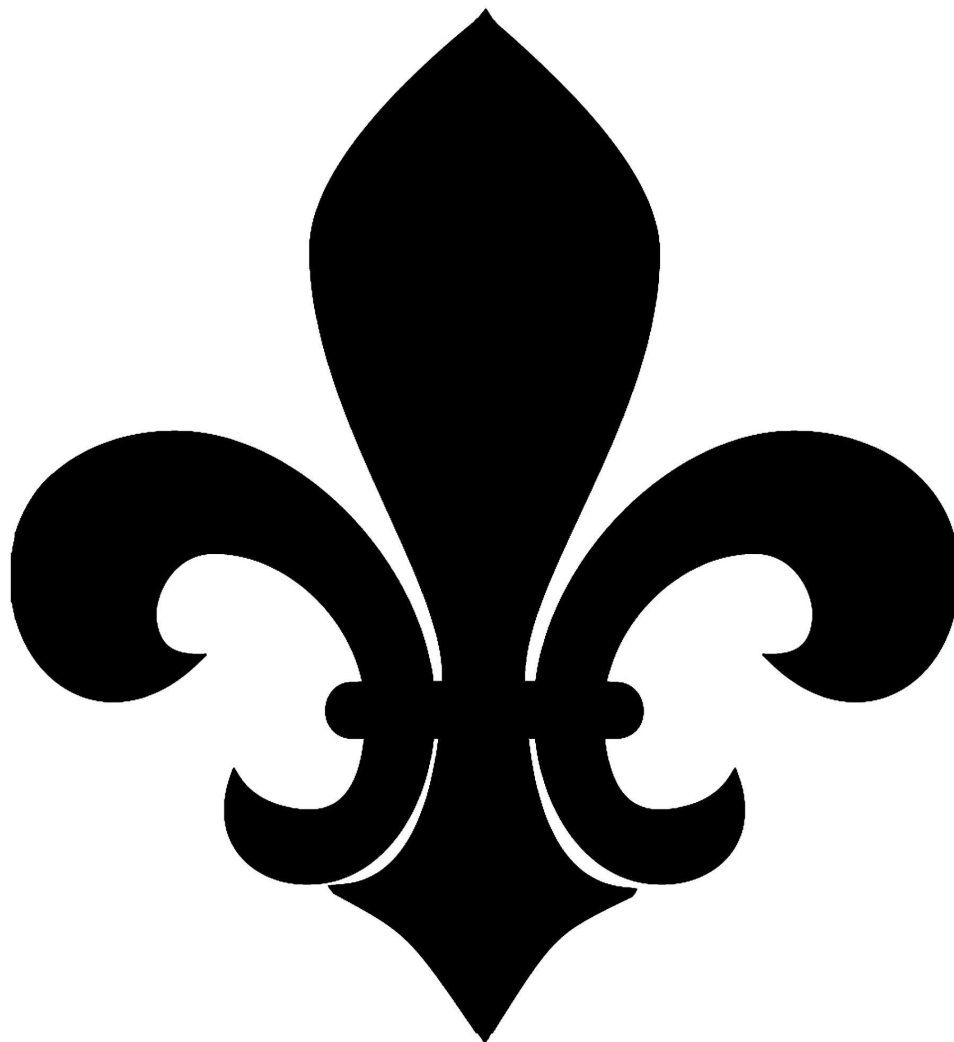


St. Croix Falls Middle School



**2025 - 2026
Handbook**

MIDDLE SCHOOL HANDBOOK
2025-2026

Welcome to the St. Croix Falls Middle School

The staff at the St. Croix Falls Middle School welcomes you to another school year. We hope you will join us in a proud tradition of academic and social excellence. Our middle school program is designed to help you develop specific skills, habits, and attitudes, which will become the foundation for your success. Our purpose is one of building bridges. . between elementary and high school . . between school and home . . between students and teachers . . and between student and student.

The purpose of this handbook is to provide you with an outline of information concerning our middle school program. Procedures and expectations are explained. Please read through this handbook carefully and become familiar with the contents. We want you to feel comfortable and safe here, learn all that you can, and be successful.

Your success is important to us. The following expectations will help to ensure your success in the middle school:

We expect you to try and always do your best!

Be on time, be prepared for classes, and complete all assignments.

We expect you to help others and yourself to learn!

Follow directions. Work quietly. Ask yourself, "If I do this, will I interfere with my learning or someone else's?" If yes, do not do it.

We expect you to manage yourself!

All through your life you must decide how to act. We expect you to act appropriately and do what is right, whether someone is watching you or not. It is not always easy, especially if someone else is not managing himself or herself properly. It is important to remember you are in charge of yourself and can do what is right.

We expect you to treat others with kindness and respect!

Be kind to others. Show respect to people you come in contact with. Help out when you can.

We expect you to take care of property!

Take care of your school. Take care of all equipment. Take care of the personal property of classmates and staff.

We expect you to use your assignment notebook. The assignment notebook is designed to help students develop organizational skills. An organized student will do better in school. The assignment notebook is provided for you. It is expected you will use it each day. If you lose it, you will be responsible for replacing it. Replacement cost is \$6.00.

We want you to have a successful and productive 2025-26 school year. If you have questions or encounter any problems, please utilize the staff. We are here to help you.

Have a great year!

St. Croix Falls Middle School Staff

The mission of the St. Croix Falls Middle School is to create a safe, friendly, caring, respectful atmosphere which fosters responsible students while successfully preparing them academically and socially for the high school.

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STAFF DIRECTORY

Principal: Mr. Wallace wallakr@scfsschools.com
Administrative Assistant: Mrs. White whitech@scfsschools.com
Administrative Assistant (Attendance): Ms. Lessard lessajo@scfsschools.com
School Counselor: Mr. Torres torrefr@scfsschools.com
Director of Special Education: Mrs. Schmitz schmish@scfsschools.com

5th Grade

Mrs. K. Kerkow	kerkoke@scfsschools.com	Math 5, ELA 5 & Healthy Living 5
Ms. E. Kerkow	kerkoel@scfsschools.com	Sci 5, ELA 5, & Tech 5
Mr. Malm	malmsa@scfsschools.com	Soc St 5, ELA 5 & Robotics 5

6th Grade

Ms. Nelson	nelsora@scfsschools.com	Math 6 & Careers 6
Mr. Sempf	sempfro@scfsschools.com	Soc St 6 & 7
Mr. Steeber	steebna@scfsschools.com	Sci 6 & 7
Mr. Strom	stromco@scfsschools.com	ELA 6, Speech 6 & Writing Lab 6

7th Grade

Mrs. Bateman	batemab@scfsschools.com	Acc Math 7, Coding 7 & Math 7
Ms. Hanson	hansoma@scfsschools.com	ELA 7 & Writing Lab 7
Mr. Sempf	sempfro@scfsschools.com	Soc St 6 & 7
Mr. Steeber	steebna@scfsschools.com	Sci 6 & 7

8th Grade

Mr. G. Johnson	johnsga@scfsschools.com	Soc St 7 & 8 & Spanish 7
Mr. Campbell	campbda@scfsschools.com	Algebra 8, Finance 7, Health 8 & Math 8
Mr. Larcom	larcoje@scfsschools.com	Sci 7 & 8
Mr. Wondra	wondrch@scfsschools.com	ELA 8, Strategic Mindcraft 6 & Writing Lab 8

Specialists

Mr. Belisle	belisgr@scfsschools.com	PE 7 & 8
Mr. Bartsch	bartsza@scfsschools.com	Band 7/8 & Music 6
Mrs. Clemens	clemije@scfsschools.com	Art 5 & 6
Mr. Chelberg	chelbch@scfsschools.com	Tech 7 & 8
Mr. Gudmunson	gudmush@scfsschools.com	Choir 7/8
Mrs. Imhoff	imhofsu@scfsschools.com	Art 7 & 8
Mrs. Lehne	lehneka@scfsschools.com	Library Media Specialist, Media 6 & Writing Lab 5
Mrs. Maternowsky	materan@scfsschools.com	PE 5-8
Mr. Miller	milleal@scfsschools.com	Band 5 & 6, Music 5, Spanish 8 & Speech 8
Mrs. Tietz	tietzka@scfsschools.com	PE 5 & 6
Mr. Waltz	waltzbr@scfsschools.com	MS Ag 7 & 8
Mrs. Zdroik	zdroimi@scfsschools.com	MS FCS 7 & 8

Special Education

Mrs. Anderson	anderky@scfsschools.com
Mr. N. Johnson	johnsni@scfsschools.com
Mr. Jensen	jensebr@scfsschools.com
Mr. Kerkow	kerkoga@scfsschool.com

ACADEMICS

Middle School students will have classes in English, math, WYN and social studies or science daily and alternating days of physical education and elective classes.

Daily Schedule

Grades 5 through 8 will have seven class periods: Core classes are 59 minutes in length, Specials are 42 minutes in length, plus an additional WYN period and Lunch/Recess daily.

5th / 6th Grade

Period 1: 8:00-8:59 (Core)
Period 2 9:02-10:01 (Core)
Period 3 10:04-11:03 (Core)
5th Lunch 11:03-11:24 6th Recess
5th Recess 11:24-11:42 6th Lunch
WYN 11:45-12:10 WYN
Period 4 12:13-1:12 (Core)
Period 5 1:15-1:58 (Special)
Period 6 2:01-2:44 (Special)
Period 7 2:47-3:30 (Special)

7th / 8th Grade

Period 1: 8:00-8:59 (Core)
Period 2: 9:02 - 9:45 (Special)
Period 3: 9:48 - 10:31 (Special)
Period 4: 10:34 - 11:17 (Special)
WYN: 11:20 - 11:48 WYN
7th Lunch: 11:48 - 12:06 8th Recess
7th Recess: 12:06 - 12:24 8th Lunch
Period 5: 12:27 - 1:26 (Core)
Period 6: 1:29 - 2:28 (Core)
Period 7: 2:31 - 3:30 (Core)

GRADING SYSTEM AND HONOR ROLL

The following grading system will be used:

- Grades 5 and 6
 - 60% of the student's grade is based on major assessments
 - 40% is based on daily work/practice
- Grades 7 and 8
 - 70% of the student's grade is based on major assessments
 - 30% is based on daily work/practice

The following grading system will be used:

A	93-100	(4.000 credits for GPA)
A-	90-92	(3.666 credits for GPA)
B+	87-89	(3.333 credits for GPA)
B	83-86	(3.000 credits for GPA)
B-	80-82	(2.666 credits for GPA)
C+	77-79	(2.333 credits for GPA)
C	73-76	(2.000 credits for GPA)
C-	70-72	(1.666 credits for GPA)
D+	67-69	(1.333 credits for GPA)
D	63-66	(1.000 credits for GPA)
D-	60-62	(0.666 credits for GPA)
F	below 60	(0.000 credits for GPA)

Honor Roll - Students who earn a 3.0 (B average) or higher will be placed on the honor roll.

Grades can be viewed online via the school website. Click on PowerSchool and enter your username and password. If you need help accessing Power Parent, please contact the middle school office.

Parents are encouraged to contact their child's teacher if there is a concern or a question about their child's progress.

PARENT-TEACHER CONFERENCES

All parents are encouraged to attend parent/teacher conferences. Dates for Fall P/T Conf: 10/02/25 & 10/07/25 from 4-8pm, Spring P/T Conf: 2/26/26 from 4-8pm

HOMEWORK HELP

The Homework Help room is available to all students on Monday through Thursdays from 3:30-4:30 p.m. This is staffed by certified teachers to assist students with their schoolwork or for those who need a quiet place to study.

INCOMPLETE WORK

Any student who has not been absent, but for some other reason has not done their assignment, must work toward assignment completion. Students with incomplete work may be required to work during lunch recess, or work with teachers before or after school.

