into the main office. The consequences and communication procedure for addressing fidgets will follow the same process as wireless communication devices.

Weapons

In order to protect the safety and welfare of all, students must not bring articles which are hazards to the safety of others. Possession or use of a weapon (defined below) on school premises, before, during or after school or at any school-sponsored activity is prohibited. A pupil found to be in possession of a weapon on school premises before, during or after school or at any school-sponsored activity is subject to suspension and/or expulsion from school and/or legal action.

Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, knuckles, razors, switch blade/butterfly knives, chains, clubs, stars or other knives or sharp articles etc.
2. Articles designed for other purposes but which through intent are used to inflict bodily harm and/or intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, pepper sprays, scissors, etc.

Pupils found to be in possession of firearms (as defined by the Gun Free School Act of 1994) in any school facility, on any school grounds, on school buses or other vehicles or at any school-sponsored function or event at any time before, during or after school will be expelled from school for a period of not less than one year. The superintendent maintains authority to modify the one-year expulsion requirement of this policy on a case by case basis. Students facing discipline under this policy retain the right to due process proceedings and requirements of Part B of the IDEA and Section 504 of the Rehabilitation Act if they apply. In addition, students found to be in possession of firearms under this policy will be referred to the criminal justice or juvenile delinquency system.

RECOMMENDED MISBEHAVIOR INTERVENTION AND CONSEQUENCES

Interventions (not all options are listed)

1. Teacher conference with student
2. Phone call home by teacher
3. Referral to Guidance
4. Teacher conference with student and parent
5. Student conference with administrator
6. Phone call home by administrator
7. Student referred to check-in and out system of support
8. Teacher conference with student, parent, teacher, guidance
9. Conference with student, teacher, administrator
10. Conference with student, teacher, parent, administrator

Consequences (not all options are listed)

1. Interventions (as listed above)
2. Assigned to serve detention
3. Restitution
4. Assigned to school service project
5. Out-of-school suspensions
6. Temporary removal from class
7. Permanent removal from class
8. Municipal citations
9. Referral to the School Board for an expulsion hearing
10. Other disciplinary actions may also apply, including but not limited to: ineligibility for participation in athletic events, co-curricular activities and events, educational tours and other school sponsored programs, and review of the membership for those elected to the National Junior Honor Society, and Student Council. Students who have been suspended out of school may not participate in school events on the days of suspension.

The above listed interventions and consequences are all possible responses for student misconduct and do not need to be followed in chronological order. The severity of the consequence assigned for student misconduct will be appropriate for the action committed by the student. Progressive discipline will be used for repeated student misconduct.

Discipline Chart (not all behaviors are listed)

Misconduct	Definition	Minimum Action	Maximum Action
Chronic disruption	Behavior that disrupts the educational process of others by involvement in misconduct that recurs on a regular basis over a period of time	Intervention	Recommended for expulsion
Leaving campus	Leaving campus without permission	Intervention	Suspension / parent conference
Damage to property	Deliberate damage or destruction of school property	Restitution Suspension	Recommended for expulsion
Possession of incendiary devices	Possession of lighters, matches, fuels, other devices	Intervention	Suspension
Drugs/ Alcohol	Use Possession/Selling	Suspension Citation	Recommended for expulsion
Fighting	Pushing and shoving Physical Harm	Intervention Suspension	Citation Expulsion
Illegal entry	Entering building outside of school hours without permission	Suspension Citation	Recommended for expulsion Citation
Profanity Harassment	The use of inappropriate language, either written or spoken, or conduct or gestures which are obscene, lewd, profane, vulgar, or sexually suggestive disturbing by name calling, pestering, tormenting, or threatening	Intervention	Suspension citation Expulsion citation
Guns Other weapons	Possession, use or threat to use a gun. Any object by the way it is used or intended to be used is capable of inflicting bodily harm	Recommended for expulsion Suspension Citation	Recommended for expulsion Recommended for expulsion
Theft	Knowingly taking/possessing property that does not belong to you	Restitution	Suspension Citation
Truancy	Missing all or part of a day without permission	Contact with a parent –via email, letter or phone	Truancy citation requested

GENERAL

Health Services (Board Policy 5310)

Every attempt is made to contact parents when a student is ill. It is important that current contact telephone numbers are on file in the office for parent(s) and other individuals who are designated by parents as emergency contacts. Students who wish to go to the office should first report to their classroom teacher for a pass. Please Note: Parents are expected to notify the school of a temporary change of emergency contacts due to vacations or other temporary parental absences that leave another adult in charge of the student.

