



SOMERSET MIDDLE SCHOOL STUDENT & FAMILY HANDBOOK 2025-2026



WELCOME TO A NEW EXPERIENCE

As we start the new school year, we are all looking forward to new experiences at Somerset Middle School. Two important ingredients in making these new experiences successful are your attitude and participation. By approaching tasks with a positive attitude, and by participating in a variety of activities to gain new experiences, your middle school years will be successful and productive.

The staff at Somerset Middle School has specialized knowledge, skills and experience essential to working with middle school students in a collaborative and successful manner, and is here to help you develop a positive attitude and to provide you with opportunities to participate.

Please reach out with any questions you may have about what is or is not covered in this handbook.

Joe Hutter, Somerset Middle School Principal
jhutter@somerset.k12.wi.us or (715) 247-4400 ext. 310

PHILOSOPHY: WHAT WE BELIEVE ABOUT SOMERSET MIDDLE SCHOOL

Students at the middle level are experiencing a transitional time of life with great intellectual, physical, emotional, and social changes. Somerset Middle School considers all of these aspects in structuring our educational program along developmentally appropriate lines. We know that students who excel in middle school are active contributors to and participants in classes, co-curricular activities, and special events. Students, we invite you to get involved and let your special talent shine!

TOP 20 THINKING, LEARNING AND COMMUNICATING

At Somerset Middle School, we operate under a Top 20 philosophy and adhere to these agreements:

- Our #1 Job: We help each other succeed.**
- We communicate YOU matter.**
- We honor the absent.**
- We see the problem, we fix the problem.**

Our Advisory Time lessons revolve around these agreements and we have Top 20 Student Ambassadors who work to keep these agreements at the front of how we treat each other in our middle school.

SOCIAL GUIDELINES - RIGHTS AND RESPONSIBILITIES

You are entitled to:

- * be treated with dignity and respect in everyday relationships.
- * ***be educated to the best of your ability and willingness to learn.***
- * attend school functions in a secure environment and to safely participate in activities.
- * fair treatment in all school matters.
- * speak and dress in a manner that is not offensive or disruptive to others.

We expect you to:

- * conduct yourself in a responsible manner at all times. This means treating your classmates, teachers, and others with the same respect you would like.
- * apply yourself as a student to the best of your ability so you can fulfill your right to an education.
- * act appropriately and participate safely in activities.
- * accept the consequences of your actions.
- * speak and dress in a manner that shows a sense of pride in yourself and your school.

BEHAVIOR AND RESTORATIVE PRACTICES

Somerset Middle School works together to monitor the behavior of our students closely. In order to do this and to help students understand the impact their behavior has on themselves and others, we utilize restorative practices to work with students when behavior issues arise. Restorative practices allow adults and students to:

- Proactively build strong relationships among all stakeholders
- Repair relationships once they have been damaged
- Identify the root causes of adverse behaviors and identify strategies & needs to change the behavior.

When working with students in our middle school we use 5 questions to facilitate the restoration.

- What happened?
- What were you thinking?
- How were you feeling?
- Who else has been affected by this?
- What do you need now so that the harm can be repaired?

In the event that a consequence is needed Somerset Middle School uses the following tools to reteach behaviors. Breaks, Restorative chats, Restorative Circles, Lunch and LEARN, Removal from the classroom, and Structured In-School Suspensions.

Habitual occurrences of behaviors will result in communication with parents/guardians to work together as a team to assist students in reteaching expected behaviors.

Our hope is that by intervening early and working to repair harm, student behavior will improve and students will work to hold each other accountable for their behavior choices. Some behavior choices are more serious than others and different consequences may be necessary due to the nature of the incident, including exclusion, or expulsion.

ASSIGNMENT NOTEBOOK / AGENDA

Student agendas are available for all students in 5th grade and any other students who would like one to track their assignments. Students are strongly encouraged to use their agendas to assist them in keeping accurate information on classes. The agenda enhances home-school communication. Parents/guardians can communicate daily and directly with teachers through the agenda or e-mail. Parents/guardians should regularly check the agenda. They should contact teachers if they desire regular communication through the agenda.

ATTENDANCE PROCEDURES/POLICY

Attending school each and every day is critical to the educational success of our students. When a student misses classes the learning that occurred while they were out cannot be replicated. Because of this, the following procedures/policy is designed to encourage students to be in school.

- **Parent/Guardian Responsibility**
 - If your child is absent, it is your responsibility to contact the school prior to the absence (pre-arranged) or on the day of the absence (illness related).
 - Communication to the SMS office regarding your child's absence can be done via a phone call, email, written note, or in person.
 - Text messages will NOT be accepted to excuse absences.
 - Failure to provide this information within two days of your child's absence will result in the absence being categorized as "Unexcused" and could result in your child being truant.
 - You may contact the Somerset Middle School attendance official, Beckie Gostovich, at 715-247-4400, by email at bgostovich@somerset.k12.wi.us, or in person at the middle school.
- **Tardiness**
 - All students are expected to be in class by 8:00 AM each school day. Students who arrive after 8:15 a.m. will be considered absent from the class, as they have missed a significant portion of the learning.
 - When a student is late to school they must check in at the office and receive a pass to go to class. They may not report directly to class without a pass from the office.
 - Choosing to excuse a tardy to school will count as one parent excuse day.
 - Student-athletes are required to be in school no later than 10:00 a.m. in order to participate in practice or competition that day. The only exception to this is if the student provides a signed and dated professional's note excusing the student late to school.
 - Students who do not have any parent excuse days remaining may be referred for truancy for being late to school by any amount of time.
- **Parent Excuse Days**
 - According to Wisconsin state law, "A parent may excuse their son/daughter for all or part of ten (10) school days for any reason that the parent chooses."