WORKING LUNCH DETENTION

Coming to class prepared each day contributes to a child's success in school. If a student is not prepared with a valid reason, they may be assigned to the working-lunch room to complete their work.

- A. Students must bring assignments to be completed.
- B. Students will eat after all others have gone through the lunch line.
- C. Lunch is eaten in the working-lunch room.

SUMMER SCHOOL

Students earning a grade of F in language arts or math for multiple quarters will be strongly encouraged to attend the summer school sessions that focus on interventions to improve academic success.

ACADEMIC HONESTY

Cheating is defined as taking the work, words, ideas, and/or efforts of another as one's own or providing one's work to be presented as another's. Cheating on any assignment will not be tolerated. Cheating extends beyond the bounds of the classroom and includes stealing a test, tampering with grade books, altering scores, unauthorized use of teacher materials, using electronic devices to share test materials, using computer-generated programs to complete coursework, etc. Disciplinary actions would include detentions and possible suspension.

CHEATING/PLAGIARISM POLICY

A person who allows someone to copy their work is equally as guilty of cheating and plagiarism as the person copying and will be assessed the same penalty.

Consequences for cheating or plagiarism are cumulative and based on all classes throughout an academic year.

Cheating on a homework assignment:

First Offense:

- Collection of unauthorized material
- Official warning to student
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Second Offense:

- Collection of unauthorized material
- Official warning to student
- One school detention
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Subsequent Offenses:

- Collection of unauthorized material
- One-day in-school suspension
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Cheating on examinations, tests, quizzes, or major projects:

First Offense:

- Collection of unauthorized material
- Official warning to student
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Subsequent offenses:

- Collection of unauthorized material
- One to three day out-of-school or in-school suspension
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Plagiarizing or reproducing the work of another:

Academic dishonesty happens anytime a student misrepresents someone else's work as his or her own. It includes:

- Using a published author's work without proper citation
 - copying directly from a book, magazine, newspaper, song, or internet without using quotation marks and/or without providing the author's name and a bibliography paraphrasing;
 - putting the text in the student's words without providing the author's name and a bibliography;
 - summarizing, using keywords, phrases, or ideas from a text, and not providing the author's name and a bibliography;
 - using statistical data or copying maps, charts or graphs from a book, magazine, newspaper, song, or internet without providing the author's name and a bibliography;
 - using facts that are not generally known or accepted as common knowledge without providing the author's name and a bibliography;

- Using a photo, artwork or any visual representation that is not original to the student who is turning it in for credit.

First Offense:

- Collection of unauthorized material
- Official warning to student
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Second Offense:

- Collection of unauthorized material
- Official warning to student
- One school detention
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

Subsequent offenses:

- Collection of unauthorized material
- One to three day out-of-school or in-school suspension
- Student will receive no credit for that assignment, and a parent(s) contact will be made.

ARTIFICIAL INTELLIGENCE

The student must adhere to district policies and practices regarding AI.

Students must rely on their own knowledge, skills, and resources to complete schoolwork. To ensure the educational process is fair and equal for all students, the use of Artificial Intelligence (AI) is generally not allowed for completing schoolwork, except as noted below. Using AI tools without a teacher's explicit permission undermines the learning and problem-solving skills students need for academic success. Instead, students should develop their own understanding of course material and ask their teachers for help when needed. Using AI tools without permission or in a way that's not allowed is considered plagiarism, and any student caught doing so will face disciplinary action.

STUDENT ATTENDANCE

St. Croix Falls Middle School is a closed campus. Appointments should be made outside of the school day as much as possible. Students are to be in attendance during the entire school day.

School Attendance Officer

The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.

Student Attendance - The responsibility for regular school attendance is a responsibility that should be shared by parents, students and school.

Excused Absences- All excused absences require parent/guardian verification.

(1) Parent-Excused Absences

Parent(s) are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year.

*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(s)/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 to notify the school in writing, a minimum of two days prior to the absence. A phone call or personal contact two days ahead from a parent or guardian prior to the absence will also be required to verify the absence for the purpose of reviewing the student's attendance record, overall performance record and to provide make-up work. Students are required to obtain an advanced make-up form from the office; only after a phone call or note has been received. All work must be made up prior to the absence unless other arrangements have been made with the instructor.

(2) Principal-Excused Absences

The principal may excuse absences for the following reasons:

- (a) Personal illness of the student (excessive absences for illness may require a signed physician's statement, excusing the student from attendance).
- (b) Bonafide religious holiday with advance notice.
- (c) Death, serious illness in the immediate family, or personal family emergencies that may affect the physical and/or emotional health of the child.
- (d) Court appearance or other legal procedure that requires the attendance of the student.
- (e) Medical or dental appointments that cannot be arranged outside of school hours.
- (f) Other absences may be excused with prior approval from the building principal.

Attendance Procedures

- If a student is absent (for reasons listed above), parent(s)/guardians must call the school office by 9:00 a.m. on the day of the absence at 715-483-7727.
- If a call has not been received, the parent(s) will be contacted by phone or letter.
- When a student returns after an absence, the parent(s)/guardian must send a written, signed note or place a phone call the following day that explains the absence if contact had not been made on the day of the absence.
- The absence will be unexcused without parental contact and the student may become truant if no parental contact is made within 24 hours. (excessive tardies may be unexcused).
- When a student is late in reporting to school in the morning, he/she is to report to the office before going to class. If the tardy is excused, he/she will be given a pass; if the tardy is unexcused, he/she may receive a detention or suspension.
- In some cases prior approval may be indicated.

(3) Truancy includes absences of any sort, which do not meet the criteria outlined in (1) and (2) above.

Unexcused Absences - These are absences from school for reasons other than those listed in (1) and (2) above. The building principal will deal directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal may use any or all of the following methods in dealing with students who have an unexcused absence or with their parent(s)/guardians

1. Conference and counseling with student;
2. Make up of lost time (detention);
3. Make up of lost work with or without credit being extended for the work done (it is the student's responsibility to contact the teacher and arrange for make-up work and exams);
4. Required parent conference;
5. Referral to the appropriate agency or to a court of law under state compulsory attendance/truancy laws.

*** Any unexcused absence may result in a referral to the police department for truancy.**

Tardy/Late Arrivals - Students arriving late to school must report to the middle school office with a note or communication from a parent/guardian excusing the tardy to sign in and receive a pass from a school official or secretary. Tardy is before 8:30, after 8:30 it will be marked as an absence.

* If a student is unexcused tardy to school or class more than three (3) times during a school quarter, the student will be given an office detention.

* Excessive tardies, 10 or more within a semester, will result in warnings for truancy and possible filing with the municipal court for truancy.

Truancy - "Truancy" means any absence of part or all of one or more days from school during which the principal or secretary has not been notified of the legal cause of such absence by the parent/guardian of the absent student for the purpose of defeating the state's compulsory school attendance law. Truancy notices shall be sent to the student's parent/guardian in accordance with state law requirements.

Habitual Truancy - "Habitual truant" is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Notice of habitual truancy shall be sent to a student's parent/guardian in accordance with state law requirements. Polk County and the City of St. Croix Falls have enacted an ordinance prohibiting a student from being a habitual truant. The St. Croix Falls School District will make every effort to work with students and parents/guardians in promoting student attendance in school. However, habitual truants will be referred to the courts in accordance with state law and provisions of the District's truancy plan. The District's truancy plan shall be reviewed and, if appropriate, revised at least once every two years.

***Any excused absence beyond 10 days may be considered unexcused and as such is subject to referral for truancy to the municipal and /or county courts.**

(4) Checking out - If a student must leave the campus or building during the day for any reason, permission must be obtained from parent(s) and the school office. The student must sign out through the office. A school official will provide a pass after parent(s) have been contacted. If parent(s) cannot be contacted, the student may be required to stay in school. If a parent(s) permission form is on file, the student will be issued a pass for a school-sanctioned activity.

(5) Make up work for absences - Daily work and independent practice make up an essential component of the learning process for students. When students are absent, an opportunity to make up work shall be provided. For excused absences, make up work receives credit; for unexcused absences, **make up work** receives no credit.

Students who have one day of excused absence . . .

- will take previously announced quizzes and tests and hand in previously assigned work the day they return to class.
- Assignments made and/or quizzes/tests given in their absence should be made up upon returning to school.

Students who have multiple days of excused absences. . .

- are afforded one day of make up for each day missed. The student is responsible for conferring with the teacher to arrange a make-up schedule.
- Again, make up work previously assigned is due the day of the student's return.

In the case of pre-arranged absences . . .

- students will deliver to teachers all previously assigned work due during their absence the day they return.

Unexcused absences

- If an absence is unexcused the student may not be allowed to make up work missed, except major grading period tests, exams, or projects.

(6) Students who have a chronic health condition....

- Any illness or disability that will cause a student to be gone for an extended period of time must have their medical practitioner provide the school with written documentation of the ongoing condition every 30 days. This includes mental and physical conditions.

STUDENT CONDUCT

GENERAL EXPECTATIONS FOR SCHOOL BEHAVIOR

Our discipline system is dependent upon the development of a positive partnership between home and school. Our mission, to educate students, is based upon fundamental and basic principles:

1. That students allow teachers to teach.
2. That students allow other students to learn.
3. Positive self-esteem requires cooperation, hard work, dedication, and a respect for fellow students.

If students choose to break established school rules, there will be appropriate and sequential consequences.

GENERAL RULES

Students are expected to:

- Follow directions of staff.
- No fighting or dangerous horseplay.
- No dangerous objects, tobacco or nicotine products, drugs or alcohol.
- Students will not damage school property or another person's property.
- No littering in school or on school grounds
- No teasing, name-calling or hurting others.
- Be respectful to all students and staff.

CLASSROOM BEHAVIOR

Students are expected to:

- Attend all classes and be on time.
- Enter and leave the room quietly.
- Be prepared for class and bring all needed materials.
- Ask to leave the room, if necessary.
- You must use your passbook when not in a scheduled class.
- Be respectful to all individuals and property.
- Abide by the rules set forth by the school and individual classroom teacher.

LUNCHROOM BEHAVIOR

Students are expected to:

- Walk quietly to lunch.
- Take your place at the end of the line.
- Scrape and stack your tray and put your utensils in the appropriate area.
- Clean up the area where you eat.
- Put all trash in proper receptacles.
- Follow the directions of staff.
- Wait to be dismissed.

PLAYGROUND/OUTSIDE BEHAVIOR

Students are expected to:

- Follow all rules established by teachers and playground supervisors.
- Be respectful and courteous, follow directives of recess supervisors.
- No throwing snow, rocks or other harmful objects.
- Stay on school grounds
- No unnecessary roughness

HALLWAY RULES

Students are expected to:

- Follow directions of staff
- Have a pass when in the hallway during class times
- Not run in the hallways
- Not leave books or bags in the hallway
- Close their locker and secure their belongings.
- Not share their locker with other students.

CONCERT BEHAVIOR/ETIQUETTE

- Students, when not performing, are expected to remain seated for the entire concert. If you must leave during the program, do so quietly and then only after a group has finished performing or during applause.
- Food, drink, gum, hats are not allowed.
- Loud cheering, talking, whistling is not appropriate behavior.
- Loitering in the lobby is not allowed.
- Students performing are asked to dress appropriately for these special occasions.
- Parents and students are encouraged to stay for the entire program.

SCHOOL DANCES & ACTIVITY NIGHTS

Dances and activities are held several times throughout the year to provide a social activity for our students. All dances and activities are chaperoned by middle school staff and parents.