Child Abuse Reporting (Board Policy 8462)

Grafton School District employees shall uphold the provisions of Chapter 355, Laws of 1977 State of Wisconsin, requiring that when reasonable cause exists to suspect that a child seen in the course of their professional duties has been neglected or abused, the belief is to be reported to the appropriate county agency, the county sheriff, or the city police. Legal Reference: Wisconsin Statutes s.48.981 (2), (3), (4), (6), (10), and (11) as recreated by Chapter 355, Laws of 1977.

Medications (Board Policy 5330)

State law governs the administration of medication to students while in school. Specifically, any school employee or volunteer authorized in writing by the administrator of the school district or by a school principal/designee may:

- Administer any drug, which may lawfully be sold over the counter without a prescription (non-prescription), in accordance with the manufacturer's instructions. In addition, these medications are administered in compliance with the written instructions of the student's parent or guardian if the student's parent or guardian consents in writing by filing an Authorization for Administration of Medication form. Written consent and instructions must be on file at school before any non-prescription medication can be administered.
- Administer a prescription drug to a student in compliance with the written instructions of a health care practitioner and consent of the parent/guardian must sign a consent form and provide a signed health care practitioners statement and instructions before any medication is given at school. These forms authorize school personnel to administer the medication during school hours. A new, signed, consent form is required each time a medication order is changed during the school year. The prescribing health care provider must also agree to accept direct communication from the person administering the medication.

In addition to the administration of medications listed above, students with asthma may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity, or under the supervision of a school authority under the conditions described in administrative procedures. If a student misuses their inhaler, the school administration will meet with families and create a safety plan to ensure appropriate use of the medication.

School Counseling Services (Board Policy 2411)

All students will participate in classroom guidance lessons; may choose to participate in individual counseling sessions with the school counselor; or may choose to participate in small, counseling groups with peers. The counselor's services are available to all students who want and need help with personal, social and educational concerns. If you do not wish your child to participate, please communicate that in writing to: Kevin Deering, Principal, John Long Middle School, 700 Hickory Street, Grafton, WI 53024. If you have any questions about these programs, please contact Mrs. Bonnie Brady, School Counselor at 262-376-5808 or at bbrady@grafton.k12.wi.us.

Student Assistance Program

We recognize that middle school students may face challenges from time-to-time throughout their school career. To support students during these sometimes challenging years, small group opportunities are available when needed. Small groups, facilitated by the school counselor or a partnering outside agency (i.e. Ozaukee Family Services) offer a way for interested students to work with groups of peers in a safe, non-threatening atmosphere to discuss concerns, making changes in their lives and share ideas that are important to them.

Possible groups offered include:

- Anger Management/Conflict Resolution: How to deal with your anger and solve problems in a positive and health way.
- Friendship/Social Skills: How to make and keep friends.
- Separation/Divorce: How to cope with these changes in your life.
- Concerned Others: For students worried about someone who drinks alcohol and/or uses drugs.
- Grief: Coping with and understanding loss in your life.
- Self-Esteem/Self-Image: Who am I? Learn to respect and appreciate self.
- Stress Management: Learn to relax and cope with stressful situations.

Insurance

We wish to emphasize that the Grafton School District does not provide health or accident insurance for injuries incurred by students at school. Since all children are particularly susceptible to injuries, we encourage a review of

present health and accident insurance programs to determine if coverage is adequate. If insurance is not adequate because of a deductible or co-insurance clause, or if there is no insurance, we encourage parents/guardians to contact a family insurance agent.

Issue Resolution

Situations arise throughout the school year that cause concern for parents, staff members and students. Prompt resolution of these issues to the satisfaction of all parties involved benefits the education program of the district. In addition, the following "STEPS" will give direction as to the appropriate contact person.