- o A student may be excused by a parent note from school no more than 10 school days.
- o If a student is absent for any part of a school day, this will count as a parent excuse day used.
- o In order to use a parent excuse day, a parent/guardian must notify the Somerset Middle School office attendance secretary via telephone, email, a written note, or in person (with the required information listed above) within two school days of the absence.
- o Failure to notify the middle school office within three school days will result in the absence to school being counted as unexcused and subject to truancy.
- **Professional's Notes**
 - o Somerset Middle School will honor professional's notes excusing absences. Professional's notes, provided to the school within two school days of the absence. Somerset Middle School will not honor any professional's notes which are unsigned, without a date of service, or provided to the office outside of the two day time frame.
 - o A note of excuse will be accepted from the following professionals: licensed physicians, dentists/orthodontists, chiropractors, optometrists/ophthalmologists, physician assistants, nurse practitioners, certified practice nurses, licensed clinical counselors, licensed psychologists, licensed social workers, attorneys, clerk of courts, and judges.
 - o Absences being excused by a professional's note will not be considered a parent excuse day.

DROPPING OFF / PICKING UP STUDENTS

Students should be dropped off or picked up in front of the school in the area designated for this. **Students may be dropped off after 7:45 a.m. and enter the middle school at that time.** 5th/6th Grade students enter/exit through the main door (door 1) and 7th/8th Grade students enter/exit through the doors by the stairs (door 3). Students are supervised in the pick-up area until 3:25 p.m. each day. **Please pull forward to the end of the sidewalk or the next car when dropping off or picking up students.** This helps with traffic flow.

ENTERING THE SCHOOL/HALLWAY

In the interest of student and staff safety, all school doors are locked throughout the school day. The music wing doors and front doors are open until 8:00 AM in the morning and then the front doors starting at 3:15 pm in the afternoon. Parents may enter during the school day using the "buzzer" system in the front of the building. Press the button and inform the office member the reason for your visit. They will then "buzz" you in. Student safety is a priority in the Somerset School District. Please check in at the office when entering the school. Student supervision and instruction require the teacher's undivided attention. If you want to speak with your child's teacher please make an appointment. Do not just "drop in" and expect your child's teacher to stop instruction or supervision for a conversation. Please follow this procedure prior to the school day starting as the teachers are preparing for instruction. No visitors are allowed to walk to classrooms during the day without prior arrangements unless you are volunteering and have arranged this with a teacher in advance and obtained a proper badge or ID.

END OF DAY

Students are expected to depart the building promptly when they are done with their school responsibilities or activities. Students who ride the bus are expected to use the music wing, loading dock, or 5th grade wing doors to exit the building. Students are supervised until the last bus departs. When walking, biking, or skating, students need to leave the school at the front of the building at the student pick-up area or the music wing doors, and proceed directly to the closest pedestrian walkway. Students may not wander the halls or loiter in the school at the end of the day.

INFINITE CAMPUS

You can access your student's attendance, lunch account, and grades through Infinite Campus Parent Portal. Infinite Campus is where all communication at the school and district levels is generated. When you are registered in Infinite Campus you are also notified of school closings. You can also change/update your contact information through the portal. If you have not yet accessed the Parent Portal of Infinite Campus please contact the office and they can provide you with your activation key.

PASSES



If for any reason students must leave class, ask the teacher in charge to sign the page in their daily agenda/assignment book reserved for hall passes, or utilize the specific classroom pass. The agenda or specific classroom pass is to be carried with students and returned to the teacher. No one may leave the room without a pass written in their agenda or utilizing the specific classroom pass.

Passes are required during class time in order to go to the library, another teacher's classroom, or the office. Students must fill them out in their agenda, or utilize the specific classroom pass and take it with them.

PETS

If you wish to bring a pet to school, arrangements must be made with the classroom teacher **in advance**. Adults must accompany and remain with any pets brought to school. The pet is to be under adult control at all times.

PHONE CALLS / MESSAGES



Messages will be taken for students and given to them at **3:10 p.m.** each day. Students will only be called out of class in the case of an emergency. Use of office and classroom phones by students is subject to the approval of school personnel. School personnel will monitor phone calls. If students remain with teachers after school, they may use the phone in the classroom to contact their parents/guardians.

Please make and review arrangements for after-school activities with your child prior to the beginning of the school day. Office personnel **attempt** to deliver all telephone messages to students and teachers. Please assist us in keeping phone calls to a minimum by discussing plans with your child before they leave for school. Teachers can be contacted during the day by telephone or via email. If you need to get a message to your child, please be sure to call the office by **3:00 p.m.** so they can receive the message.

MIDDLE SCHOOL PERSONAL COMMUNICATION DEVICES (Cell phones, other two way communication devices, etc.) GUIDELINES Reference Policy 5136

- Students may use PCDs
 - Before and after school
 - During class for instructional purposes with teacher permission and in the classroom only
- Personal communication devices are only to be used in the classroom per teacher's directive. The use of personal communication devices for non-academic use in the classroom is prohibited--this includes accessing social media platforms such as, but not limited to, Snapchat, Facebook, and Instagram.
- Otherwise PCDs must be stored in the student's locker. Smart watches can be worn but not used for communication.

Consequences

1. Warning--Personal Communication Device to Office--Pick up at end of the day--Restorative Intervention by teacher and contact home.
2. Personal Communication Device to Office--Pick up at end of day--Restorative Chat with Principal/Behavior Coach and contact home.
3. Personal Communication Device to Office--Parent picks up at end of day 1--Restorative Plan
4. Personal Communication Device to Office--No PCD at School for a time period
5. Personal Communication Device to Office--No PCD at school permanently

PERSONAL PROPERTY AT SCHOOL

Coats, book bags, band instruments, and other articles of value should be labeled. Please do not bring cash to school, other than for school approved fundraisers. If you lose something, check first with your teachers. Then check in the office lost and found. Claim lost items promptly.



SOMERSET SCHOOLS ALL-SCHOOL HANDBOOK 2024-2025



Together we **engage**, **educate**, and **empower** all learners; bridging their passions to pathways to create successful futures and positively contribute to our local and global communities.

BACKPACKS/PURSES

Backpacks should be used for transporting materials to and from school.