General Rules:

- Dances and activities are for St. Croix Falls Middle School students only. Guests must be registered with the principal and/or advisor prior to attendance.
- Only eligible students are allowed to attend and must be in good academic, attendance, and behavioral standing.
- Dance and activity times generally are 4:00-6:00 p.m. for 5/6 grade and 6:00-8:00 p.m. for 7/8 grade. Once students enter the dance or activity they are not allowed to leave without parent permission. If a student does leave without permission, efforts will be made to contact the parent(s).
- All school rules are in effect.

FIELD TRIPS

You are expected to display appropriate behavior at all times when on a field trip. You represent our school and community when out of the district. These trips are planned to give all students additional learning experiences outside the school campus. These field trips are a privilege. The individual trip organizers may set up field trip criteria. Students must then meet all criteria in order to be eligible.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) - Respect SELF, OTHERS, PROPERTY

St. Croix Falls Middle School has adopted Positive Behavior Interventions and Supports (PBIS) which is a school-wide system that takes a proactive and positive approach to behavior. There are three expectations for students at St. Croix Falls Middle School - Respect SELF, OTHERS, PROPERTY

Respect SELF	Respect OTHERS	Respect PROPERTY
• Make good decisions today for a successful tomorrow • Practice grit; care about the work that you do • Take care of your mind and body • Practice self-advocacy	• Treat others the way they want to be treated • Be considerate of others' ideas, choices, and boundaries • Be empathetic and assertive • Encourage others	• Use property as intended • Ask before you use others' items • Report any damage • Leave your area better than you found it

BEHAVIOR MATRIX - The behavior matrix is a detailed description of expected behaviors in each school setting. Student behaviors are addressed throughout the matrix. There are additional expectations addressed with the handbook and/or in accordance with local, state or federal laws. The matrix or parts of it are posted throughout the building as a constant reminder of the expectations. (Specific expectations may change throughout the year.)

	Respect SELF	Respect OTHERS	Respect PROPERTY
Classroom	Be prepared: Completed homework, Planner, Individual classroom materials Be an active learner Use work time effectively Practice self-advocacy	Be on time Promote a positive learning environment Respect others' personal space Use active listening strategies	Keep your area/materials clean and neat Ask permission before touching someone else's materials Return classroom materials where you found them Ask for help before using unfamiliar devices/materials
Hallway	Use your planner Return to the classroom promptly Close your locker when not in use	Walk on the right side unless going to locker Keep volume at 0-2 Be considerate of others personal space Use respectful language	Open & close lockers appropriately School approved, magnetized decorations on outside of lockers Keep the hallways, lockers, and open spaces clean.
Bathroom & Locker room	Wash your hands with soap Return directly to class Report others who are using a cell phone	Flush toilet Remain in your own stall Keep volume at 0-2	Keep walls and doors free of writing Place garbage in trash containers Report concerns immediately to office
Cell Phones & Devices	Follow Color Zone Policy Visit school appropriate sites ONLY Leave a positive cyber footprint Avoid cyberbullying	Follow Color Zone Policy Ask permission of others before taking photos/video Help prevent and report cyberbullying Keep volume down when allowed to use devices, and silent when not allowed	Follow Color Zone Policy Take good care of all devices and report damages immediately Use devices on a stable surface
Bus	Cell phones and headphones must be used appropriately. Remain seated and facing forward	Talk in low volume Be attentive, helpful, and courteous to the bus driver Hands/feet to self	Leave your area better than how you found it Inform the bus driver of any damage/mess found

Before and After School	Cell phones and headphones may be used Visit only appropriate websites	Exit the building by 3:45 pm unless supervised by an adult or stay in the cafeteria area Use quiet voice within the school Maintain and be aware of personal space	Use tables, chairs, and other school property appropriately
Recess	Use appropriate language, tone & level Show good sportsmanship	Take turns and invite others to participate in activities. Maintain and be aware of personal space Show respect to supervisors Be kind and positive	Use equipment appropriately. Remain in designated area until dismissal Put items away when done.
Events & Assemblies	Seated and paying attention Listen and be aware to learn new information	Sit quietly Hands/feet to self Clap appropriately Leave electronic devices in the classroom/locker.	Sit on bleacher or seat Keep your area clean
Lunch Room	Always walk. Stay at your table. Patiently wait to be dismissed for class or recess. Remain in the cafeteria.	Immediately join the end of the lunch line. Patiently wait your turn in line. Use polite & respectful language. Speak and listen at 1-2 volume.	Dump trash in correct receptacles. Clean your area & table before you leave. Leave food/beverage in the cafeteria.

TEACHING PBIS EXPECTATIONS

All students are taught the school-wide expectations. At the beginning of the year, students will be taught the three expectations in each school setting. Staff will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year, and become part of instruction time during WYN.

POSITIVE REFERRALS

Positive Referrals are brought to the attention of the principal for behaviors and/or actions a student exhibits in class or school. Parent(s) will receive notice of all positive referrals.

CODE OF STUDENT CONDUCT

The St. Croix Falls School District has adopted a “Code of Student Conduct” policy in accordance with state law. This policy outlines specific reasons for which students may be removed from class. [Refer to Board Policy 443.1.](#)

- If a student is removed from class they must report directly to the middle school office. The teacher shall communicate with the parent(s) by phone with-in twenty-four (24) hours or one business day of the removal and explain the reasons for continued removal from class.
- If a student has been sent to the office more than two times in a semester the building principal or designee shall meet with the student and allow the student an opportunity to briefly explain the situation(s) that led to the removal. For the purpose of short-term removal it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation. The student will enter the office discipline system as explained in the student handbook, activity code, and Internet use policy. Indicated consequences, as outlined by the above-mentioned handbooks, shall be

implemented. The building administrator, in consultation with the teacher and parent(s), shall determine if a parent-teacher meeting is necessary.

ATTITUDE

Students are encouraged to be honest and trustworthy in all matters, maintain good school spirit and participate in school activities.

STUDENT TO STUDENT RELATIONSHIPS

Each student has the right to attend school and school activities without fear or threats against feelings, property, or physical wellbeing. Each student is responsible to respect the feelings, property, and the physical well-being of other students, and will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of property of a fellow student. The following are considered infractions of student-to-student relationships:

Disrespect: To insult, call derogatory names, use obscenity toward, dishonor, or in other manner abuse verbally or in writing any member of the student body. **This includes, but is not limited to any and all language that is racist, sexist, gender-offensive, or bigoted.** Action may range from detentions to suspensions and a disorderly conduct. **Repeat offenders may be recommended to the board for expulsion.**

Fighting: Any act of hostile body contact while on school property, or going to or returning from school, including all school activities. A scuffle between students will result in both parties equally disciplined and jointly sharing in paying for damages to private and/or school property. Disciplinary action will range from required counseling suspension, police referral and possible recommendation for expulsion. Unless clearly established by unbiased witnesses, self-defense is not an excuse. Three incidents of fighting or physical attack during a student's four years will result in recommendation for expulsion to the school board.

Threats: Any student who threatens another student, any employee or volunteer at the school or the school in any way. Disciplinary action will include reporting the incident to the police as well as detention, suspension and/or expulsion.

HARASSMENT AND/OR BULLYING OF STUDENTS: Harassment and/or bullying of students will not be tolerated in the St. Croix Falls Public Schools, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performances or creates an intimidating, hostile or offensive school environment.

All forms of harassment in cyberspace commonly referred to as cyber bullying are unacceptable and viewed as a violation of this policy. Cyber bullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, and disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of a school. Such conduct includes, but is not limited to, harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and

the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report. Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

STUDENT - STAFF RELATIONSHIPS

Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. Students also have the right to free and reasonable inquiry and expression while having the responsibility to respect the authority, feelings, physical wellbeing, and property of school staff members.

The following are considered infractions of student-to-staff relationships:

Disrespect: To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of the school staff. Disciplinary actions will range from detentions to suspension, possible police referral and possible expulsion. Profanity directed at a staff member will result in suspension and/or possible further disciplinary actions.

Insubordination: The willful failure to respond or carry out a reasonable request by authorized school personnel. Disciplinary action will range from detention, suspension, possible police referral, and possible recommendation for expulsion.

Direct insubordination (outright refusal to follow a staff member's direction) will result in an automatic one-day suspension.

Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

Profanity/Threatening or Disparaging Language

A. Use of words or actions, verbal, written, or symbolic not appropriate for the school setting or meant to harass or injure another person; i.e. threats of violence or defamation of a person's race, religion, gender, or ethnic or ethnic origin.

B. Profane and/or threatening language directed at a teacher, administrator, or school employee.

Property Damage/Theft: Damage of a member of the school staff's property, whether intentional or accidental.

Disciplinary action will be required restitution through parental contact and/or detention and suspension, as well as possible police referral and/or possible recommendation for expulsion.

Sexual Harassment: Sexual advances, requests for sexual favors, or verbal comments and/or physical conduct/contact of a sexual nature made either directly or indirectly which are unwelcome by the recipient will not be tolerated. Sexual harassment is defined by the receiver of the action, not by the intent of the perpetrator. Sexual harassment also can take place by the wearing and/or display of articles of clothing, and printed materials. Disciplinary action will range from requiring counseling, detentions, suspension, police referral and possible recommendation for expulsion.

Threatening or Intimidating Acts: Verbally or by gesture threatening the well-being, health, or safety of any member of the school staff. Disciplinary action will result in suspension, possible police referral and possible recommendation for expulsion.

STUDENT REMOVAL PROCEDURES

A. Student Behaviors Warranting Removal

Harassments, hazing, and/or acts of intimidation.

Examples of such behavior include but are not limited to the following:

- Malicious verbal attacks

- Threats

- Bullying

- Sexual misconduct

- Racist, sexist, bigoted or gender-offensive language

Behavior that interferes with the ability of the teacher to teach effectively.

Examples of such behavior include but are not limited to the following:

- Repeated rules violations

- Continued disruptive behavior

- Acts intended to sabotage an activity

- Continual tardiness

- Persistent argumentation

- Refusal to comply with a direct request

Disrespectfulness
Racist, sexist, bigoted or gender-offensive language.

B. Student Removal

1. Student Removal from Class

- The teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal from class.
- When possible, the office shall be called and informed that the student is on the way to the office, or, if necessary, the student should be escorted.
- A written explanation of the reasons for removal shall be sent with the student whenever possible.

1st offense - 1 day removal from class

Subsequent offenses - Removal from class, parent meeting, possible detention or suspension

2. Written Documentation and Due Process

- The building administrator or designee shall inform the student of the reason(s) for the removal from class and shall afford the student due process. In all cases the student shall be given the opportunity to present his/her version of the situation.
- A teacher may prepare a more detailed written explanation within twenty-four (24) hours of the student's removal. The teacher-written explanation(s) shall serve as appropriate documentation of the incident and shall be kept on file.
- Within twenty-four (24) hours, or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short, but concise written explanation of the basis for the removal. The parent(s) of the student shall receive notice of the removal within two business days of the removal. The notice shall specify the class from which the student was removed, the duration of the removal, and the basis for removal.

INAPPROPRIATE BEHAVIOR

In addition to prohibited behaviors outlined previously, the following are considered inappropriate behavior for school:

Affectionate Physical Contact: Displays of affection between students on school grounds or at school functions is a demonstration of an intimate relationship taking place in public. To many, this is considered to be in poor taste and inappropriate to the school setting. Examples include but are not limited to kissing, embracing, holding one another, etc. Disciplinary action will be necessary for violating this rule and will range from counseling to detention and/or suspension. parent(s) will be notified.

Disruption: Disrupting school events, games, meetings, assemblies. Disruption includes inappropriate behavior, language, attire and representations on social media, as well as any other form of interfering with education at all levels. Disciplinary actions would include detention or suspension, possible police referral, possible recommendation for expulsion and/or possible exclusion from similar events for the remainder of the school year.

