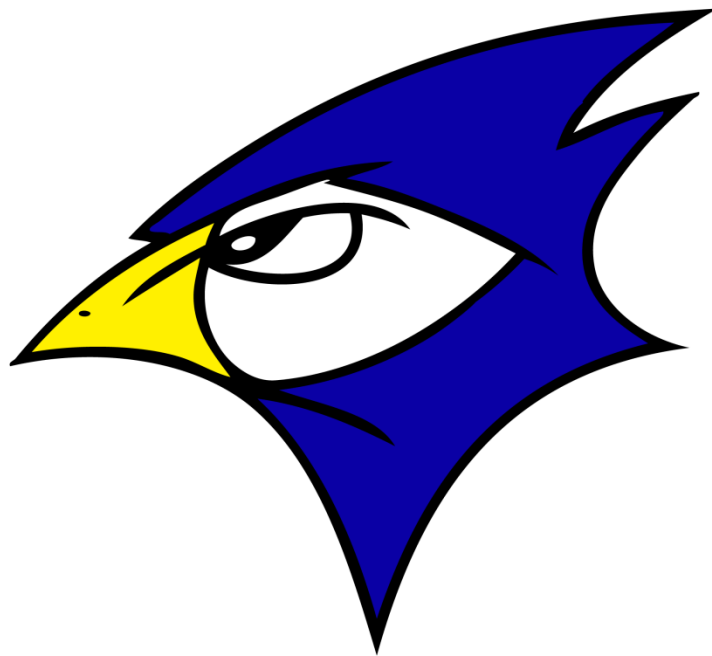


Tab 1

JOHNSON CREEK HIGH / MIDDLE SCHOOL



2024-25 STUDENT HANDBOOK

Johnson Creek High School / Middle School
455 Aztalan Street, P.O. Box 39
Johnson Creek, WI 53038
(920) 541-4800

To: The Students of Johnson Creek:

The Staff of Johnson Creek Middle/High School would like to share our excitement in welcoming our students back for the upcoming school year. We look forward to assisting each student in accomplishing their academic goals and participating in the exciting activities this school year holds for each of us. We expect to provide each student with opportunities for personal growth and academic successes. Our hope is to make our school and community a better place. We seek your assistance in this endeavor by encouraging you to be an active participant in this school. Take advantage of all Johnson Creek has to offer in performing arts, athletics, clubs and enrichment activities. If you have any difficulties, do not hesitate to seek our assistance. The staff is a wonderful combination of experienced, dedicated and caring individuals. Our goal is to help guide young adults in making the most of their educational career. We look forward to challenging our students to be their best. Together, we can make each year a memorable one.

Sincerely,

The Staff of Johnson Creek Middle/High School

MISSION STATEMENT

WE, THE MEMBERS OF THE SCHOOL DISTRICT OF JOHNSON CREEK, BELIEVE IN THE POTENTIAL OF ALL AND ARE COMMITTED TO DEVELOPING LIFELONG LEARNERS WHO VALUE THEMSELVES; CONTRIBUTE TO THEIR COMMUNITY; AND SUCCEED IN A CHANGING WORLD.

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2024-25 Johnson Creek School District Calendar			
August		February	
21	Elementary Open House (5:30-7:00pm)	17	No School - Inservice
26	School Begins for K-12		
27	School Begins for EC-4K		
September		March	
2	Labor Day - No School	6	Regular School Day – Elem. Parent/Teacher Conferences (3:30-7:30 pm)
4	MS/HS Back to School Night (6-8pm)	11	ACT (No school for grades 9, 10, 12)
10	Picture Day	21	End of 3rd Quarter
		24	Start of Spring Break
		31	Classes Resume
October		April	
17	Regular School Day – Elem. Parent/Teacher Conferences (3:30-7:30 pm)	8	Pre-ACT (No School for grades 11 & 12)
24	Regular School Day – Elem. Parent/Teacher Conferences (3:30-7:30 pm)	18	No School
25	No School - Inservice	21	No School
29	End of 1st Quarter		
November		May	
27	Start of Fall Break	9	Half day for students (12pm dismissal)
		21	High School Awards & Scholarships - 1:30-3:00 p.m.
		26	Memorial Day – No School
		28	High School Exams
		29	High School Exams
		30	High School Exams/Last Day of School 8th Grade promotion - 8:00-9:00 a.m. 4th Grade promotion - 9:15-10:15 a.m.
December		June	
2	Classes Resume	1	Graduation - 2:00 pm
23	Start of Winter Break	9	Summer School Begins - Tentative
January			
2	Classes Resume		
15	HS Exams		
16	HS Exams		
17	HS Exams		
20	No School - Inservice		
21	Second Semester Begins		