- HS--Students may leave their backpacks/purses in their lockers during the school day or choose to keep their backpacks with them throughout the school day. Backpacks/purses are subject to search per our search and seizure protocols.
- MS--Students should leave their backpacks/purses in their lockers during the school day, and only take the materials they need for class. Backpacks/purses are subject to search per our search and seizure protocols.
- ES--Elementary students will empty their backpacks and leave them in their cubby area during the school day.

BULLYING

The Somerset School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is deliberate or intentional behavior using words, or action, intending to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involve an imbalance of power. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior).
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
- Psychological (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).
- Cyberbullying (e.g. sending insulting messages or pictures by mobile phone or using the internet).

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

A student who is either a victim of the bullying, is aware of the bullying, or any other concerned individual is encouraged to report the conduct to a teacher, counselor, school administrator or any other staff member. Reports of bullying may be made verbally or in writing and may be made confidentially. All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517.01 Bullying for more detailed information.

BUS TRANSPORTATION

As per board policy, transportation to and from school is a service provided by the school district, and as such is a privilege. The following procedures apply to all students, both public and private, who ride a school bus.

These have been developed with the primary concern of safety for all individuals in mind. All school administrative staff and bus transportation staff shall be fair and consistent in the administration of these procedures.

All students participating in an event must travel to and from the event in a vehicle supervised by their coach, advisor, or designated chaperone; "to and from" being defined as from the Somerset School Campus to the host site and back. The only other exception will be if arrangements have been made prior to the event between the parent/ or guardian and the coach, advisor, or chaperone, and approved by the building principal. The permission will be granted with the understanding that the student will be traveling with the parent/guardian, not relatives or friends. Non-compliance will result in disciplinary action.

The school is not responsible for transportation from the home to the school or back from the school to the home. After an event the students will be returned to the school building from which the student must secure his/her own transportation home.

CARE OF THE BUILDING

Everyone should take pride in our school building and school grounds and do everything that can be done to keep them clean and attractive. Instead of walking by, please pick up paper and rubbish when you see it.

CHANGES IN ADDRESS, PHONE NUMBERS, OR EMERGENCY CONTACTS

Correct information for contacting families is vital. **If, during the year, you have a change in address, please contact the school immediately. All families will be required to provide proof of residency in their new residence, even if you are currently living within the Somerset School District boundaries.** If you need to change your phone number, emergency contact, email, etc., please log in to your Infinite Campus Parent Portal and make those changes.

CHARACTER EDUCATION

The School District of Somerset believes in supporting the social-emotional health of our students. In order to foster this development, character education will be taught at each of the schools using age-appropriate materials and activities.

CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the education process and are subject to disciplinary action by the teacher and/or the administration.

DRESS AND GROOMING

Students are expected to be dressed in an appropriate manner while in school or at any school-sponsored event. Headgear (hats, caps, bandanas, hoods, etc.), jackets, and items that cover the face or ears are outdoor wear. All will be left in the student's locker/backpack during the school day and not worn in school, except on specially designated days, or for religious observance (ES/MS only). Face coverings may be worn to control communicable diseases.

Students will not be permitted to wear dress that causes a distraction or is unsafe; clothing or jewelry that refers to drugs, sex, violence, death, alcohol, tobacco products, obscenity, racism (i.e. the Confederate flag), gangs, or slogans that are suggestive of any of the above; clothing that may cause a disruption to the wearer or viewer. Very short skirts or shorts are not appropriate school attire. Undershirts, cutoff shirts, muscle shirts, etc; all underwear items (including bras and boxers) must be completely covered. Shoes or sandals must be worn at all times. Unless specifically approved, bedroom slippers are not appropriate school attire. In addition, students are not allowed to wear or carry items such as flags and blankets with them during the school day. Students wearing clothing judged to be inappropriate will be asked to change and parents will be notified.

EMERGENCY MANAGEMENT

All Somerset School District staff and students will be trained in ALICE procedures. Building specific drills will be done periodically as well as ongoing discussions regarding school safety.

EMERGENCY SCHOOL CLOSINGS

In the event of school closing or delay of start, information will be shared by phone/email/text messages by the contact information listed in Infinite Campus. Additionally, local news/radio stations will be contacted as close to 6:00 a.m. as possible. Parents should be alert to the forecast of bad weather conditions and tune in to local radio/television stations to receive information on school closings/delays. In the event of an emergency closing during the day, the same messaging will be used and media will be contacted. The information will also be posted on the district website.

In the event of a severe snow season with a larger than expected number of inclement weather days, families will need to be prepared for students to complete learning from home.

FIELD TRIPS

Periodic field trips are taken during the school year to enhance the knowledge and understanding of students. Attempts will be made to limit the cost of these trips. No student will be denied the opportunity to participate due to inability to pay. A parent/guardian permission slip must be signed and returned to the supervising teacher prior to each trip departure. All students are expected to depart from and return to the school campus with their group.

Parents/guardians wishing to transport their child home from the event must request written permission in advance. All buses and school vehicles are to be cleaned out by the group using them when the trip is complete.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 2340 Field and Other District Sponsored Trips for more detailed information.

FIRE ALARMS

An Emergency Procedure Plan has been established by the Somerset School District for fire safety procedures. We are required by law to hold regular fire drills to safely evacuate the buildings, weather permitting.

Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school report the individual to the police and the result, depending on the age of the child, may be a fine, a jail sentence, or both.

FOOD AND BEVERAGE

Food or drink may be consumed in the multipurpose room/commons during lunch and before and after school. There shall be no food or drink in the classrooms or the gym areas except in special circumstances as approved by school staff. Students with food or drink at other times or areas will have the items confiscated.

INSURANCE

The school district does not insure students with primary coverage for health and/or accidents, nor do we insure their personal property.

LEAVING THE BUILDING/CAMPUS

The district has a "closed campus". This means that unless a student has an approved pass from the office, he/she cannot leave the building/campus during school hours or at lunchtime.

LIBRARY/MEDIA CENTER

The library is to be used for study, reading, research, and class projects. Books and periodicals may be checked out for a two-week period, while reference materials may be checked out overnight.

If a student loses library materials he/she will be assessed the replacement cost of the material. If a student has paid for lost materials and the materials are returned, the price of the item will be refunded.