Misrepresentation/Forgery: Written or spoken misrepresentation of the truth in the form of forged passes, parent notes and signatures, false phone calls, lies etc. Disciplinary actions would include detentions, possible suspension, possible police referral and/or recommendation for expulsion.

DEFINITIONS

Behavioral Contract: A written contract identifies the desired behavior and sets a future time to meet and discuss with the student the progress that he/she is making toward fulfilling the contract. Contracts may be developed for any behavioral reason including in lieu of expulsion proceedings. Contracts may include, but are not limited to, counseling, assessments, UA testing, off-campus placement, and schedule changes.

Detention: Teachers have the discretion of determining the length of a detention and when a detention will be served. This may be during the noon-hour, or after school. Parent(s) will be notified of all detentions to be served outside of the school day. The length of a detention is determined by the rule that was violated. School staff including all non-teaching staff, may issue a detention through the middle school principal. Any detention assigned because of unacceptable behavior while the classroom is being taught by a substitute teacher will be doubled.

Noon Hour Detentions

- A. Detentions are held each day during the lunch hour.
- B. Students must bring a pen/pencil, schoolwork or reading material to detention.
- C. Students will complete a "Work-It-Out" sheet.
- D. Lunch is eaten in the detention room.

After School Detentions

Detentions are to be served by the pupil after school, outside of the school day. Transportation is the responsibility of the parent/guardian. Students who receive 3 lunch detentions during a school quarter will also receive an after school detention.

- A. Students must bring a pen/pencil, schoolwork or reading material to detention.

B. Students will complete a restorative practices sheet.

Due Process: All suspected violations of the behavior policies of St. Croix Falls High School will be directed to the appropriate administrator or designee. The administrator or designee will meet with the student. The facts will be presented, and the person in charge will weigh the evidence, based upon his/her best judgment, before making a decision on the disposition of the student's case, considering both the best interests of the student and the best interest of the school. The student's parent(s) will be informed of the action.

Police Contact/Interviews: Students have the right to communicate with the police in a fair and professional manner, and police have legal jurisdiction to interview students at the school. Students have the right to fundamental fairness of treatment and protection of their constitutional rights in all police interviews, interrogations and questioning. Students have the responsibility to cooperate and be truthful. Students have the responsibility to conduct themselves in an orderly manner when talking with police. Students have the responsibility to follow established procedures. All interviews, interrogations or questioning of students will be with full regard of fundamental fairness and protection of legal rights. They shall be conducted as discreetly as possible. parent(s) shall be notified, **if possible**, and a school representative may be present if the student requests it.

Police Referral: It is the philosophy and belief of the administration at St. Croix Falls Middle School that the primary responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security or person or property appears to be in jeopardy, the police will be involved. Acts that are illegal under the Criminal Code of Wisconsin are reported to the police. All threats made to the school or people who work at or attend the school as required by state statute are to be reported to law enforcement. This referral does not replace the application of school disciplinary action for the same incident. Conversely, the police and the district attorney share information regarding student behavior.

Reasonable Suspicion: "Reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook.
2. Has violated or is violating a particular law.
3. Possesses an item or substance that presents an immediate danger of physical harm or illness to students and staff or district property.

Social Probation: A student who violates rules, loiters, or is generally disruptive at school activities may be placed on social probation for the duration of time suggested by the administration. In most cases this means that the student will not attend any school activities.

Suspension: The act of prohibiting a pupil from attending classes for a period of no more than five (5) school days. The pupil serves the suspension time either in or out of school.

Expulsion: An action taken by the school board to prohibit an enrolled pupil from further attendance. The school board determines expulsions. Students may be suspended up to 15 days pending an expulsion hearing.

DETENTION AND SUSPENSION

Detention

- **Teacher Detention:** Teachers may assign detentions at their discretion and according to their classroom management plan. Teachers will call the parent/guardian to discuss the problem. Teacher detentions may be served at the teacher's preference either before school, during lunch, or after school. Teacher detentions may vary in length of time served and the tasks assigned to be performed. Students should make every effort to avoid receiving teacher detentions and serve them if assigned. Failure to serve a teacher detention will result in two office detentions being assigned. Students must be given a 24-hour notice to serve. Teacher detentions will not be noted in the student's disciplinary file unless the teacher indicates otherwise in writing.
- **Office Detention:** Office detentions are assigned by the principal for violations of the code of conduct and of the attendance policy. They may also be assigned for failing to serve a teacher detention, but only by the building principal when notified by a teacher. Office detentions are served after school. Students will be given a 24-hour notice to serve unless the student requests to serve it the same day. Office detentions will be noted in the student's disciplinary file and will be reported to the parents/guardians. Failure to serve an office detention may result in either additional detentions or suspension from school. Students will report to the detention room with reading or study materials and will remain actively engaged in reading or studying for the entire period. No noise will be

permitted. No jackets or coats (outer garments) will be allowed in the detention room, nor will the consumption of food or drink be allowed. Possession of electronic entertainment devices is prohibited. Students who are removed from detention because of violating rules may be disciplined by serving additional detentions or suspension.

Participation in sports, co-curricular activities, or work are not considered reasons to be excused from serving detentions.

Consequences for missed detention:

- Penalties for skipping the 1st detention will result in assigning two detentions.
- Penalties for skipping the 2nd detention (non-consecutive) will result in 1/2 day of in-school suspension.

Suspension

Suspension from normal school activities may occur for repeated or serious violations of the code of conduct and of the attendance policy. Suspensions may be either in-school or out-of-school at the discretion of the principal and may be one to five days in length, again at the discretion of the principal. If a student is disruptive during in-school suspension (ISS), parent(s) will again be notified and the student will be sent home. The following procedure will be followed:

1. The student shall be fully informed as to the reason for suspension.
2. The student shall be given the opportunity to present his/her version of the incident prior to the proposed suspension
3. The parent(s) or guardian of the suspended student shall be given notification in a timely manner of the suspension and the reason thereof.
4. If the student is assigned ISS-he or she will be assigned a date for that suspension. Out-of-school suspension will take effect immediately. No student will be released from school for suspension unless a parent or guardian or a person designated by that parent or guardian is notified by telephone. If unable to notify, the principal shall hold the student at the middle school until the end of the day. If a student decides to leave without notification being given, the class time missed will be counted as an unexcused absence and the police will be notified.
5. A conference with the parent(s) or guardian may be required.
6. Students will be allowed to make up major exams, and projects.
7. Students in ISS will be given class work to complete. They will be assigned a seat in the office to quietly do their work. ISS students need to remain seated (head up) and may not disturb office staff or prevent them from doing their work.
8. ***When a student is suspended, they cannot return to school grounds or be present at any school functions until they are reinstated.***

BUS CONDUCT

Riding the school bus is a privilege for students, not a right. As a privilege, it should be protected by not breaking the bus riding rules. Misbehavior on a bus could lead to distraction of the driver and thus a possible accident, endangering the lives of many people. Therefore, rules posted on the buses must be strictly followed. Anyone breaking these rules will be disciplined as follows:

1st Offense: Warning to students involved and parent(s) notified in writing. Principal - student meeting.

2nd Offense: Student will be placed on detention, parent(s) notified in writing.

3rd Offense: Suspension of bus riding privileges. Parent(s) notified conference with student, driver, parent(s), and bus supervisor.

4th Offense: Suspension of bus riding privileges. Parent(s) notified. Parent/Student meeting with principal and transportation supervisor.

5th Offense: May result in suspension from school and/or bus riding privileges and/or notification to school board for possible expulsion of any and all bus riding privileges.

If a student is suspended from riding the bus, they will also be suspended from riding all buses except field trips and extracurricular events. The principal may modify the progression of penalties if the offense is of a more severe nature.

Students are not allowed to video record other students or staff members for any reason without their permission. This includes all areas of the school environment including the bus. Please refer to Board Policy 443.5.

PROTECTION OF PUBLIC SAFETY

Each student and staff member has the right to be safe and secure from real or perceived physical harm while at school. Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of others.

The following are considered infractions of protection of public safety:

Arson: The intentional burning or attempt to burn any part of the building or either private or public property. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and referral to the police.

Bomb Threats: The act of initiating a threat communicated to school officials of a bomb or explosive device in the school building or at a school activity. Disciplinary action will result in automatic suspension, recommendation for expulsion to the school board, and referral to police

Detonation of Explosive Devices: The possession and/or use of explosive devices without permission on school property or at school activities. Disciplinary action will range from suspension to recommendation for expulsion to the school board, and possible police referral.

False Alarms: The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause. Disciplinary action will range from suspension to recommendation for expulsion to the school board and possible police referral.

Threats: Threats to the school, students, staff or volunteers, explicit or implied, will result in referral to the police and potential school consequences ranging from suspension to expulsion. This includes threats made at on and off school property, 24 hours per day via any method of communication.

Weapons: Any item, including look-a-like weapons, which can be perceived as inflicting serious bodily injury to another person, including but not limited to, knives, sharp instruments, martial arts weapons, items which propel projectiles with force such as slingshots, blowguns, and firearms. This includes chains, jewelry or other personal possessions that could inflict harm to another individual. Possession of weapon or look like weapon Possession of a gun on school property or at a school activity will result in an automatic one-year expulsion from school. Threatening another with a weapon while on school property or at a school activity will result in automatic suspension, possible recommendation for expulsion to the school board, and police referral. Use of a weapon against anyone will result in automatic suspension, recommendation for expulsion to the school board, and police referral as a felony offense.

STUDENT DRESS

The manner in which students dress and groom themselves has an important relationship to their attitude concerning themselves and their school. St. Croix Falls High School expects its students to dress in attire that is proper to the setting of the school and in such a manner that will reflect good judgment and pride in themselves, their classmates, and their school. Manner of dress and hairstyles which present a clear and present danger to the students or to others' health and safety, cause an interference with work, or create classroom or school disorder will not be permitted.

Discretion of what is excessive or in bad taste will be left up to faculty and administration, as defined by the Wisconsin Statute #120.13 (1)

Bare feet while at school or school-sponsored activities is not permitted.

Clothing or articles which convey references to gang membership, racist, profane, sexual suggestiveness, extreme violence, or which are demeaning to members of a gender, or gender identification. Such articles are also contrary to a learning atmosphere. Students who have such clothing or articles will be asked to change or remove them the first time worn. Repeat offenders will be subject to discipline including being sent home to change with time missed as unexcused detentions, required counseling, and possible suspension.

Shirts and tops: Tops must be long enough to be tucked in. NO halters, backless, strapless, tube top, or spaghetti strap shirts; low cut blouses; no cleavage or see-through clothing. Straps or sleeveless tops must be at least one inch wide at the shoulder— Appropriate tops would only allow the neck, head, and arms below the shoulder to be shown. Undergarments must be covered. Armholes must not drop more than two inches from the armpit.

Shorts, Skirts and Pants: Skirt and short length will be approximately thumb tip in length—excessively short shorts and skirts are not allowed.. Holes in jeans, shorts and skirts must be below this mark as well. Students who have shorts or skirts deemed inappropriate by this method will be asked to change them the first time worn. Repeat offenders will be subject to discipline including being sent home to change with time missed as unexcused, and detentions. Pants, skirts and shorts must be worn above the hip bones. Baggy clothing must be held up by a belt to keep the article above the hip bones. **No chains** or other articles will be worn on the outside of pants, or any other area of the person. Undergarments must be covered.

Hats, Head Coverings, Coats and Outerwear: No hats, head coverings, coats or outerwear will be worn inside school facilities by either males or females during normal hours of operation except on designated dress up days. Disciplinary action will include confiscation of the hats/headgear and/or detentions for repeat offenders. Head coverings worn for religious reasons will be allowed.