SCHOOL SONG

(Sung to "Illinois Loyalty")

**WE'RE LOYAL TO YOU, JC HIGH
WE'RE GOLDEN AND BLUE, JC HIGH
WE'LL BET YOU CAN STAND
AGAINST THE BEST IN THE LAND
FOR WE KNOW YOU CAN DO IT, JC HIGH, RAH!! RAH!!
GO SMASHING AHEAD, JC HIGH
FOR WE KNOW YOU CAN DO IT, JC HIGH
FOR WHEN YOU'RE PUT TO THE TEST
YOU'RE ALWAYS THE VERY BEST
A VICTORY FOR YOU, JC HIGH
U RAH, RAH JOHNSON CREEK
U RAH, RAH JOHNSON CREEK**

STAFF EMAIL ADDRESSES

Anton, Krista (Special Education)	Molley, Ryan (Business Education)
Ayala, Kathleen (Social Worker)	Morris, Courtney (HS Social Studies)
Blakeley, Marc (MS Social Studies)	Morris, Kyle (HS Math)
Bong, Alex (Vocal/Music)	Nicolet, Kaylene (Guidance Counselor)
Braunschweig, Lyndsi (HS Art)	O'Connell, Neil (MS/HS Principal)
Budig, Jennifer (MS/HS Principal's Secretary)	O'Connor, Kathleen (Spanish)
Burke, John (HS English)	Oellerich, Tarek (Elem/MS Physical Education)
Buss, Ethan (HS English)	Olsen, Amanda (FACE)
Castillo, Julio (ELL)	Parry, Jessica (ELA)
Chowanec, Kristen (Special Education)	Peot, Logan (HS/MS Physical Education)
Christ, Kennedy (MS Math)	Perucco, Brett (Technology)
Christian, Melissa (Reading Specialist)	Petersen, James (MS Science)
Fenger, Sophia (ELA)	Probst, Josh (Band)
Gatzke, Brenda (Student Registrar)	Pustina, Stacy (Pupil Services Director)
Guido, Joseph (MS Math)	Ramseier, Brady (MS/HS Dean of Students/Athletic Director)
Hanson, Kelsey (ELA)	Schick, Christopher (Special Education)
Hartman, Cassidy (Special Education)	Schmitthenner, Jared (HS Science)
Hebbe, Trisha (MS/HS Receptionist/Athletic Secretary)	Sweger, Melissa (MS Math)
Keelty, Pat (MS Science)	Staus, Brian (MS Social Studies)
Lauersdorf, Ray (HS Tech Ed)	Trimborn, Diane (Paraprofessional)
Meracle, Michael (HS Social Studies)	Vodenlich, Anna (HS Science)
	Zbichorski, Nick (HS Math)

ACADEMICS

GRADUATION REQUIREMENTS

To be eligible for a high school diploma, a student will have earned a minimum of twenty-seven credits. A credit shall be earned for successful completion of a course. Credit for courses meeting more or less frequently or for other equivalent learning experiences shall be granted by the school district in proportion to the instructional time or requirements involved.

College bound students must earn a minimum of seventeen units from the following subject areas: English, Math, Science, Social Studies, and Foreign Language. Check with the guidance office to be certain you are meeting the entrance requirements of the college you choose.

A diploma shall be awarded upon the recommendation of the high school principal and approval by the Board of Education after certification that the student has completed successfully a course of study designated to meet the student's educational needs and capabilities.

A. TOTAL CREDITS:

A total of 27 required and elective credits must be earned in grades 9 through 12.