Students are expected to return or renew materials by the due date. Library privileges may be lost due to inappropriate use of the library or library materials.

LIBRARY MATERIALS OPT-OUT

Reading is a fundamental skill for success in school and in life. To create a lifelong love of reading and learning, the Somerset School District provides three library media centers for all students. Parents and Guardians can see what resources are available at their child's library media center through our [digital catalog system](#). In addition, at the beginning of each school year, the district will publish, on the district website, a list of library books that were added to each library the previous school year.

The District's policy is to allow any student to check out any book that they would like from the school library. However, the District recognizes and respects a Parent or Guardian's right to participate in the education of their child. In light of this, the District offers the opportunity for Parents or Guardians to review or restrict the materials that their child may checkout of a library media center. Parents or Guardians who want to restrict their child's checkout privileges may complete the [Library Materials Opt Out Form](#). The children of any Parents or Guardians who do not submit this Form will continue to have full access to all library materials.

The Library Materials Opt Out Form is completely optional, and offers Parents or Guardians the ability to prescreen and approve all materials that their child wants to check out of the library before the child is allowed to do so. If a parent completes the Library Materials Opt Out Form, the District will notify the parent of the specific library material(s) their child has requested to check out of the library. Before their child may check the material out of the library, the Parent or Guardian will need to give their permission. The District encourages Parents and Guardians to talk to their child's teacher, the school principal or the library media specialist before restricting their child from checking out library materials. The District further encourages Parents or Guardians to talk to their children often about what materials they may want to check out from the library should the Parent or Guardian choose to restrict their child from checking out library materials without permission.

A Parent or Guardian's completion of the Library Materials Opt Out Form may take up to 7 business days to process. Once processed, parents will receive a message in their Infinite Campus Inbox and will remain in place for the entire school year.

LOCKERS (HS and MS)

All students will be assigned a locker. It is each student's responsibility to keep the locker orderly and clean.

Students are advised not to keep money or valuables in their lockers. The district will not be liable for any losses incurred.

Hall and physical education lockers are the property of the school and may be searched by school officials if there is a reasonable suspicion to believe the contents may threaten the safety, health or welfare of the students, or include stolen property.

LOST AND FOUND

Lost and found items are located in the front lobby (HS), commons (ES/MS). Please check immediately if you have lost an item. Unclaimed items will be donated several times per year.

LUNCH/LUNCHROOM

A school hot lunch program is provided for students and staff. This is a prepay program. Individuals must pay in advance for their lunches. Payment should be made to the District Office, school offices, or online. Please contact the District Office at 247-3313 for complete details. While in the lunchroom area students will be expected to conduct themselves in a respectful and responsible manner. This includes waiting patiently in line and returning trays and trash to the proper place. All lunches are to be eaten in the lunchroom area (HS students may be allowed to eat in the front lobby at the designated tables or the designated area in the back front of the HS building).

At the start of the school year, free/reduced lunch application forms will be made available to all families. If you require one later in the year, please contact the District Office or each building's website.

MEDIA OPT-OUT

If you do not want your child(ren)'s image used by the media (television, newspaper, web, school publications and/or displays), please print and complete the media opt-out form located on the school district website under Families/Information/Opt Out Forms and turn in the completed form to your child(ren)'s teacher.

MEDICATION POLICY

All students needing prescription medication during school hours are required to have a completed, signed, Medication Administration Permission Slip on file in the health office. Medication is to be in a properly labeled container and kept in the health office. Pupils requiring medication at school shall be identified by parents to the health office. The health office in turn shall assume authority for involving designated school personnel in the administration of the medication. Students are to come to the health office at the scheduled time for medication to be administered. No student may carry or self-administer medication unless a signed consent form is obtained from his/her doctor.

Over-the-counter (OTC) medications will be administered with parent permission. Before OTC medications may be administered to students, parents/guardians must complete and update their student(s) online registration through Infinite Campus. The recommended dosage will be given, unless written orders by the doctor indicate otherwise.

Forms with complete information are available from the health office or by accessing the Somerset School District website. If you have any questions, call one of the school health-care providers at 247-3311 (elementary school), 247-4400 (middle school), or 247-3355 (high school) Monday through Friday. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of the school and will not be practiced by school personnel. Please see Board Policy 5330 [Administration of Medication and Emergency Care](#) for more detailed information.

PROPER LANGUAGE/RESPECT FOR ALL

Everyone deserves to be treated respectfully while in school. Students and staff are expected to use respectful language and behaviors while in school.

We expect every staff member to be treated with respect and dignity, just as students should receive respect from the staff. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

RESTORATIVE PRACTICES

The School District of Somerset utilizes Restorative Practices. Restorative chats, circles, and conferences may be used to build and maintain relationships when things go wrong to repair harm.

SEARCH AND SEIZURE

Per federal law, school officials may search students and their belongings with reasonable suspicion of them possessing contraband. Students will be required to surrender their cell phone during the search. Items that may be searched include, but are not limited to, backpacks, jackets, lockers, pockets, purses or other bags, as well as any vehicle that is owned or operated by a student and parked on school grounds.

STUDENT USE OF CELL PHONES, OTHER TWO-WAY COMMUNICATION DEVICES AND LASER POINTERS (Board Policy) AND PERSONAL MUSIC DEVICES

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use (make phone calls/access websites otherwise blocked by the district) or possess any electronic equipment on school property without the permission of the classroom teacher or principal.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose with the teacher's permission and supervision: cameras, laptops, personal digital assistants, or portable MP3 players with headphones. Students using devices at school-sponsored events must follow activity/building expectations such as but not limited to locker rooms, bathrooms, and concert etiquette.

Laser pointers or look-alikes are not permitted on school premises or at school-sponsored activities. Students violating this policy will be disciplined according to established building procedures.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5136 Personal Communication Devices and 5136.01 Electronic Equipment for more detailed information.

TEXTBOOKS

All textbooks and supplementary books are furnished by the school and are the property of the school district. Students are responsible for taking care of school materials that are issued to them. Restitution will be required for any lost or damaged materials.