Backpacks and personal belongings: Students will not be allowed to take backpacks to their classrooms or the library. There is enough time between classes for students to get the necessary material for their next class. Students will be allowed to bring backpacks to school, however they must leave them in their lockers. Students may not have blankets in classrooms or during the school day. Backpacks and all personal items must be free of gang signing, profanity, references to drugs or alcohol or gender/race/ religious/ gender preference bias are prohibited, will be confiscated and may result in additional consequences up to and including expulsion.

Beverages: Water, as well as non-carbonated or sparkling water containing no calories are the ONLY beverages allowed in classrooms. Students are encouraged to bring a transparent liquid container to drink water.

SCHOOL PROPERTY

Each student is entitled to a well-equipped, well-maintained, attractive school environment. Each student is responsible to respect and help maintain the appearance of the building and its equipment and facilities.

The following are considered infractions of the use of school property:

Desks and Other Storage Areas

A desk or any other storage area in the school provided for student use, as well as the contents contained therein, may be searched when the principal or designee has reasonable suspicion for a search.

Lockers

A school locker will be assigned to each student and lockers **should be locked at all times** with school-approved locks obtained from the middle school office. Locks should be purchased from the office at the cost of \$8.00/lock.

Use of School lockers is a privilege. Non-school locks will be cut off if they are not removed by request unless otherwise authorized by the principal. Lockers must be locked at all times for school security. The school is not responsible for items within the locker. The school will not investigate theft from an unlocked locker. Any items left on the floor or on top of the lockers will be discarded. Adhesives may not be used on school lockers—this includes inside the locker.

Telephone Usage: Phone calls are to be made from the office for school related business or from personal cell phones from the office.

Students will be allowed to use the office phone after obtaining permission from the middle school office first. The school reserves the right to prohibit student use of the phone when this use interferes with their academic success.

Textbooks: All basic textbooks are loaned to students for use during the school year. The school may charge a fine for abuse, misused, or lost books. Textbooks should be covered to help protect the life of the book.

Theft: The taking into possession of school owned property without permission will result in disciplinary action of suspension, police referral and/or recommendation for expulsion.

Threats: Any threats to school property will be referred to the police and possible cause for immediate suspension or expulsion.

Vandalism: Damage by defacing which requires cleaning or repair will result in disciplinary action requiring restitution through parental contact and ranging from detention time spent cleaning and repair to suspension and possible police referral. Damage by destruction that renders property not usable will result in disciplinary action requiring restitution through parental contact and ranging from detention to suspension, possible police referral and possible recommendation for expulsion.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (ECDs) include computers, pagers, cell phones, smartphones, smart watches, portable game units, graphing calculators, and similar electronic equipment. Many of these devices enable users to communicate directly or through internet social networking sites such as Facebook, Snapchat, Instagram and Twitter.

The following rules govern student use of ECDs at school and school activities. School activities include going to and from school, being on campus, attending lunch, and attending school-sponsored/related activities on or off campus. The school does not take responsibility for loss of personal property, including cell phones, I-Pods, or other electronic devices.

Cell phones are prohibited by law from locker rooms and restrooms.

Photography and videography with any device is prohibited throughout the school building, during the school day, without explicit consent from the classroom teacher and any individuals who may be photographed. Students may use their devices during lunch and recess but must have consent from any individuals who may be photographed.

Cell Phones in Classrooms

Cell phones and smart watches must be turned off and stowed in lockers. There should be no student cell phones in the classroom unless the teacher has explicitly instructed students otherwise. Students violating this rule will be subject to the school's ECD policy's disciplinary action.

Consequences: Based on current acceptable use, the following consequences will apply:

1. The first violation of the misuse of an ECD:

- a. The device will be held in the middle school office until the end of the school day.

2. The second violation of the misuse of an ECD:

- a. The device will be held in the middle school office until it is picked up by parent(s).

3. The third violation of the electronic device policy:

- a. The device will be held in the middle school office pending the results of a parent meeting and any further disciplinary action.

Use of School ECDs

Student use of computers and similar ECDs owned by the school is subject to the conditions set forth in the Acceptable Use Policy that all students and parent(s) must sign indicating that they have read it and agree to comply with its terms. All ECDs must be closed during class unless the instructor has explicitly stated otherwise. All communication through the school's technology platform is archived and considered public record. They are subject to school rules and consequences, as well as referral to law enforcement.

Students who misuse ECDs in any of the following ways may face discipline including phone confiscation and additional consequences:

- Refusal to Turn Off, properly stow or turn over an ECD. Students in possession of an ECD must turn it off or relinquish it when directed by a teacher, administrator, coach, counselor, or other school personnel. Students who refuse to turn off or relinquish a device may face consequences up to OSS.
- Playing games/watching movies during class time without specific instruction to do so from the instructor.
- Cheating. Students may not use ECDs in or out of the classroom to get or give answers to tests, to copy information available on the internet and submit it as the student's own work, or to engage in any form of cheating. Students will be subject to the district policy on cheating.
- Cyberbullying. *Bullying* means threatening another person by words (name-calling, dissing, shunning) or by physical force (pushing, shoving, restraining). *Cyberbullying* refers to bullying that is done electronically through ECDs and that causes physical or emotional harm to the victim, or disrupts school activities. This form of bullying may either be sent directly to the victim or indirectly through messages sent to others. This includes, but is not limited to, blogging and posting on social networking sites. Students who engage in these behaviors may face consequences up to and including expulsion and referral to law enforcement in accordance with the district's bullying and harassment policy.
- Harassment. Spoken, written, or graphic attacks against someone made in person or through the use of ECDs that materially disrupt classwork, cause substantial disorder, or create a hostile educational environment for school personnel or students is known as harassment. Harassment because of a person's race, color, religion, ancestry, national origin, gender, sexual orientation, medical condition, or disability is illegal and absolutely prohibited. Students who engage in these behaviors may face consequences up to and including expulsion and referral to law enforcement in accordance with the district's bullying and harassment policy.
- Disruption of School Activities. Disruption of school activities occurs:
 - o If instruction or educational activities are significantly interrupted,
 - o Students and educational personnel are denied access to or cannot focus on classroom or out-of-classroom activities, or Continuous disciplinary measures are necessary to maintain order and protect persons and property from harm.
 - o Students who engage in these behaviors may face consequences up to and including expulsion.
- Sexting. Sexting means taking, sending, forwarding or asking to receive messages, photos, or videos of persons who are partially or completely undressed or are pretending to or actually performing a sexual act. Students who engage in this behavior may face consequences up to and including expulsion and may be referred to law enforcement under the district's harassment policy.
- Threats. Students may not use ECDs to communicate a serious intent to harm or assault students or school personnel. Students who threaten others may face consequences up to and including expulsion and may be referred to law enforcement.

Use of Student ECDs Away from School

Normally, students have the same rights as any other person outside of school to exercise free speech through the use of their own ECDs. However, if the interests of the school are affected, then such use will subject students to disciplinary action. Students who use ECDs outside of school to cyberbully, harass, or threaten other students or school personnel will be subject to school discipline. Sexting that originates outside of school may also be subject to discipline if the messages, photos, or videos reach school grounds.

Students will face disciplinary action for off-campus use of ECDs in their possession if they *reasonably knew or should have known* that the off-campus ECD communication would appear on campus and if the effects cause *significant disruption of school activities* or *significant interference with the rights of others* at school or school-sponsored/related activities.

- Significant disruption is evident if:
 - o Instruction or educational activities are interrupted,
 - o Students and educational personnel are denied access to or cannot focus on classroom or out-of-classroom activities, or
 - o Continuous disciplinary measures are necessary to maintain order and protect persons and property from harm.
- Significant interference with the rights of others is evident if:
 - o The ability of students to participate and learn in a safe schooling environment is limited by psychological harm, physical harm, or threat of physical harm;
 - o The ability of school personnel to carry out their responsibilities is limited through intimidation sufficient to cause psychological harm, physical harm, or threats of physical harm; or

- o There is reasonable fear of damage to school property or the property of students and school personnel.

Searches of Student ECDs by School Personnel

Students must turn over the ECDs in their possession at school or school-sponsored/related activities to school personnel upon request. Failure to do so will be grounds for disciplinary action. School security, law enforcement, or both may be contacted at the discretion of school personnel.

School administrators and school security may conduct searches of student ECDs when there is reasonable cause to believe that the search will reveal evidence of a violation of one or more of the rules set forth above. The search will be limited to the context within which the alleged misuse occurred.

AODA POLICY

The school environment needs to be free from the non-medical use of alcohol, illegal drugs or other controlled substances. These substances interfere with the learning environment and performance of students. With this in mind:

1. No student shall possess, sell, arrange for the sale of, use, distribute, or be under the influence of alcoholic beverages, of any kind in any school building, on school premises, in a district-owned or leased vehicle or at any school sponsored activities.

2. No student shall possess drug paraphernalia, look-alike drugs, nor possess, sell, arrange for sale of, use, distribute or be under the influence of illegal drugs, inhalants or controlled substances (Chapter 961) in any school building, on school premises, in a district owned or leased vehicle or at any school sponsored activities. This policy does not apply to the use of prescription medication by the person for whom they are prescribed.

Failure to abide by this policy shall result in notification of parent(s) and in disciplinary action in accordance with established procedures.

Alcohol Violation: Students who violate any of the alcohol prohibitions outlined in board policy will be referred to law enforcement officials, suspended and/or placed on a behavioral contract or for repeat violations will be recommended for expulsion from school. The parent/guardian of the student will be contacted and the student will be referred to law enforcement officials. Any alcohol beverages found shall be confiscated.

Drug Violation: Students who violate any of the drug prohibitions outlined in board policy will be subject to the following discipline procedures:

1. Referral to law enforcement officials for prosecution under specific local, state and federal laws.
2. Suspension from school pending school expulsion proceedings. Possible behavioral contract issued in lieu of expulsion.
3. Board of Education expulsion proceedings.

All illegal drugs, controlled substances and drug paraphernalia found shall be confiscated.

Tobacco Possession: Possession of tobacco products, e-cigarettes, vape pipes and vaping-related products on school premises or at functions under the sponsorship of the school whether on person, in locker, or in a vehicle is considered a violation. Disciplinary actions include confiscation of products, suspension, and possible referral to police if a minor. Repeat offenses may result in recommendation for expulsion or issued a behavioral contract.

Tobacco/e-Cigarette Use, Vaping: Use of tobacco products, e-cigarettes or e-cigarette related products or vaping on school grounds or at functions under the sponsorship of the school. Disciplinary actions include confiscation of products, suspension, and possible referral to police. Repeat offenders will be recommended for expulsion. By statute, the school grounds are drug and tobacco free, including within 1000 feet of school property.

Medication

Students who require medications or treatments while attending school must be identified to the proper school administrator by their parent(s) or guardians. Medications and treatments may require evaluation by the school nurse and possible consultation and approval by the child's healthcare provider before medication can be administered to the student.

Students self-administering medications or treatments are permitted if a student has a self-medication/self-treatment request form on file in the student's school and the school nurse's office. Self medications for middle school students include inhalers and auto injectors. All other medications (over the counter and prescription) need to be placed in the office and administered by a trained staff member. For more information on self-administration of medication, please see the memo on medications and treatments at the end of the handbook.

Medication forms - prescription and over the counter are only good for a school year. Permission to self-administer medications are only good for a school year. A student needs new forms completed each school year.