1. Step 1: Appropriate Staff Member: The first step is to discuss your concern with the staff member involved- the teacher, aide, coach, etc.
2. Step 2: Principal: If Step 1 does not resolve the concern discuss it with the principal. Principals can explain policies and procedures that may not have been covered by the staff member in addressing your concern.
3. Step 4: Superintendent: If the principal was not able to determine a resolution, discuss with the Superintendent.

The Grafton School District encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the School District of Grafton, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats. and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a written complaint to:

Superintendent of Schools, Mr. Jeff Nelson
1900 Washington Street
Grafton, WI 53024-2198
Phone: (262) 376-5440

Equal Educational Opportunities Policy (Board Policy 2260)

The Grafton School District, in accordance with state and federal laws, specifically prohibits discrimination in the following areas: admissions; standards and rules of behavior; disciplinary actions; acceptance and administration of gifts; bequests and scholarships; instructional and library/media materials selection; testing; evaluation and counseling methods and practices; facilities; athletic programs and activities; and food service programs.

Fire and Safety Drills

Fire and safety drills are held at regular intervals throughout the school year to learn and practice procedures in case of a safety emergency. Every drill should be approached with the attitude that there is an actual emergency. Every person in the building must follow the procedures of the drill being practiced. Students need to follow the directions of their classroom teacher at all times during a safety drill. Directions posted in each room should be followed carefully so that everyone is assured to be using safe practices.

Fund Raising (Board Policy 5830)

The school administration must approve all fundraising projects. Projects that involve selling merchandise to residents of our community are not allowed without special permission. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations. Sales of fundraising items are not to occur in school between 7:15 a.m. and 2:45 p.m. except with the permission of an administrator.

Education of Homeless Children and Youth (Board Policy 5111.01)

Homeless children and youth have access to the same free, appropriate public education as provided to other resident children in the district and are provided with comparable services. The director of pupil services is the liaison for the Grafton School District homeless population and should be notified immediately of any child who is considered homeless. This information is kept confidential at all times. A variety of supports will be put into place, including immediate enrollment, supplies, waivers, and free school meals.

Human Growth and Development (Board Policy 2414)

The topics covered in Human Growth and Development are instructional opportunities to promote accurate and comprehensive knowledge in this area and responsible decision making and to support and enhance the efforts of parents to provide moral guidance to their children. The information and instruction is appropriate to each grade level and the age and level of maturity of the pupils. Parents shall be notified annually by their child's school of

content to be covered in Human Growth and Development as well as how to inspect the complete curriculum and instructional materials.

Title One (I) Programs (Board Policy 2261)

Parents are notified at the beginning of each school year if their child is identified as eligible to receive Title I services. A parent information meeting is held to explain the program. Parents also receive a parent compact explaining the program and expectations for students, parents, and the school. Title I schools are expected to have highly qualified teachers. Parents may contact the building principal to inquire about:

- (1) the professional qualifications of their child's classroom teacher, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- (2) The professional qualifications of paraprofessionals providing instructional-related services to their child.

The above notification must be given to the parents of each student attending a school in the district that received Title I funds, not just to the parents of students participating in the Title I program. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner.

Notification of Rights Under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords School District of Grafton parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school or the Grafton School District receives a request for access.
 - Student records include all records maintained by the elementary, middle or senior high school relating to individuals enrolled in the Grafton School District.
 - Education records shall not include notes or record maintained for personal use by school district personnel if such notes are not available to others.
 - Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records, that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask the school or the Grafton School District to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school or the Grafton School District decides not to amend the record as requested by the parent or the eligible student, the school or the Grafton School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the sharing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosure of the personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school or the Grafton School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school or the Grafton School District has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - To inform the school (within 14 days) that all or any part of the students' directory data may not be released without the prior consent of the parent, guardian or guardian ad litem.
 - To request that a student's name and directory data NOT be provided to military recruiters. The request must be made in writing no later than September 15 of a given year. The District must comply with such a request.
 - Option: Upon request, the school or the School District of Grafton discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
 - Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Grafton School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5920

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- Schools and contractors must make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- Schools and contractors must obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental and psychological problems potentially embarrassing to the student and his/her family;
 - Sex behavior and attitudes;
 - Illegal, anti-social, self-incriminating and demeaning behavior; Critical appraisals of other individuals with whom respondents have close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - Religious practices, affiliations or beliefs of the student or the student's parent

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5920

Release of Information Notice

Notice is hereby given that the Grafton School District, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (J), has designated the following as Directory Data as provided in said Act and Statute:

Pupil's name, grade, date of birth, address, telephone, participation in officially recognized school activities and sports, weights and heights of members of school athletic teams, dates of attendance, photographs, degrees and awards received, and the name of school currently or most previously attached.