TORNADO DRILLS

Staff Emergency Procedures have been established in the Somerset School District for the purpose of protecting the health and safety of every pupil as well as the school staff. In the event of a tornado warning, all students and staff will move to the shelter areas in the school. Practice drills are held in preparation for such an event.

VISITORS

Visits by parents are welcome and encouraged at Somerset Schools. All visitors must present a government issued photo ID and check-in at the office first, and get a visitor's badge. Visitors must return to the office and sign out at departure time. Somerset students must check in and out at each office when visiting or working in other school buildings. Student visitors are not allowed in any of our buildings. Students who do not attend Somerset are not permitted to stay during the day, at the building, on school grounds, or to go on field trips.

VOLUNTEERS

The Somerset School District appreciates the strong support and assistance provided by volunteers. The Board of Education supports community involvement as an integral part of the educational goals of the school district. For the safety of everyone, the district shall conduct criminal background checks on all volunteers. Background checks shall be conducted prior to the first time the individual volunteers for the district. School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when volunteering. Please contact a teacher or school principal to begin the application process. You can access the volunteer handbook on the Somerset School District website under "Families/Getting Involved." All volunteers are role models for students. Their dress should reflect this and follow the same dress code guidelines required of staff members.

WITHDRAWAL FROM SCHOOL

Students who are moving out of the Somerset School District and plan to attend another school should notify the school as soon as possible of the final day for the student's attendance. All school books and materials need to be returned to the school and any fines paid. No transfer of grades will be made unless all fines are paid and all text and library materials returned.

STUDENT ATTENDANCE

Regular attendance is an important factor contributing to school success. School attendance is necessary in order that students may fulfill the assigned requirements as scheduled.

The School District of Somerset will comply with state laws related to compulsory school attendance and truancy. All students in the district who are between the ages of 6 and 18 shall attend school regularly.

STUDENT ABSENCES AND EXCUSES

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian. Parent(s)/Guardian(s) are requested to call the school whenever their child is going to be absent. If a parent or guardian has not contacted the school, the school will call to verify the reason for the absence.

Personal contact, telephone call, handwritten, or e-mail messages are acceptable; text messages will not be accepted to excuse absences. If verbal or written verification is not received within two days, the student's absence will be unexcused.

The district administrator/attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Bona fide religious holiday.
2. Personal Illness - A showing that the student is not in the proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian of the student, after three consecutive or ten total days of absences, to obtain a written statement from a physician, licensed psychologist, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the student. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.
3. Non-emergency medical appointments.
4. A death in the immediate family.
5. An accident, illness, or other emergency in the immediate family that requires the attendance of the student.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by the public health officer.
8. School busing delay beyond the control of the student.
9. A family trip that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record, overall performance record and to provide make-up work.
10. Approved school activities during class time and/or special events of educational value.
11. A bona fide suspension/expulsion pursuant to section 120.13. Wisconsin Statutes.
12. Other times, where in the judgment of the building principal, it is in the best interest of the student to be absent from school. Such absences shall be judged on the merits of each individual case.

ATTENDANCE AT SCHOOL EVENTS-ABSENCE

Students who participate in athletics and activities are required to be in school no later than 10:00 am in order to participate in practice or competition that day. The only exception to this is if the student provides a signed and dated professional's note excusing the student late to school, or has the permission from the school administration to be late to school beyond 10:00 am. This means that students absent due to illness the morning of an event must report to school before the aforementioned times to be eligible to participate in an event that evening. Any student absent due to truancy any period of the day will not be allowed to participate in an event after school that day.

MAKE-UP WORK

If work is incomplete due to an excused absence, a student will normally have two days for each day absent in which to make up the work missed during the absence. Work missed in an activity class such as choir or physical education may be impossible to make up. If extenuating circumstances exist, the teacher may extend the time allowed to complete the work. For HS and MS students, Incompletes must be made up within two weeks of the end of the previous grading period or students will be graded on work previously completed. If you wish to pick up daily make-up work for your child, please notify the school in the morning that work will be picked up that afternoon. Teachers need time to get books and/or assignments together.

TARDINESS TO CLASS

Students need to be in school in order for maximum learning to take place. Students should be present and on time for all school classes and activities. A student is considered tardy to school if he/she arrives after the first bell and before 8:15 am. A tardy is excused if it is for one of the reasons outlined as an excused absence. Habitual tardiness may result in the creation of an attendance plan to address the late arrivals.

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian. Habitual tardiness will be handled in the same procedure as habitual truancy. The definition of State Statute 118.16 will be interpreted to apply to tardiness as well as truancy.

UNEXCUSED ABSENCES-TRUANCY

Under state statutes 118.16, an unexcused absence for part or all of a school day is considered truancy. Notification of the truancy is mailed to the student's parent or guardian. Truant students may be referred to law enforcement officials. Students who are absent from school without a professional note excusing part or all of five or more days during a school semester are defined as habitual truants. Habitual truants have five days to meet with their parents and the building principal to resolve the truancy issue. If truancy continues to be an issue, the habitual truant will be referred to the appropriate authorities.

Students who are truant will be given the opportunity to make up class work missed during their truancy. The amount of credit given for work will be determined by the teacher.

DUE PROCESS

The handling of discipline cases at Somerset School District is directed toward the end of developing the best possible solution for the individual pupil, while at the same time protecting the rights of the total student group in a particular class. Students' behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body.

Students will be assured due process according to the following procedures:

1. Notice. The principal, his/her designee, or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. Such notice shall be given in person or by phone call. If written, delivery may be by United States mail or by personal delivery. If written, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of charges.
 - b. A statement of the basis of the allegation.Note: specific names may be withheld if necessary to shield witness.
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may further allow the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.

Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

ALCOHOL AND DRUGS

The Somerset School Board prohibits students from possessing, using, selling, distributing or being under the influence of alcoholic beverages or controlled substances (drugs) as defined by state law (other than a drug legally

prescribed to the specific student) while:

1. on school grounds before, during or after school.
2. off school grounds at school activities or functions.
3. in a school-owned vehicle, school-rented vehicle, or in a private vehicle the use for which was arranged by the school.