SCHOOL FEES – GRADES 5-8

Student, Activity, Athletic and Band Fees

- | | |
|--|------------------------|
| a. Student Fee (covers locker usage, printing, copying, misc. items) | \$15.00 |
| b. Extra-Curricular Activity Fee | \$15.00 (per activity) |
| c. Athletic fee (maximum \$120 per family) | \$25.00 (per sport) |

POSTERS AND OTHER ANNOUNCEMENTS

Only school recognized organizations may put posters or other signs advertising or promoting their activity at school. These organizations must have prior approval before signs are put up, and should be put on the announcement bulletin board..

LOST AND FOUND

Please check in the commons. Look carefully. You might find everything you are missing. You should report any articles missing as soon as possible. If you find an article, turn it into the lost and found in the commons area.

VISITING STUDENTS

We ask that parent(s) not send their child's friends or relatives to school to spend the day. Any exceptions to this must be directed to the principal in advance. Former students or other guests may visit during the noon hour, with prior approval from the principal.

ANIMALS, PETS

Animals may be brought into the classroom for educational purposes. They must be vaccinated as required by local governmental ordinances, appropriately housed, and properly handled. Poisonous and dangerous animals will not be permitted. Persons bringing animals into the school must receive prior permission from the classroom teacher and/or principal. Animals are not to be transported on school buses. parent(s) should be involved in the transport of animals to and from school once the classroom teacher/principal grants permission.

DOORS AND SECURITY

As a security measure, all exterior doors are to remain closed and locked throughout the school day. All doors to classrooms and hallways are to remain closed and locked during classes. No visitor is allowed to enter the building without receiving permission from either the middle school or district office prior to entering the building. All visitors will be asked for their name, their purpose for the visit and then instructed where they should check in once inside the building. Students, staff and visitors should only enter and exit through fobbed doors throughout the building. All other doors should only be used in the case of an emergency.

CONCERTS

Students are welcome to attend their siblings' concerts/performances held in the FAC. Students attending a concert/performance need a parental note or a phone call to the middle school office. They will be given a pass from the office to give to their teacher. They will be escorted to the concert by a staff member. Students can be picked up by a parent after concerts in the FAC lobby after signing out in the middle school office.

ELECTIVE ACTIVITIES

ATHLETIC (WIAA Rules and Regulations apply)

Cross Country	Grades 6, 7, 8	Boys & Girls
Football	Grades 7 & 8	Boys
Volleyball	Grades 7 & 8	Girls
Basketball	Grades 7 & 8	Boys & Girls
Dance	Grades 6, 7, 8	Girls
Wrestling	Grades 6,7, 8	Boys & Girls
Track	Grades 6, 7, 8	Boys & Girls

Community Education Sponsored Athletics

Baseball (summer)	Grades 5 - 8	Boys
Softball	Grades 5 - 8	Girls
Basketball	Grades 5 - 8	Boys/Girls
Volleyball	Grades 5 - 8	Girls
Wrestling	Grades 5 - 8	Boys/Girls

DRAMA

Grades 5 - 8 The purpose of Drama allows students to explore and understand the elements of acting and stage production.

FORENSICS

Grades 5 - 8 The purpose of Forensics is to strengthen a student's speaking ability by making Forensic activities available to them. There are many categories, with a division for almost any interest.

MUSIC

Grades 5 - 8 Band
Grades 7&8 Choir

STUDENT COUNCIL

Grades 5 - 8 Student Council is open to all interested students who want to work toward promoting school spirit, aiding the faculty in their many functions and assisting to build strong ties between the community and our school.

YEARBOOK

Grades 5 - 8 The purpose of the Yearbook club is to provide students an opportunity to grow and showcase their skills in photography and graphic arts by working together to design and publish the annual middle school yearbook. Yearbooks are available for purchase at the end of each school year.

ATHLETIC/ACTIVITY PARTICIPATION POLICY - Middle School - Grades 5-8 [Athletic/Activity Code Link](#)

Academics - A student must have grades in good standing to remain eligible for the current sport/activity. A coach has access and will check a student's grades at any time. If a coach finds that a student is not passing, they reserve the right to deem the student ineligible until the student is **passing all of their classes**.

1. If a student, grades 5-8, **fails one class** at the end of a grading period, the student will be ineligible to compete for 10% of the maximum number of contests in the student's current (if the student is currently involved in a competitive activity) or next (if the student is not currently involved in a competitive activity). If that number is a fraction, it will be rounded up. The student must practice during the ineligibility period. The period of ineligibility will begin when the F list is released. The student must practice during the ineligibility period.
2. If a student **fails two classes**, the ineligibility period will rise to 20%. If that number is a fraction, it will be rounded up. The student must practice during the ineligibility period.
3. If a student **fails three classes**, the ineligibility period will rise to 50% of the season. If that number is a fraction, it will be rounded up. The student must practice during the ineligibility period.
4. **Four or more failures result in ineligibility for the season.** The student must practice during the ineligibility period.

* A student who is enrolled in any state-approved EEN program and who receives no usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.

*The athletic director will be responsible for final grades- coaches and athletes will be made aware of any academic consequences related to failing grades.

Attendance

1. In order for a student to be eligible for the day's performance, practice, activity, or competition, he/she must be in attendance in classes all day. Exceptions to this rule shall be limited to family emergencies (which need to be approved by the MS principal and/or athletic director), pre-arranged absences, school trips, or verifiable medical appointments (a note/call from the doctor would be the best way to verify)
2. Any student with an unexcused absence from one or more classes/periods will not be eligible for the day's performance, practice, or competition. **Being more than 15 minutes late to a class is considered an unexcused absence!** (so students must be at school by 8:15 the day of and the day after)
3. Attendance is required at scheduled practice and games. Students/athletes should obtain advisor/coach approval prior to practice of an event if he/she must be absent.
4. Frequent excused absences and tardiness may result in loss of practice/performance time.
5. Students that are absent from school on a Friday may not participate in a weekend event – unless prior arrangements have been made with the principal.

Conduct - A student must be in good standing to remain eligible for the current sport/activity, this includes school sponsored athletics/activities and athletics/activities offered through Community Education. Suspended students will not be allowed to participate in athletics/activity during the suspension period.

CASES NOT COVERED BY SPECIFIC REGULATIONS

It is understood that these are not all inclusive. The Board of Education and the Administration shall take such action as is necessary to insure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school regardless of the existence or non-existence of a rule covering the offense.

NON-DISCRIMINATION [Policy 113](#)

The St. Croix Falls School District prohibits all forms of unlawful discrimination against students, employees, and other persons in all aspects of the District's programs, activities, and Operations. Please see the School District of St. Croix Falls - Non- Discrimination in District Program, Activities and Operations - Policy 113 for more information.

Policies

(Full list of school district policies can be found on the website)

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

The St. Croix Falls Area School District will respect the rights of custodial and non-custodial parents equally, except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of the court order. It is the responsibility of the non-custodial parent to inform the school office of said parent's wishes to be placed on the school's mailing list. The parent without physical custody must also provide the school with pertinent information if a joint custody agreement exists. Both custodial and non-custodial parents have the right to:

- | | |
|--|---|
| A. View the child's school records. | C. Attend parent/teacher conferences. |
| B. Receive school grade reports and all school mailings. | D. Visit the child briefly at school unless the court has imposed restrictions. |

District procedures provide that only the custodial parent has the right to remove the child from school. If parents show legal proof of joint custody, then either parent has the right to remove the child from school.

STUDENT RECORD PRIVACY ACT

Pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (J), the School District of St. Croix Falls has identified selected information relating to student directory information. This information is to be considered public information and may be released by the school district. Items considered to be directory information are as follows:

- Name of student
- Address
- Telephone listing
- Date and place of birth
- Participation in officially recognized activities (including sports)
- Weight, height, and grade level of athletic team members
- Date of attendance
- Previous educational agency attended
- Diploma and/or awards received
- Photographs or videotapes for school approved publications or other approved school use.

While the school district must obtain and use certain information about each student in order to plan the best program possible, this need must be balanced with the right of each student and parent to privacy. Therefore, access to school information is limited and controlled.

An annual notice to parents and eligible students regarding student records and data privacy shall be made in the official newspaper of the school district during the months of August and September of each year.

A parent of a student may notify the school that any or all of the information considered as directory information may not be released for the particular student. Parents and students shall notify the school district of requested restrictions to directory information in writing within thirty days of the publication of such notices in the official newspaper of the school district.

SCHOOL DISTRICT OF ST. CROIX FALLS

STUDENT ATTENDANCE PROCEDURES 431 RULE

<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

STUDENT ATTENDANCE POLICY: 431

<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

SCHOOL DISTRICT OF ST. CROIX FALLS
EQUAL EDUCATIONAL OPPORTUNITY AND NON-DISCRIMINATION POLICY: 411
<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

The School District of St. Croix Falls is committed to equal educational opportunity for all students in the District.

The right of the student to be admitted to school and to participate fully in curricular, cocurricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice. When based upon a legally-protected status or classification, examples of unlawful and discriminatory acts can include:

1. The denial of admission to any public school;
2. The denial of participation in, equal access to, or the benefits of any curricular, extracurricular, student services, recreational or other program/activity;
3. The discriminatory and inequitable provision of resources among comparable curricular or extracurricular programs;
4. Any action, policy, or practice, including segregation, bias, stereotyping, or student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or which limits or denies a person or group of persons opportunities, privileges, roles or rewards based, in whole or in part, on a legally protected classification or characteristic.

Children of homeless individuals and unaccompanied youth (youth not in the custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as those provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

Requests for such accommodations shall be made in writing and shall be submitted to and acted upon by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any such accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis and in a manner consistent with this policy.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with this policy.

By following required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

Designation of Compliance Officer. The administrator holding the following position is designated as the District's equal educational opportunities compliance officer ("Compliance Officer"):

Superintendent
St. Croix Falls School District
715 483- 2402

The Compliance Officer is authorized to receive complaints brought under this policy and its related complaint procedures. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters. The District Administrator's designee shall perform the duties of the Compliance Officer if the Compliance Officer is temporarily unavailable or if a complaint involves any alleged improper conduct by the Compliance Officer.

Confidentiality of Reports and Complaints. Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of discrimination reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation Prohibited. No employee, officer, agent or representative the District shall unlawfully retaliate against, harass, intimidate or otherwise impose any improper consequence against any person who (1) pursues any complaint under this policy and its related complaint procedure; or (2) otherwise participates in the resolution of any report, complaint, or investigation involving an alleged violation of this policy. Further, any act of retaliation, harassment, or intimidation performed by a student against any such persons who are involved in the complaint process would itself constitute a violation of school rules and District policy, and subject the student to appropriate disciplinary action.

Abuse of Process Prohibited. Failure to act in good faith while participating in the resolution of any report, complaint, or investigation under this policy or its related complaint procedure constitutes an abuse of process and subjects an employee or student to potential discipline. Abuse of process includes the pursuit of a complaint that the complaining party knows to be false or wholly frivolous, the intentional provision of false or misleading information during the processing of a complaint or other investigation, and other actions that constitute a violation of any District policy or rules.

NONDISCRIMINATION STATEMENTS AND DISSEMINATION OF POLICY AND DISCRIMINATION COMPLAINT PROCEDURES

In addition to including express nondiscrimination statements in other Board policies where required by law:

1. A legal notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year in the District's official newspaper.
2. A student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other similar published materials distributed to the public describing school activities and opportunities.
3. The student discrimination complaint procedures shall be disseminated to students, parents and guardians, employees and others to inform them about the proper process for submitting a complaint. The information shall be published in student, parent and staff handbooks, and the procedures or a reference to the procedures may be published or posted in other appropriate locations (e.g., the District website, guidance offices).