B. REQUIRED COURSES:

To be eligible for a diploma, students shall earn credits

In the following required courses:

- | | |
|---|-------------|
| • English/Language Arts * | 4 credits |
| • Mathematics * | 4 credits |
| • Social Science * | 3 credits |
| • Science | 3 credits |
| • Physical Education | 1.5 credits |
| • Health (earned between 7 th -12 th grade) | 0.5 credit |
| • Financial Literacy | 0.5 credit |

The above course requirements are considered to be minimum required courses for graduation from Johnson Creek High School. The student is encouraged to pursue additional study as appropriate to his/her needs. **Additionally, students will be expected to participate in an exit interview and presentation. They must also complete a pre-approved community service project.**

C. ELECTIVES

In grades 9 through 12, students shall also earn 10.5 additional credits in courses elected to suit individual needs, interests, and capabilities and to develop job entry or post-secondary skills. Course selections shall be approved by parent(s)/guardian(s) and counselor. Middle School students who are able to take high school course work will earn high school credit.

D. REGISTRATION CHANGES & DROPS

Course changes after the regular registration process should be kept to a minimum. In those rare cases where students require a change of registration that change should occur within the first three days of a new term. Course drops made after the third day of the new term may result in an "F" for that course. The principal must approve all drops.

E. DISTRICT GRADING SCALE

Transcripted courses will use the MATC grading scale. Please see the Course Description Handbook for a list of transcripted courses.

Grade Mark	High	Low
A	100.00%	92.50%
A-	92.49%	89.50%
B+	89.49%	87.50%
B	87.49%	82.50%
B-	82.49%	79.50%
C+	79.49%	77.50%
C	77.49%	72.50%
C-	72.49%	69.50%
D+	69.49%	67.50%
D	67.49%	62.50%
D-	62.49%	59.50%
F	59.49%	0.00%

F. GRADE POINT AVERAGE

When computing Grade Point Average (GPA), a grade of:

A+/A = 4 pts.	A- = 3.67 pts.	
B+ = 3.3 pts.	B = 3 pts.	B- = 2.67 pts.
C+ = 2.3 pts.	C = 2.0 pts.	C- = 1.67 pts.,
D+ = 1.3 pts.	D = 1.0 pts.	D- = 0.67 pts.
F = 0 pts.		

Note: The uses of pluses and minuses will be computed into the GPA.

G. LAUDE RECOGNITION PROCESS

Beginning with the graduating class of 2017, Johnson Creek High School implemented a student achievement recognition process based on the Laude system. Students eligible for the Laude system will be recognized using the criteria outlined below.

Students will be eligible for the Summa Cum Laude, Magna Cum Laude or Cum Laude recognition by multiplying their grade point average at the end of the first semester of their senior year (7 semester cumulative g.p.a.) times the total number of advanced classes taken throughout their four years in high school.

Examples:

3.4 x 4 = Cum Laude
3.7 x 6 = Magna Cum Laude
3.8 x 8 = Summa Cum Laude

Ranges for each recognition:

Cum Laude	13.6 to 22.1
Magna Cum Laude	22.2 to 30.3
Summa Cum Laude	Greater than 30.3

Cum Laude Recognition Courses

Year courses receive one full laude point and semester courses receive .5 laude point meeting course requirements successfully.

Accounting	AP United States Government and Politics
Advanced Metal Fabrication	AP United States History
Advanced Music	AP Pre-Calculus
Advanced Spanish	AP Physics
Advanced Wood Processing	Directed Independent Art
Anatomy/Physiology I	Independent Studies****
Anatomy/Physiology II	Medical Terminology
AP Biology	Microsoft Office
AP Calculus AB	Music: 4 years in high school band and/or high school choir
AP Calculus BC	Culinary Arts 3
AP Computer Science Principles	Introduction to Psychology
AP Computer Science A	Shielded Arc Metal Welding
AP English Literature and Composition	Introduction to Sociology
AP English Language and Composition	Youth Apprenticeships****
AP Environmental Science	Youth Options ****
AP European History	

****Youth Apprenticeships, Youth Options, and Independent Studies will be considered on an individual student basis and through an approval process see Counselor.