Consequences for possession, use, or being under the influence of alcoholic beverages or controlled substances as described in 1, 2, or 3 above:

- First Violation:* The student will be suspended (in or out of school) for one day and will be referred to the District AODA Coordinator. Law enforcement may be contacted as well. Per policy 5610.03, a pre-expulsion conference may occur.
- Second Violation:* The student will be suspended (in or out of school) for three days, be referred for formal assessment, and must follow the recommendations resulting from that assessment. Law enforcement will be contacted as well. The student may be recommended for expulsion.
- Third Violation:* The student will be referred to the School Board for expulsion. Law enforcement will be contacted as well.

Any student guilty of selling or distribution or assisting in selling or distributing alcoholic beverages or controlled substances as described in 1, 2, or 3 above shall be recommended to the Board of Education for expulsion and will be reported to law enforcement agencies in accordance with state law.

DAMAGING SCHOOL PROPERTY

Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of the damage and will be subject to other disciplinary action such as assignment to custodial duty in the school in order to repair the harm and/or suspension from school. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal behavior will be referred to law enforcement authorities.

EXPULSION FROM SCHOOL

The Board may expel a student from school for the following types of conduct if it is determined that the student is guilty of the conduct charged, and that the interest of the school demands the student's expulsion:

1. Repeated refusal or neglect to obey school rules or regulations;
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
4. Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or Board member of the district. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property; or
5. Repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under (1) through (4) above. (This reason for expulsion only applies to students 16 years of age or older.)

The Board shall expel a student for engaging in conduct outlined in state law which requires the student's expulsion (e.g., possession of a firearm).

Student expulsion proceedings shall be conducted in accordance with state law and established district procedures. Any consideration of expulsion for an exceptional educational need student will conform to legal requirements. Legal Ref: Sections 118.16(4) & 120.13(1) Wisconsin Statutes

EXCLUSION FROM SCHOOL EVENTS

Students who are under suspension by administrative action are not permitted to participate in or attend any school-sponsored activities during the period of suspension.

FIGHTING-BATTERY

Fighting is defined as mutual, aggressive, hostile actions in which both parties have contributed to the situation by verbal and/or physical action. If the action is decidedly one-sided, where only one individual is responsible for the physical action, only that individual will be held responsible. Battery is more severe and is defined as causing bodily harm to another by an act done with intent to cause bodily harm without the consent of the person harmed. Students involved in conduct of this nature before, after, or during the school day in the school building, on school property, or at a school sponsored activity will be suspended from school or school activities, and a parent conference will be held. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal assaults and felonies will be referred to law enforcement authorities.

HARASSMENT

Harassment is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment or interferes with the individual's work or learning performance. It may consist of a single act or a course of conduct. Harassment may include, but is not limited to, conduct relating to an individual's membership in a protected class, including but not limited to, an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, etc. and may include sexual harassment.

Examples of conduct and behavior prohibited under this policy include, but are not limited to the following:

- Verbal comments or other expressions that insult, degrade, or stereotype any person or group because of that person's membership in a protected class, including but not limited to an individual's sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.
- Discriminatory remarks or symbols (*on clothing, vehicles on District property, etc.*) which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance.

Sexual harassment may include, but is not limited to, the following:

- Unsolicited verbal sexual comments and harassment.
- Subtle pressure for sexual activity.
- Sexist remarks spoken or written about a person's body or sexual activities.
- Patting, pinching or unnecessary touching.
- Sexually oriented jokes, stories and materials (e.g., calendars, posters, magazines).
- Demanding sexual favors accompanied by implied or overt threats concerning one's employment or academic status.
- Attempted or actual physical assault.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517 Student Anti-Harassment for more detailed information on harassment reporting procedures.

FORMAL HARASSMENT COMPLAINT PROCEDURES

Sexual Harassment Complaints

The formal complaint process shall be as follows:

Step 1: The person who has experienced or observed sexual harassment must file a written or oral complaint with his/her teacher, supervisor, the building principal, the District Administrator, the Board President or their designee. All oral complaints shall be reduced to writing. The written or oral complaint should contain as much specific factual information as the individual can provide. The complainant will also be given the opportunity to provide suggestions as to what he/she would like to see done to resolve the problem. The recipient of the written or oral complaint shall refer the matter to the building principal or, if the principal is the source of the complaint, to the District Administrator, or if the District Administrator is the source of the complaint, the Board President or designee and that recipient must report such information to the Compliance Officer (CO) within 2 business days.

Step 2: The complaint shall be thoroughly and promptly investigated by the CO. At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and state and federal law as to whether the complainant has been subject to harassment. At the conclusion of the investigation, the District Administrator must issue a final written decision. In all cases, the complainant shall be advised

as to the results of the district's investigation and the remedial action the district intends to take, if any.

- Step 3: If the complainant is not satisfied with the District Administrator's or Board President's or designee's decision, he/she may appeal the decision to the State Superintendent of Public Instruction, within a reasonable period of time after receipt of the response in Step 2. In all cases, the complainant shall be advised as to the results of the district's investigation and the remedial action the district intends to take, if any.

Other Harassment Complaints

A person who has experienced harassment other than sexual harassment may file a complaint as follows:

- Step 1: A person who believes he/she has been subjected to harassment is encouraged to advise the person who engaged in such conduct of his/her objection to the physical or verbal acts of harassment. Failure to do so does not prevent the individual from moving to Step 2 of this procedure
- Step 2: If the complaint cannot be resolved informally or if the person is unable to approach the offending person, the complaint should be presented to the building principal or designee either in writing or orally to be put into writing. The complainant should include the specific nature of the offensive behavior, date(s) of occurrence, name of the alleged perpetrator, names of witnesses and any informal strategies the complainant has used to try to stop the behavior. All complaints must be signed by the complainant. Complaints shall be handled confidentially to the maximum extent possible.
If the parent/guardian of any student involved in the incident has not been informed before this point, he/she shall be notified of the complaint.
- Step 3: The building principal or designee shall thoroughly investigate the complaint and notify the person who has been accused of harassment of the complaint, give him/her a copy of the complaint and permit him/her to respond to the allegation. The building principal or designee may arrange a private meeting to discuss the complaint with all concerned parties within 10 school/business days after receipt of the complaint.
- Step 4: If either party is not satisfied with the resolution of the building principal or designee, or the person alleged to have engaged in such conduct is the building principal, a written appeal may be submitted to the District Administrator indicating with particularity the nature of disagreement with the resolution and reason underlying such disagreement. Such appeal must be filed within 15 school/working days after receipt of the building principal or designee's answer. The District Administrator shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The District Administrator shall give a written answer to the appeal within 10 school/business days.
- Step 5: If either party is not satisfied with the answer or the person alleged to have engaged in such conduct is the District Administrator, a complaint may be filed with the Board of Education within 10 school/business days after receipt of the Step 4 answer. The Board of Education shall, within 20 school/business days, conduct a hearing for the purpose of providing the complainant with an opportunity to present the complaint. The hearing shall be held in executive session if permitted under state law. The Board shall give a written answer to the complaint within 10 school/business days following completion of the hearing.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517 Student Anti-Harassment for more detailed information on harassment reporting procedures.

POSSESSION OR USE OF WEAPONS ON SCHOOL PREMISES

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

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

The District Administrator will refer any student who violates this policy to the student's parents or guardians

and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved); and
- C. theatrical props used in appropriate settings.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5772 Weapons for more detailed information.

SUSPENSION

A student may be suspended from school for:

1. Non-compliance with school or Board of Education rules;
2. Conduct which endangers the health, safety or property of others at school or under the supervision of a school authority;
3. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or
4. Conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or any employee or Board member of the district. This includes making a threat to the health or safety of a person or making a threat to damage property. In addition, a student shall be suspended from school when required by law.

The district administrator, building principals or designee shall be authorized to suspend a student for a period not to exceed five school days. Except as otherwise specifically provided by law, a student may be suspended for up to fifteen school days when notice of an expulsion hearing has been sent. A student will only be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged, and that his/her suspension is reasonably justified.

Suspended students shall be allowed to make up any examinations or class work missed during the suspension period, in accordance with the district's student attendance procedures.

All student suspensions shall be administered in accordance with state law requirements. Students who are under suspension by administrative action are not permitted to participate in or attend any school-sponsored activities during the period of suspension. A re-entry circle may be used with students upon return to school from a suspension.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5610 Suspension and Expulsion for more detailed information.

THEFT, VANDALISM, AND ASSAULT/BATTERY

The acts of theft, damage to property, assault, and menacing are violations of the law. Such behavior is cause for suspension and/or other disciplinary action such as restitution. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal assaults and felonies will be referred to law enforcement authorities.

TOBACCO PRODUCTS AND POSSESSION BY MINORS OF TOBACCO/NICOTINE PRODUCTS

State law prohibits possession of tobacco/nicotine products by a minor. State law also prohibits the use of tobacco/nicotine products on school grounds by anyone at any time. Students found in possession of tobacco/nicotine products on school grounds (including smokeless tobacco, e-cigarettes, vaping devices/paraphernalia, and look-alikes) or at school-sponsored events:

First Offense: The student will be suspended (in or out of school) for one day and referred to the district AODA Coordinator, with possible referral to law enforcement authorities.

Second Offense: The student will be suspended (in or out of school) for three days, referred to the district AODA Coordinator who may collaborate with outside agencies for further assessment, and referred to law enforcement authorities.

Third Offense: The student will be suspended (in or out of school) for 5 days, referred to law enforcement authorities, and the student will be referred to the School Board for possible expulsion.

PUPIL NON-DISCRIMINATION POLICY

The Somerset School district does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Somerset School District or any part of the school organization has failed to follow the law and rules of statute 118.13, Wis. Statutes, and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, P.O. Box 100, Somerset, WI 54025

Formal Discrimination Complaint Procedure

- Step 1: Any complaint regarding the interpretation or application of the district's general nondiscrimination policy or equal opportunity employment policy shall be reported in writing to the District Administrator. See ACA, Harassment, for a copy of the Reporting form. If the complaint is about the District Administrator's interpretation or application of these policies, the complaint shall be reported in writing to the Board President or designee.
- Step 2: The District Administrator, Board President, or their designee, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the District Administrator, Board President or their designee shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant.
- Step 3: If the complainant is dissatisfied with the decision of the District Administrator, Board President or their designee, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make a decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.
- Step 4: If the complaint is still not successfully resolved to the satisfaction of the complainant or in lieu of utilizing these procedures, the complainant may appeal or refer the complaint to appropriate agencies (e.g., State Superintendent of Public Instruction, Office of Civil Rights, Equal Employment Opportunities Commission) and/or courts having proper jurisdiction.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 2260 [Nondiscrimination and Access to Equal Educational Opportunities](#) for more detailed information.

SCHOOL DISTRICT OF SOMERSET 1:1 / TECHNOLOGY PROGRAM ACCEPTABLE USE AGREEMENT

A. Introduction

Chromebooks that are used by or are issued to students are the property of the School District of Somerset. The Chromebook is on loan to the student and must be used in accordance with all district policies and procedures. These Chromebooks are provided for educational purposes and are intended to support the learning objectives of the School District of Somerset. Chromebooks are to be used only in the classroom, designated areas, and/or at home for classwork.

B. Management, Administration, Monitoring and Privacy

The School District of Somerset has software and systems in place that monitor and filter all Internet usage to ensure the systems are being used for educational purposes, consistent with the District's goals. No School District of Somerset (SDS) user should have any expectation of privacy as to his or her Internet usage or to the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through a SDS computing facility.

SDS, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time, for any purpose.

SDS uses a filtering system to block sites deemed unnecessary and/or inappropriate. Offensive, disruptive, or harmful data include, but are not limited to, any messages, files, or data which contain the following:

- Pornographic or erotic images
- Sexual implications
- Racial slurs
- Derogatory gender-specific comments
- Data or activities which invade the privacy of another person
- Any comment which in any way defames, slanders, or libels another person
- Information or instructions designed to cause physical harm to another person
- Comments that offensively address a person's age, sexual orientation, religious or political belief, national origin, or disability
- Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person

If a user finds that he/she is connected to a site that contains any of the above material, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or library media specialist of the incident.