MAINTENANCE OF COMPLAINT RECORDS: REPORTS AND EVALUATIONS

The District's equal educational opportunities compliance officer shall be responsible for ensuring that the District maintains adequate records of complaints filed under the District's student discrimination complaint procedures and for directing the timely preparation of the annual or other reports and evaluations regarding nondiscrimination initiatives and compliance that the District is required to conduct and/or provide to the Department of Public Instruction. In addition, the District is required to formally evaluate the status of nondiscrimination and equality of educational opportunity in the District at least once every five years.

Legal References:

Wisconsin Statutes

Section 118.13

Wisconsin Administrative Code

PI 9

PI 41

Federal Laws

Title IX, Education Amendments of 1972

Title VI, Civil Rights Act of 1964

Section 504 of the Rehabilitation Act

Title II of the Americans with Disabilities Act

Individuals with Disabilities Education Act

McKinney-Vento Homeless Assistance Act

Adoption Date:

Adopted: November 23, 1993

Updated: January 25, 1994

Updated: November 10, 1998

Updated: May 22, 2018

SCHOOL DISTRICT OF ST.CROIX FALLS
HARASSMENT AND/OR BULLYING OF STUDENT POLICY: 411.1

Defining Bullying

As used in this policy:

1. “Bullying” refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or communications (including but not limited to actions that threaten, intimidate, insult, degrade, or ostracize) that have the effect of doing any of the following:

- A. Substantially interfering with any student’s education;
- B. Substantially interfering with a person’s ability to participate in or benefit from any school activity or program;
- C. Endangering the health, safety, or property of the target(s) of the behavior; or
- D. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.

2. “Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Younger students might better understand the meaning of “bullying” when the term is defined to include conduct that one person uses on purpose and usually more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.).

While bullying involves deliberate/purposeful conduct, intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner in which his/her conduct would be likely to be perceived by the target(s) of the conduct).

Not all behaviors that (1) hurt another person’s feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amounts to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment.

Defining Harassment

As used in this policy, the term “harassment” means behavior directed towards another person:

1. which either: (a) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student’s race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (b) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student’s physical appearance, economic status, or social status; or (c) does not serve a legitimate purpose;
AND
2. which either: (a) substantially interferes with a student’s school performance, an employee’s ability to do his/her work, or any person’s ability to perform or participate in a District-related function; (b) substantially interferes with a student’s ability to participate in or benefit from any school activity or program; (c) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (d) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (e) causes a substantial disruption to any school-related activity or program; or (f) compromises the District’s ability to operate efficiently and effectively.

Bullying and Harassment by Students is Prohibited

The District prohibits students from bullying or harassing any person when either the aggressor and/or the target (victim) of the behavior is (1) at school or on school grounds; (2) at any school-sponsored activity; (3) using District-provided transportation; (4) under the supervision of a school district authority; or (5) otherwise within the scope of the District's disciplinary jurisdiction (such as conduct that occurs away from school that endangers the health, safety or property of a person who is at school).

Student violations of this policy will normally be addressed through remedial interventions and/or consequences. The exact response applied to a particular incident shall take into consideration the totality of the relevant circumstances, including but not limited to the nature and severity of the conduct, the age and developmental level of the student, and the student's behavioral history. Possible consequences for students who engage in bullying or harassment (or prohibited retaliation) include, but are not limited to revocation of school-related privileges, temporary removal from class or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

The District is not able to investigate and impose the same school-related consequences on a student for all out-of-school conduct that, if the conduct had taken place under other circumstances, would have constituted a violation of this policy and been within the school's jurisdiction for suspension or expulsion. However, where a District employee determines, based on communications with students or parents or guardians, that an out-of-school incident (or alleged incident) is having, or is likely to have, a negative effect within the school environment, the Board authorizes District staff to respond to non-school incidents that are brought to the District's attention through activities that may include a parent meeting, safety planning, counseling, or other appropriate interventions.

Application of this Policy to School Officials, District Employees, and Others

The District also prohibits bullying and harassment by District officials, District employees, District volunteers, contracted service providers, and others who are present at a school, on school grounds, or at any school-sponsored activity. While the primary focus of this policy concerns victims/targets who are students, such conduct is prohibited regardless of whether the target of the behavior is a student, school official, District employee, parent or guardian, or other person.

When an employee is alleged to have engaged in bullying, harassment or prohibited retaliation, the incident (including the possible imposition of consequences) will be addressed in a manner consistent with the District's procedures for handling personnel matters. When a person who is neither a student nor an employee violates this policy, the District likewise reserves the right to take appropriate remedial action, including the imposition of possible consequences (such as limiting the individual's access to District property or activities, referral to law enforcement, etc.).

Reports/Complaints; Confidentiality

The District shall establish and implement procedures under which incidents and concerns involving bullying, harassment, or any related allegations of retaliation can be reported and addressed in an appropriate manner.

In addition to any other reporting procedures that are established:

1. When the victim/target of the alleged behavior is a student, a person may report the behavior as a complaint under the District's student discrimination complaint procedures; or
2. When the victim/target of the alleged behavior is an employee, a person may report the behavior as a complaint under the District's employment discrimination complaint procedures; or
3. When the victim/target of the alleged behavior is neither an employee nor a student, a person may report the behavior to the appropriate activity supervisor, building principal, or to the District Administrator. A written complaint is preferred, but, no matter how the report is presented, the person making the report should clearly and expressly identify that he/she is reporting a concern with bullying, harassment, or retaliation.

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation and Abuse of Process are Prohibited

Retaliation is prohibited against any person who has reported in good faith (or who is believed to have reported) a possible violation of this policy, or against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint of bullying or harassment. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and/or bullying.

Knowingly providing false information regarding alleged bullying or harassment, fabricating incidents/allegations, and similar bad-faith conduct shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Legal References:

Wisconsin Statutes

Section 118.01(2)(d)
Section 118.13
Section 118.164
Section 118.46(2)
Section 120.13(1)
Section 947.0125
Section 947.013
Section 948.51(2)
Section 995.55

Wisconsin Administrative Code

PI 9

Federal Laws

Children's Internet Protection Act (CIPA) and Neighborhood
Children's Internet Protection Act (NICPA)
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act
Title II of the American with Disabilities Act of 1990

Adopted:	June 8, 2010
Updated:	May 22, 2018
Updated:	August 25, 2020
Updated:	September 27, 2022

**SCHOOL DISTRICT OF ST. CROIX FALLS
HARASSMENT AND/OR BULLYING OF STUDENTS**

411.1 Rule

Purpose:

To establish procedures for individuals schools on how to address the problem of bullying through a variety of methods.

Guidelines:

Individual schools in the St. Croix Falls School District will address the problem of bullying through a variety of methods including:

1. Annually students and all staff to recognize and respond appropriately to bullying behavior.
2. Implementing consistent and effective bully prevention programs within the elementary, middle school and high school.
3. Providing students with a consistent system for reporting acts of bullying to safe contacts, school counselors or principals in the schools.

The following steps will be taken as appropriate when dealing with incidents of bullying:

1. A clear account of the incident will be recorded and given to the safe contact, school counselor, or principal.
The incident will be recorded on the school harassment/bullying report form.
2. The principal will interview all of the concerned parties and will record the incident in the student information file system.
3. Parents of the concerned parties will be kept informed. This will be done with each reported incident for both parties.
4. Communicate with staff as appropriate regarding the incident.
5. Discipline measures will be used appropriately.

Students who have been bullied will be supported by:

1. Being offered an opportunity to discuss the incident with a safe contact, school counselor, or principal.
2. Offer on-going support with the goal of restoring confidence and a feeling of safety in the school environment.
3. Follow-up with the complainant by the investigating district staff member to ensure that the problem has been resolved.
4. Students need to be encouraged to continue to report if problems do not stop.

Students who have bullied will be supported by:

1. Being offered an opportunity to discuss the incident with a safe contact, school counselor, or principal.
2. Identifying the bullying behavior and the need to change.
3. Working to discover why the student became involved in the act of bullying.
4. Developing a plan with the safe contact, school counselor, or principal for a more socially acceptable behavior in a future situation.
5. Enlisting the assistance of the parents/guardians to assist in changing the behavior/attitude of the student.

The following disciplinary steps will be taken as appropriate:

- 1. Official verbal warnings to cease the offending behavior (up to 2)**
- 2. Detentions/after-school**
- 3. In-school suspension time**
- 4. Out-of-school suspension time**
- 5. Expulsion for repeated offenses**

Adopted: June 6, 2010

Updated: May 22, 2018

Updated: September 27, 2022

SCHOOL DISTRICT OF ST. CROIX FALLS
HARASSMENT AND/OR BULLYING OF STUDENTS POLICY: 411.1 Exhibit A
<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

For use when reporting bullying incidents at school. It may be used by school and police officials when investigating this or other related incidents.

Report made by: _____ Date: _____

Name(s) of those being bullied: _____

Exact Location/s of incident: _____

Date of incident: _____ Approximate time of incident: _____

Check those that apply:

_____ Kicking	_____ Teasing	_____ Exclusion from game/activity
_____ Hitting	_____ Embarrassment	_____ Name calling
_____ Pushing	_____ Tripping	_____ Rude gestures
_____ Spitting	_____ Hate notes	_____ Spreading rumors
_____ Insulting	_____ Discrimination*	_____ Cyber-bullying
_____ Hazing	_____ Put downs	_____ Intimidation
_____ Other/s _____		

Please describe in detail exactly what occurred, anyone who was involved, possible witnesses. **Details are important!**

***Can be for multiple reasons.** (e.g., race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability)

Does this issue seem to be over now or is it likely to continue? (Circle one) Yes No Not Sure

I certify that all statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable).

Signature

Date Submitted

Approved: June 8, 2010
Updated: May 22, 2018

SCHOOL DISTRICT OF ST. CROIX FALLS
PUBLIC NOTIFICATION OF EQUAL EDUCATIONAL OPPORTUNITY POLICY
411 Exhibit 2

Name _____ Date _____

Address _____

Telephone _____

(Home)

(School or Work Location)

Status of person filing complaint: _____ Student _____ Employee _____ Parent or Guardian

_____ Other: _____

Filing complaint alleging discrimination on the basis of: _____

Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

Signature of complainant: _____

Date complaint filed: _____

Signature of person receiving complaint: _____

Date received: _____

Adopted: September 27, 2022

STUDENT CONDUCT ON BUSES AND SCHOOL BUS DISCIPLINE: 443.2

<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

SCHOOL DISTRICT OF ST. CROIX FALLS LOCKER ROOM PRIVACY POLICY: 731.2

<https://www.scf.k12.wi.us/district/boardpolicy.cfm>

EIGHTH GRADE PROMOTION POLICY: 346.2

Students who score basic or below on the Forward Exam and/or do not pass their core classes (science, social studies, math, language arts) in first and second semesters will be referred to the building principal and designated grade level team members. Parents will be notified of the referral to discuss requirements for promotion. Requirements include summer school attendance in the designated content area(s). Students are allowed one absence during the summer school session and must complete assigned work for the class.

Student Opt Out

Students who choose not to take the Wisconsin Forward Exam must pass the core classes or meet the goals/objectives of the IEP or be considered for promotion by building principal and grade level team.

Recommendation/Appeal Process

If the parent(s) or guardian of the student is not satisfied with the decision to retain, then the parent(s) or guardian may appeal the decision. The appeal process is described as follows:

- The parent shall notify the building principal within 10 business days from the decision to retain, of the intent to appeal.
- The building principal will coordinate a meeting with the designated grade level team.
- The building principal will set a time and date for a meeting so the parent and student can meet with the designated grade level team.
- If the parent remains dissatisfied with the team's decision, the parent shall inform the building principal with 10 business days that the appeal process should continue.
- The principal will present the student's academic records and other relevant data to the District Administrator.