GUIDANCE SERVICES

Guidance services are available for every student in school and include:

- (1) Assistance with educational planning
- (2) Interpretation of test scores
- (3) Career information
- (4) Study help and advice
- (5) Job placement and college entrance details
- (6) Help with home, school and social concerns
- (7) Consultation on personal issues

ACADEMIC HONESTY

The District regards academic honesty as vital to the academic, social, and emotional development of all students. Honest and ethical behavior is an essential component in the learning process. Academic honesty requires that all academic work is the legitimate, truthful effort and product of the student. In contrast, academic dishonesty is an attempt by students to claim and show possession of effort, knowledge and/or skills that are not their own. Academic dishonesty in any form shall not be permitted.

Academic dishonesty includes, but is not limited to, the following examples:

1. Plagiarizing materials taken from sources, such as books, periodicals, newspapers, or the Internet without appropriate documentation.
2. Submitting another person's work as one's own (e.g. other students, parent, siblings).
3. Copying another student's homework, test, quiz, project, book report, assignment, or take-home test.
4. Allowing another student to copy a test, homework assignment, quiz, project, book report, assignment or take-home test.
5. Providing or accepting information regarding specific test content.
6. Stealing copies of tests or answer keys.
7. Changing answer(s) on a test, assignment, or project after grading.
8. Changing grades in a grade book or altering a computer grading program.
9. Using programmable calculators in a manner not specified by the teacher.
10. Copying or downloading electronic information without authorization.
11. Collaborating when not permitted.
12. Using an electronic translator for foreign language without authorization.
13. Fabricating data in a lab setting.
14. Stealing academic materials.
15. Using concealed notes on tests.
16. Attempting to receive credit for the same work in two different classes without teacher authorization.

Administrators, staff, students and families are each important contributors in upholding academic honesty and integrity in the school community. The following defines these joint efforts:

Responsibilities

- A. The administration shall:
 1. Ensure that staff is notified of the policy.
 2. Promote and encourage staff to educate students regarding the policy.
 3. Enforce the consequences when a student violates the policy.
 4. Annually notify parents and students of the policy.
- B. The staff shall:
 1. Discuss and reinforce academic honesty with students. This educational process shall begin at the elementary level and continue throughout the student's academic career.
 2. Promote a classroom environment that encourages academic honesty and original thinking.
 3. Enforce the consequences when a student violates the policy.
- C. The students shall:
 1. Uphold the spirit and the letter of the policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments.
 2. Understand that no assignment is exempted from this policy.
- D. The parent/guardian should:
 1. Teach and support the ethical values of honesty and integrity.
 2. Share in the District's enforcement of the academic honesty policy.
 3. Help and encourage students with schoolwork, but never do it for them.

Policy Violations

The District understands that the development of honest and ethical behavior is a process. Therefore, when determining the consequences for a violation of the academic honesty policy, consideration shall be given to the student's age and grade level. Policy violations may be detected through the use of routine electronic means that analyze plagiarism in student work. Any student who violates this policy shall be subject to consequences that may include a failing grade on an assignment or for a course, ineligibility for honor society or honors diploma, or other measures at the discretion of the principal/designee in consultation with the teacher.

Appeal Process

Students and parents/guardians have the right to appeal the imposed consequence(s) if they believe this policy has been inappropriately applied in a given situation. Appeals shall be addressed as follows:

1. If a parent/guardian or student disagrees with the imposed consequence(s), they may appeal the action to the principal in writing. The appeal shall be made within 5 school days of the date of their notification of the imposed consequence(s). The principal/designee shall render a decision on the merits of the appeal within 5 school days of receipt of the written appeal.
2. If a parent/guardian or student disagrees with the decision of the principal/designee, they may appeal the decision to an appeal panel through the Assistant Superintendent or Educational Services/designee. The panel shall consist of a principal or associate principal from another building at the same level, a teacher of the same subject area from another school and a central office administrator. The decision of this body is final. The review panel shall hear the case within 10 school days of receipt of the appeal.
3. In the case of a second semester senior where the result of an appeal may affect the student's graduation from high school, the appeal shall go directly to the review panel and shall be heard within 3 school days of receipt of the appeal.