Any parent, guardian, or eligible student may advise the school district in writing, or the school said student attends, in writing, of their desire that all or any part of the directory data may not be disclosed without the parent, guardian, or eligible student's consent, provided that such notification is given to the district within two (2) weeks of this published notice.

Any previous notice on file with the Grafton School District to withhold the disclosing of directory data is now void.

Religious Accommodations

The Grafton School District has no policy prohibiting participation in constitutionally protected prayer in school. The Grafton School District will also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The Grafton School District encourages informal resolution of complaints under its non-discrimination policy. If any person believes that the Grafton School District, or any part of the school organization, has failed to follow the law and rules of s.118.13, Wisconsin Stats., and P.L. 9 Wisconsin Administrative Code, or in some way discriminates against pupils on the basis of religion, he/she may bring or send a written complaint to:

Superintendent of Schools, Mr. Jeff Nelson
1900 Washington Street
Grafton, WI 53024-2198

Student Privacy

The School Board and the Grafton School District respects the privacy rights of parents and their children. No student attending school within the Grafton School District will be required to participate in any survey with a school program, or the district's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent(s)
- Mental and psychological problems of the student or the student's family
- Sex behavior and/or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom students have close family relationships
- Legally recognized privileged relationships such as those of lawyers, physicians and ministers
- Religious practices, affiliation or beliefs of the student or the student's family
- Income other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program

Parents must be notified when such surveys are scheduled. Parents have the opportunity to request that their child not participate in a survey containing any of the above information. Parents may also inspect a survey containing any of the above information before the survey is administered or distributed to a student. Parents will also be notified when the following occur:

- Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise proving that information to others for that purpose).
- Any non-emergency, invasive physical examination or screening that is:
 - Required as a condition of attendance
 - Administered by the school and scheduled by the school in advance
 - Not necessary to protect the immediate health and safety of the student or other students.

Severe Weather

The Superintendent of Grafton Schools will determine if schools are to be closed because of severe weather conditions. Parents should monitor local radio and television stations to determine if schools have been closed. The district recommends listening to WTMJ radio (620 AM). Parents are to use their own discretion in determining

whether or not to send their children to school during inclement weather when schools are open. The decision should be based upon the particular conditions in the student's neighborhood and the unique circumstances of the student's family. If schools are dismissed early because of weather, it is assumed that children will have access to their house or that arrangements have been made for them to report to another person's home. Early dismissals are an extremely rare occurrence and will be announced over the radio if such a decision were reached.

School Closing

In case of inclement weather, school closings and cancellations will be announced on the radio stations listed below. Whenever school is closed for the day due to inclement weather, all activities shall be canceled for that day.

WOKY/WMIL	AM 920	FM 106.1
WITI (TV-6)		
WTMJ/WKTI (TV-4)	AM 620	FM 94.5
WISN/WLTQ (TV-12)	AM 1130	FM 97.3
WZTR		FM 95.7
WGLB	AM 1560	FM 100.1
WENP/WMYX	AM 1250	FM 99.1
WFMR		FM 106.9
WVTV (TV-18)		

Student Supervision

Supervision of students begins at 7:00 a.m. when doors to the building are opened. Sixth graders are to enter by the large gym entryway (doors 2 and 7) and proceed directly to the large gym hall. Seventh and eighth graders are to enter the main entrance or door 9 and proceed directly to the cafeteria to be seated. The school day ends at 2:41 p.m. and students should leave the building by 2:50 p.m. unless they are under direct teacher supervision for co-curricular activities or academic support. Students who remain in the building in an unsupervised manner will be asked to exit the building.

Student Shadowing

Non-Grafton students are not permitted on campus unless it is approved by school administration. A minimum of a two-day advanced notice is required to shadow a student. The school reserves the right to deny visitors. Approved student shadows must remain with their assigned student for the entire school day.

John Long Middle School (JLMS)

Not To Scale