Legal References:

Wisconsin Statutes
Section 118.24(2)(a)
Section 118.33(6)(a)
Section 118.33(6)(cm)

345.4 Rule – Retention Guidelines and Procedures
345.4 Exhibit – K-5 Student Retention Recommendation Form
346 Student Assessment
346 Rule – Testing Guidelines

Cross References:

411 Equal Education Opportunity and Non-Discrimination Policy
431 Student Attendance Policy
432 Rule- Student Attendance Procedures
345.4 Retention Policy

Adopted: June 26, 2001
Updated: October 14, 2003
Updated: April 23, 2018

School District of St. Croix Falls
ONE-TO-ONE Technology Program Use Policy & Permission

A. Introduction

In this document, “laptop/Chromebook” will be referred to as “device”. The devices and bags/case that are issued to all students in the school district are the property of the School District of St. Croix Falls (SCF). The device is on loan to the student and must be used in accordance with the following Policies and Procedures, the School Use of the device – as well as access to the computer network, the Internet, and e-mail – are a *privilege* and not a right. **These items are provided for educational purposes and are intended to support the learning objectives of the School District of St. Croix Falls.** Devices are to be used only in the classroom, designated areas, and/or at home for homework. Students will need written permission from a parent before they will be allowed to take their devices home.

B. Management, Administration Monitoring and Privacy

The School District of St. Croix Falls has software and systems in place that monitor and record all Internet usage to ensure the systems are being used for educational purposes, consistent with the District’s goals. The St. Croix Falls School District (SCFSD) wants users to be aware that our security systems are capable of monitoring/logging each and every user, application, and network/Internet usage. No SCFSD 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 and SCFSD computing facility. The District will review computing activity and analyze usage patterns and may choose to publicize this data to assure that the District’s computing resources are devoted to maintaining the highest standards of educational benefit and productivity.

SCFSD, 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.

SCFSD uses a filtering system to block sites as deemed necessary and/or appropriate. Offensive, disruptive, or harmful data included, 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 supervisor of the incident. Similarly, a user is encouraged to inform his/her teacher or supervisor if he/she becomes aware of another user accessing or has accessed material prohibited above.

The District’s goal in creating these standards and reporting requirements is to affirmatively set forth content standards for users to be mindful of when accessing these resources on their own.

SCFSD will fully cooperate with requests from law enforcement and regulatory agencies for logs, diaries, 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.

Predetermined software will be available for staff and students to install.

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.

Users may not intentionally delete or modify data on the network without consent of SCDS staff. SCFSD 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 SCFSD 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.

E. General Information about Devices

Students are required to attend a training session determined by administration. Students are expected to read and understand the care and user guide found on their computer and the ONE-TO-ONE Technology Program Acceptable Use Policy. Students are to treat their devices with care and respect. Devices will be checked randomly to determine if each student has the appropriate device and to access the condition of the device. Students who do not have permission to take their device home, may pick up their device in the LMC each morning between 7:50 am and 8:00 am. No devices will be issued after 8:05 am.

Students are encouraged to help each other in learning to operate their devices. However, such help should be provided verbally without touching the other person's device and/or only the user's permission. Passwords should always be kept confidential. Students may never share their password with another student.

Students are required to back up data and other important files regularly to an appropriate storage space (i.e. Dropbox, Google Docs). The SCF Tech Department will, at times, collect laptops for maintenance. All files not backed up to server storage or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of St. Croix Falls administration and the SCF Police Department.

If the device is damaged or not working properly, it must be turned in to the School District of St. Croix Falls' Technology staff for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

F. General Use and Care of Device:

Students will at all times:

- Operate only the device assigned to that individual and keep passwords confidential. Students should never "swap" or "share" their device with another student or any individual. Devices are assigned and each student's individual activity is monitored and recorded.
- Transport a device in its provided bag/case, fully closed, either turned off or in "sleep" mode.
- Carry the device bag/case securely across the body by the shoulder strap.
- Leave the identification tag that names the student to whom the device is on loan to and labels the device as the SCFSD property on the bag/case.

- Keep laptop secure and damage-free. The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag/case is not allowed.
- **NOT** eat or drink while using the device or have food or drinks in close proximity.
- **NOT** leave the device in a vehicle, or use it near water such as a pool, or leave it outside.
- **NOT** place the device on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat.
- **NOT** place near table or desk edges where there is an increased chance of braking. Devices should only be used while they are on a flat, stable surface such as a table. Students should not use their devices while walking, riding the bus, or otherwise being transported.
- **NOT** loan your device or charger and cords.
- **NOT** attempt to override, bypass, or otherwise change the internet filtering software or other network configurations.
- **NOT** make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center. Specifically, all district-owned technologies should be free of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- **NOT** stack objects on top of the device. Heavy objects should never be placed or stacked on top of the device. This includes books, musical instruments, sports equipment, etc. A device bag/case should not be placed inside the student's book bag or backpack where it may be compressed.

School:

- Keep devices in his/her possession or secured/locked in his/her locker.
- Device is to be stored on the top shelf of the locker.
- Be responsible for bringing the device, fully charged, to school each day.
- **NOT** allowed to take the device into the cafeteria or gymnasium during lunch periods. Device must be left in the student's secured locker prior to lunch.
- Use technology for school-related purposes only during the instructional day while refraining from use related to commercial, political, or other private purposes.
- Download or install only predetermined software or other materials provided by the District.
- **NOT** access or utilize non-educational games using school resources.
- Leave the device in a securely locked locker or at home, if participating in an activity that is not conducive to using the device for District-approved purposes (i.e. field trip, assembly).

Home:

- Be able to access wireless points and routers, printers, etc. to district owned and maintained local, wide or metro area networks, Connection of personal devices such as iPods, smart phones, PDAs 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.
- **NOT** allow pets near device.
- **NOT** check the laptop as luggage at the airport.

G. Use of the Device for Internet and E-mail

Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access in school. The network is provided for students to conduct research, communicate with others, and construct educational assignments/products. Access to Internet services and online communication is given to students who agree to act in a considerate and responsible manner. Parental permission is required for independent access (**see Internet/Computer & Technology Acceptable Use Permission Form.**) Technology and Internet use is a *privilege*, not a right. **It is presumed that users will comply with District standards and will honor the agreements they have signed.**

Freedom of speech and access to information are rights to be exercised within the bounds of acceptable standards of the St. Croix Falls School District policies. Students should be aware that Internet, e-mail and other media that are accessed, created, or stored on their devices are the sole property of the District. The SCFSD staff have the right to review these items to maintain system integrity and ensure that students are using the system and resources responsibly. *Students should not expect that files stored on District-provided resources will be private. District*

administrator(s) may limit or revoke a student's access to any file(s) at any time for any reason. Students and parents/guardians understand that the SCFSD does not have control over information found on the internet. While every attempt is made to block access to the device while at home, it is the parent/guardian's responsibility to supervise information that a student is accessing from the internet while at home. Random checks will be done and students with inappropriate material will be disciplined accordingly.

Students should never share personal information about themselves or others to a third party while using the Internet or e-mail. This includes a student's name, social security number, age, address, phone number, photos/images or school.

Electronic mail should not be used for internal District business, instructional purposes, collaboration with teachers and peers and other activities directly related to a user's educational or employment goals and responsibilities. While it is recognized that a certain amount of personal use occurs with any communications medium, the District strongly discourages users from using District computing resources for personal communication and expressly prohibits their use commercially or for personal enrichment or profit. The electronic information available to students and staff does not imply endorsement of the content by the school district nor does the District guarantee the accuracy of information received on the Internet. The District shall not be responsible for any information that may be lost, damaged, or available when using the network.

Teachers will educate and monitor student use of technology and the Internet. Students will be guided toward appropriate and educational resources. Students must be under supervision of a staff member when using the network and technologies provided by the District. Parents/guardians bear the responsibilities for supervision of technology and Internet use outside of school.

H. Enforcement and Consequences for Inappropriate Use

Students are expected to use their devices in accordance with these Policies and Procedures and in accordance with District Acceptable Use Policy and any applicable laws. **Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.** Violations of this policy will be investigated by appropriate personnel. Where appropriate, disciplinary action will be taken for any violation of this policy, as provided for by the St. Croix Falls School Board. Failure to use the device 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 SCFSD:

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension or expulsion from school
- Civil or criminal liability under applicable laws

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.

Any user identified as a security risk or having history of problems with computing systems may be denied access to the District's computing facilities, with or without advanced warning, or opportunity to cure a defect that may result in such a revocation of privileges.

INTERNET and TECHNOLOGY ACCEPTABLE USE POLICY/GUIDELINES

SCHOOL DISTRICT OF ST. CROIX FALLS ACCEPTABLE TECHNOLOGY USE POLICY 363.2 Exhibit A

Purpose:

The St. Croix Falls School District is providing access to the computer and network resources for staff and students to promote educational excellence in schools by providing resource sharing, innovation, and communication.

The St. Croix Falls School District will provide some or all of the following services for staff and students:

- A. Access to the World Wide Web
- B. Electronic mail (e-mail) for communication
- C. Storage space on school district servers
- D. Personal account for network services
- E. Access to various software packages

Responsibility:

Some of the information found on the Internet may be considered inappropriate or immoral by some people. The St. Croix Falls School District will attempt to keep students from accessing such information through the use of filtering products and direct supervision. However, it must be understood that the student is responsible for his/her own actions. It should further be understood that the St. Croix Falls School District has no control over the information content found on the Internet. The smooth operation of the Internet depends upon the proper conduct of the users. These guidelines are provided so that students are aware of their responsibilities. Violations of the following guidelines will result in disciplinary actions as determined by the school and district administration.

School Internet/Local Network – Terms and Conditions of Use

The following policies were written to correspond with the state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996).

A. Acceptable Use

1. The computer network system has been established by the St. Croix Falls School District for limited education use, which includes classroom activities, career development, web page creation, and teacher-directed self-discovery endeavors.
2. The use of your account must be in support of education and research and consistent with the educational objectives of the St. Croix Falls School District.
3. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening or obscene material.
4. Pirating - the illegal copying or selling of software - is prohibited. 363.2 Acceptable Technology Use Policy-Exhibit A—Page 2

B. Privileges

1. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
2. School staff will determine consequences for inappropriate use.
3. School staff members may request the system operator to suspend specific student accounts until the inappropriate use is reviewed.
- 4.

C. Network Etiquette (Netiquette) – E-mail privileges or accounts may be given to students for educational use. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not write messages that will harass, offend or insult other people.
2. Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly prohibited.
3. For your personal protection, do not give out your address or phone number.
4. Note that e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

5. Do not use the network in such a way that you would disrupt the use of the network by other users. Lengthy file attachments should be approved by supervising personnel before transmission.
6. E-mail via the St. Croix Falls School District Network is not for sending unwanted email/chain e-mail messages.

C. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system operator or your instructor. Do not demonstrate the problem to other users.

Do not use another individual's account or password.

Attempts to log on to the network as a system administrator will result in cancellation of user privileges.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

C. Vandalism – Vandalism will result in cancellation of privileges.

Vandalism is defined as any malicious attempt to modify, damage, or destroy data, software, operating systems or equipment.

This includes, but is not limited to, the loading or creation of computer viruses.

Data and software should only be saved to designated areas for students use. 363.2 Acceptable Technology Use Policy-Exhibit A—Page 3

C. The St. Croix Falls School District (SCFSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

The SCFSD will not be responsible for any damages you suffer. This includes loss of data, resulting from delays, nondeliveries, mis-deliveries, or service disruptions caused by its own negligence or your errors or omissions.

The SCFSD is not responsible for any costs, liabilities or damages caused by the way you use the system.

Use of any information obtained via the Internet is at your own risk.

The SCFSD recognizes that the information obtained through the Internet may be inaccurate and of poor quality. The SCFSD specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.