No person shall be denied admission to any public school in the District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The District encourages informal resolution of complaints under this policy. However, if any person believes that the School District of Johnson Creek or any part of the school organization has failed to follow the law and rules of Wis. Stats. 118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the basis listed above, he/she may bring or send a written complaint to the following address: Superintendent of Schools, P.O. Box 39, Johnson Creek, WI 53038. Telephone No. 920-699-2811.

Guidelines for Violations of the Academic Honesty Policy

The District understands that the development of honest and ethical behavior is a process. Therefore, when determining the consequences for a violation of the academic honesty policy, consideration shall be given to the student's age and grade level.

At the high school level, the following guidelines shall be used at the discretion of the principal/designee in consultation with the teacher*:

- A. For the first incident of academic dishonesty, the following actions shall be taken:
 1. The teacher shall inform the student's parent/guardian of the incident.
 2. The teacher shall complete an office referral.
 3. The student may receive a grade of zero on the product, which is defined as but not limited to: assignment, paper, project, speech, etc., and given the opportunity to complete an honest attempt of the assignment.
- B. A second incident of academic dishonesty in the same class shall result in the following actions:
 1. The principal/designee shall meet with the student, the parent/guardian, the teacher, and the student's guidance counselor to discuss the incident.
 2. The teacher shall complete an office referral.
 3. The student will receive a grade of zero on the product, which is defined as but not limited to: assignment, paper, project, speech, etc.

*Note: Anytime multiple incidences of academic dishonesty occur, whether in the same class or in different classes, the student may be ineligible for:

- membership in any honors society
- an honors diploma
- district scholarships
- other school or district honors

All consequences regarding ineligibility for an honors diploma, district scholarships, and membership in any honors society or other school or district honors may remain in effect for the student's high school career.

REPORT CARDS

Report cards are issued shortly after the end of each grading period. Report cards are available for all students on Skyward Family Access. Skyward Family Access can be found on the Johnson Creek School District website. If you would like to request that a paper copy of your student(s) report card be mailed to you, please contact Mrs. Budig in the MS/HS Office at (920) 541-4802. Contact between parents and teacher is encouraged through email and phone if the student's grade falls below a C.

MAKE-UP WORK AND INCOMPLETES

Any student who has an excused absence will be allowed time per the classroom teacher's policy or one school day for each day absent during which time assignments and tests are to be made up. Students receiving incompletes at the end of any grading period will have a maximum of 10 school days to make up work and change the incomplete to a passing grade. If the incomplete work is not made up in the 10 days, the incomplete will change to a failure (F).

PARTICIPATION IN GRADUATION EXERCISES

The Board of Education believes that completion of requirements for a high school diploma is an achievement that merits honor and recognition. This comes in part through participation in commencement graduation exercises when graduating seniors are recognized by the District according to the tradition of pomp and circumstance.

Only those students who have completed the requirements of the State of Wisconsin and the Johnson Creek School District should be allowed to participate in graduation exercises. However, it is recognized that there may be extenuating circumstances, whereby completion of the course and credit requirements may be in doubt. Any matters related to extenuating circumstances shall be referred to and decided upon by the high school principal. Any decision by the principal may be appealed by the Board of Education. To provide for planning by the student and his/her (parent(s) the following shall be the policy on participation in graduation exercises.

1. Any student not meeting graduation requirements at the end of the first semester of the senior year with little or no opportunity to complete those requirements by the end of the second semester of the senior year will be notified in writing that he/she may not participate in graduation exercises unless the requirements have been met. A copy of this notice will be sent to the student's parent(s) or guardian by registered or certified mail.
2. Any student who has not met graduation requirements by the end of his/her senior year and who has not been notified of deficiencies as specified in the preceding paragraph will be allowed to participate in the graduation exercises, but will not receive a diploma unless and until all requirements have been met.
3. Information concerning the application of this policy to any student should be held in the strictest of confidence to be shared only among the student, his/her parent(s) or guardian and affected staff members.