SDS will fully cooperate with requests from law enforcement and regulatory agencies for logs, data and archives on individuals' computing activities.

C. Systems Management, Data Integrity and Security

The District's computing facilities may not be used to download or distribute software or data that is pirated or that is in any manner inconsistent with its license agreement or applicable copyright law or District copyright policy. Any software or files transferred in any manner into or via the District's computing facilities become the property of the District, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with the licenses or copyrights, applicable District policy, or other controlling authority.

Students must be mindful of the software/program/or extension they install on the Chromebook.

No one may use the District's computing facilities to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer system instruction. Further, users may not propagate any virus "warnings" via electronic mail except to alert appropriate District Technology Department personnel.

SDS computing facilities may not be used to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user or the user's data.

All data that is transferred into the District's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated.

D. User IDs and Passwords

Every user will be assigned a user ID and password that functions as the user's method of access to the SDS computing facilities.

Users should guard this information just as they would guard any other identifying material like a bank account number. Therefore, great care should be taken not to share or otherwise disclose this information to another person.

User IDs and passwords should never be written in a noticeable place, written down, or shared with any third party. If a password or user ID is compromised, the network administrator must be informed immediately so the user's account can be temporarily deactivated and a new password assigned.

Passwords should always be kept confidential. Students may never share their password with another student.

E. General Information about Chromebooks

Students are to treat their Chromebooks with care and respect. Chromebooks may be checked randomly to determine if each student has the appropriate Chromebook and to assess the condition of the Chromebook.

Students are required to back up data (locally stored) and other important files regularly to an appropriate storage space (i.e. Google Drive). The SDS Tech Department may, at times, collect Chromebooks for maintenance. All files not backed up may be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

If the Chromebook is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Somerset administration.

If the Chromebook is damaged or not working properly, it MUST be turned in to the Library Media Specialist for repair or replacement immediately. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

F. General Use and Care of Device:

- Students should operate only the Chromebook assigned to them. Students should never “swap” or “share” their Chromebook or charger/cords with another student or any individual. Chromebooks are assigned and each student’s individual activity is monitored and recorded.
- Leave all identification tags attached that label the Chromebook for inventory control and as the property of SDS.
- Keep the Chromebook secure and damage-free. The Chromebook should be kept clean and free of marks, stickers, writing or drawing, engraving. Defacing the Chromebook and case is not allowed.
- Do not eat or drink while using the Chromebook or have food or drinks in close proximity.
- Do not leave the Chromebook in a vehicle, or use it near water such as a pool, or leave it outside.
- Do not place the Chromebook on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat.
- Do not stack objects on top of the Chromebook. Heavy objects should never be placed or stacked on top of the Chromebook, this includes books, musical instruments, sports equipment, etc.
- Students will keep the Chromebook in their possession-
- Students will bring the Chromebook, fully charged, to school each day (5th-12th Grade)
- Connection of personal devices such as iPods, smart phones, and printers is permitted but not supported by technical staff. Home internet use and cost is the responsibility of the student both in cost and configuration.

G. Enforcement and Consequences for Inappropriate Use

Students are expected to use their Chromebooks in accordance with these policies and procedures and in accordance with District Acceptable Use Policy (7540) and any applicable laws. Violations of this policy will be investigated by appropriate personnel. Failure to use the Chromebook in an appropriate manner will result in, but will not be limited to, the following consequences, as determined by the staff and administration of the SDS:

- Limitation of student use or access privileges, including the privilege of taking the Chromebook home
- Suspension or expulsion from school
- Civil or criminal liability under applicable laws
- Restitution of damages

The district will report any violations or suspected violations of district, local, state, or federal laws and policies to the appropriate administrator, agency, or law enforcement authority and will cooperate fully in the investigation of any activity which may violate established law.



School District of Somerset

District 1:1 Device Protection Plan Students in Grades 5-12 Virtual Program Students

The School District of Somerset offers an optional Device Protection Plan that covers the cost of repairing Chromebooks that are accidentally damaged.

Cost of Device Protection Plan for one school year: **\$20 per device/student**

The fee may be paid through the Infinite Campus Parent Portal or your student's school office.

Without the device protection plan, the fee schedule for repairs or replacement of damaged equipment is as follows:

Repair & replacement costs without Device Protection Plan:

Chromebook - **\$287**

Power Cord/Charger - **\$20**

Screen - **\$25**

Keyboard - **\$25**

Case - **\$20**

How does the Device Protection Plan work?

1. If damage occurs to the Chromebook, the student and/or parent/guardian must report the incident to the Library Media Specialist and must document the nature of the incident that resulted in damage to the Chromebook.
2. If it is determined to have been an accident that caused the damage:
 - a. A temporary replacement will be issued to the student until repairs are complete
 - b. A replacement will be issued if the Chromebook is damaged beyond repair
3. If the damage is a result of abuse/neglect, the student or parent/guardian will be charged repair or replacement cost of the item.

Repeated damage to the Chromebook may be deemed negligent and not accidental.

The Device Protection Plan will only cover the replacement cost of one damaged power cord/charger. Lost power cord/charger or additional replacements will be at the expense of the student or parent/guardian.

The Device Protection Plan covers the Chromebook for the 2024-2025 school year only.

The plan goes into effect immediately after the \$20 fee is received. In order to purchase, the fee must be paid within 2 weeks of the student receiving their Chromebook. No late submissions will be accepted.

Educational Software, Online tools and Resources

Recognizing that technology has an important role in education, business, and the global economy, the School District of Somerset incorporates a wide variety of technology resources as part of its educational programs. Students use technology to complete assignments, communicate with teachers, and learn digital citizenship skills.

At the School District of Somerset, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At the

School District of Somerset, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

Parental consent will be gathered during student registration and/or during annual data update within the district's student information system. Please visit [Parental Consent for Google and Third Party Apps](#) for more information.