HONOR ROLL

Honor rolls will be published at the end of each grading period. Honor Roll is 3.0 – 3.49 and High Honor Roll is 3.50 – 4.0. To be eligible a student must be enrolled in a minimum of 2 credits at Johnson Creek High School per semester. These credits can be a combination of classes from JCHS and other approved post secondary schools. Exceptions must be approved by the principal and district administrator who must be notified prior to the end of each grading period.

NATIONAL HONOR SOCIETY MEMBERSHIP CRITERIA

Scholarship: Minimum 3.5 cumulative GPA

**Sophomores may apply 2nd Semester of their 10th grade year*

Service: School and/or Community

Leadership: School and/or Community

Character: Consistently sets a good example for others

ATTENDANCE

ATTENDANCE

Attendance: Section 118.15, WIS. STATUTES (1)(a) Any person having under control a child to attend school the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours that the public school in which the child should be enrolled is in session until the end of the school term, quarter or semester of that school year in which the child became 18 years of age. The child must be in a class, study hall or Board of Education approved activity every period of every school day, except that a parent or guardian may cause their child to be excused if they provide an excuse in writing before the absence and the absences do not exceed ten (10) days. A child so excused is required to complete the course work missed during the absence.

EXCEPTIONS (Subparagraphs a-d):

- a. The child has graduated from high school.
- b. Attendance at a vocational, technical or adult education school, providing the school board has approved and entered into a contract with the vocational school, and providing the child is 16 or older.
- c. A child 16 years or older may enter into a program or curriculum modifications which lead to the child's high school graduation, or to a high school equivalency diploma under 115.29(4).
- d. Enrollment in an alternative public school, or program located in the school district in which the child resides, or a school to work program.

EXCUSED/UNEXCUSED ABSENCES

Excused absences are granted for reasons of personal illness, illness in the family or extraordinary family emergencies (fire, floods, etc), personal medical or legal appointments, death in the family, religious holidays, a limited number of college visits, educational events, and certain approved school activities including field trips. We encourage families to keep school attendance as a high priority in the planning of family activities. If there is an unavoidable conflict between a family activity and school attendance, advance notice and advance make-up of schoolwork will be required in order for the absence to be excused. Unexcused absences are absences that occur with or without parental knowledge, exceed the first ten-day limit, or have not been classified as excused by the principal. Unexcused absences are considered to be cases of truancy.

ATTENDANCE RESPONSIBILITIES

- (1) All absences other than illness **must be preceded by a signed written excuse or notification to the office** by one parent or guardian before the absence occurs. Students should turn the note into the office and get an Advance Make-Up slip, which should be turned back into the office after the student has obtained signatures and assignments from their teachers. Teachers have the discretion to either approve the pending absence or not, depending on the student's status in that class. If the student is absent without the teacher's approval, the teacher reserves the right to give an "F" for missed work. The procedure ensures that the students will have their assignments and will have met the expectations of their teacher **BEFORE** they are absent.
- (2) When a student will not be attending school because of illness, a parent or guardian should call the office at 920-541-4800 between 7:30 am - 9:00 a.m. to inform the secretary. Routine calls to parents (unless they have already called) are made to parents whose children are absent. Contact with parents by phone establishes the student's whereabouts and helps ensure the safety of our students. An automated dialing system will contact you by phone if a phone call is not made before 8:00 a.m. and if a call is not received by the high school office. A reminder call will be made at 6:00 p.m. that evening.
- (3) A written excuse form with a parent or guardian explanation for the student's absence must be turned into the office immediately upon the student's return. When a student fails to turn in an excuse note in a timely manner, the absence is considered unexcused.
- (4) Students must always check in and out at the office when they leave and return to school. A student must check in immediately upon return to school.
- (5) Students will have the number of days absent plus one in which to complete make-up work and exams.

MAKE-UP POLICY (SUSPENSION)

Students returning to school after an unexcused absence or suspension must assume the responsibility for making up all work missed. The policy applies to all class activities, assignments, papers, labs, projects, presentations, tests, quizzes, or any other work designated by a teacher and taken into account by a teacher. Students must make arrangements with their teachers and complete the makeup work before or after school.

PROCEDURE FOR STATE TOURNAMENT ATTENDANCE

Students must have written permission from their parents. Student's parents must call the principal, athletic director or administrative designee to give permission for their son/daughter to attend. Students must be on the varsity team. Students must be in good standing in all their classes. Students must get each one of their teachers to sign their Advance Make-up slip.

PROCEDURE FOR DEER HUNTING

Students must have a letter from parents indicating anticipated dates of absence for the purpose of deer hunting. Students must obtain teachers' signatures and return the completed Advance Make-Up slip to the office.

TRUANCY

Truancy means any absence of part or all of one or more days during which the school attendance office has not received an acceptable excuse. A habitual truant is a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester. Your son/daughter as of the date of this notice, then, is a habitual truant by this definition.

DETERMINATION OF TRUANCY PATTERN

It is your responsibility as parent/guardian to make certain that your son/daughter attends school on a regular basis. Wisconsin Statute (118.15(5)) provides for a fine of \$500. or 30 days imprisonment or both, for a parent or guardian who neglects to have his/her child attend school regularly. Please call within 5 days to schedule a meeting with our guidance counselor. At the meeting representatives from law enforcement, Jefferson County Human Services and other agencies may also be in attendance. During the course of this meeting, you will be informed of your right to request program or curriculum changes for your son/daughter including the possibility that he/she will be eligible for the children-at-risk program and services. Please contact the high school office prior to the meeting date, if you have any questions concerning this meeting. Should your son/daughter continue to be truant we will refer the matter to the Johnson Creek Police Department who may issue a ticket. The following State Statute that covers School Habitual Truancy, 118.15(3e). The Village of Johnson Creek has a Truancy Policy in place and carries a fine of \$114.00 for the first offense, and each additional offense is increased by a \$50.00 bond plus court costs for a total of \$228.00.

TARDINESS

Being on time is an important element of life and school and will be expected of students in school and their future vocations. Punctuality is important and will be strongly encouraged. Excused reasons for tardies are the same as those for absences. **Oversleeping is not considered an excusable reason.** Unexcused tardies are tallied toward truancy.

- 3 or more tardy events to the same class within a quarter will result in an office referral and assigned an after school detention.
- Late arrival of more than 10 minutes but less than 30 minutes will result in a 45 minute detention.
- Tardies of more than 30 minutes will be considered a "skip" and will result in a detention equivalent to the entire period missed and possible truancy action.

The classroom teacher generally handles tardies from a prior class to another class. Failure to accept teacher consequences for tardies or other disciplinary issues may result in a disciplinary referral to the dean of students.

AGE OF MAJORITY (18):

Students are not exempt from complying with school rules enacted by the school board because they have reached the age of majority. They are subject to the same disciplinary actions as other students for violations of school rules and regulations. This includes truancy for tardies/absences deemed unexcused by the principal.

FULL-TIME STUDENTS:

Students in grades 5-12 shall be considered full-time students when they carry at least the minimum of subjects required by the school as determined by the administration and approved by the board.

Every student in grades 5-12 shall be either in a regularly scheduled class, study hall or a school-sponsored and supervised work experience program each hour of the school day.

Students who are on a work experience program or approved work-study assignment. are considered full-time students because of the nature of the programs and the circumstances involved:

The building principal or his/her designee is responsible to see that adequate and proper records are kept to identify the full-time status of students.

BUILDING / SCHOOL PROCEDURE

DANCES AND SCHOOL ACTIVITIES

Students are encouraged to participate in all school sponsored social events. Appropriate behavior is expected of all attendants. Individuals who demonstrate potentially unsafe or threatening behavior will be asked to leave school premises. If necessary, law enforcement may be contacted. Guests will be permitted to attend if they are registered in advance with the high school office and are under 21 years of age. Every attempt will be made to permit guests, but the school district reserves the right to prohibit guests from attending social events due to safety concerns.

FIRE DRILLS

Directions for fire drills and emergency evacuations of the building are posted in all rooms. Drills will be conducted at regular intervals during the school year.

SCHOOL CLOSINGS

When school must be canceled due to severe weather or other emergency situations, announcements will be made on the following stations: WTMJ(4), WTMJ(AM620), WISC(3), WITI(6), WFAW(AM 940), WSJY(FM 107.3), and WKCH (FM 106.5). It will also be placed on the phone system and website. Unless an announcement is specifically made to close school you should assume school is open and operations scheduled. There may be some occasions when a delay of one or two hours is appropriate. If there is a need to close school early, a similar procedure of notifying the stations will be made. The district will make every effort to provide at least a one hour warning when possible. All parental requests to keep students home or withdraw them early will be honored.

SCHOOL LUNCH

Students may put money in their lunch account in any quantity to the MS/HS Office. Free and reduced lunch is available and applications for this federal program are available at registration, in the high school office and the district office.

Johnson Creek Middle/High School maintains a closed campus lunch. Students may not leave campus and any visitors must check in at the office. Students are expected to remain in assigned and supervised areas of campus during lunch.

- *Food Deliveries/Door Dash: Any food delivered to a student for lunch can only be picked up from the MS/HS office during the students lunch period. Any food dropped off after the lunch period will remain in the office until 3pm. Food deliveries are only to be made to the MS/HS office.*
- *Expectations of appropriate lunchroom behavior include, but are not exclusive: maintaining a clean and orderly lunch room, respecting other users of the facilities, respecting lunch room staff, and following the direction of lunchroom supervisors.*

STUDENT PARKING

The Johnson Creek High School student parking lot is considered part of the school grounds therefore, students are held to the same code of conduct as in the building or other school property.

All students electing to use their own transportation and park in the student parking lot must do the following:

1. Each family who has a student at JCHS may register **one** vehicle with the High School Office. The student must be a licensed driver, currently enrolled at school.

VISITORS

All visitors to the building are required to check in at the high school office. Visitors will be welcomed and guided to their desired location. If their purpose is not appropriate, they may be asked by the principal or designee to leave school premises. Student visitors are only allowed with the pre-approval of the principal or administration. This pre-approval may include the principal contacting the parents and/or the home school of the visiting student. The principal may deny the visiting student access to the school if the visit is deemed unnecessary or inappropriate.

WORK PERMITS

A work permit is to be issued to a student by their parent using the Department of Workforce Development website <https://dwd.wisconsin.gov/er/laborstandards/workpermit/workpermitsteps.htm>

STUDENT EXPECTATIONS

STUDENT BEHAVIOR AND CONDUCT:

Every individual is entitled to courtesy and respect in dealing with fellow students and school personnel. Students must learn how to earn respect by extending this same respect to everyone they meet. Actions that injure others, damage private or public property, interfere with the educational process, or in any way impede the normal operation of the school will not be tolerated.

The school board, who receives its authority from state statutes, directs the school administration to maintain a school environment free from distraction and disruption. It further empowers the administration to make rules governing student behavior.

The administration reserves the right, on an individual basis, to deviate from the disciplinary action set forth below, when in their discretion, it is necessary for the proper and efficient operation of the school.

The following actions are considered to be inappropriate behavior on school property, at school activities, or on school-related transportation:

Offenses & Consequence

• Use or possession of alcohol or other drugs, appearing to be under the influence of alcohol or other drugs, or possessing the paraphernalia associated with drug use, or selling alcohol or other drugs at school or at a school-sponsored or related activity. (Consequences)

Action taken can range from suspension to recommendation for expulsion.

Notification will be made to the appropriate drug abuse agency and to police for a written citation if circumstances warrant. The student will be suspended for three to five days and a recommendation for expulsion will be made for any student found to be exchanging, distributing, selling, giving away or possessing mood altering drugs, inhalants, or vitamins (not prescribed by a physician).

• Unprovoked Attack (consequence)

Suspension for three to five days - possible recommendation for expulsion, notification to police.

• Intimidation And/Or Threats /Bomb Threats (consequence)

Suspension one to five days - possible recommendation for expulsion, Parent and/or notification to police. Wisconsin Statute 947.015

• False Fire Alarm (consequence)

Suspension for three to five days. Proper authorities will be informed.

• Setting A Fire (consequence)

Suspension for one to five days and/or recommendation for expulsion. Proper authorities will be informed.

• Fighting (consequence)

Suspension for one to five days, parent and police notification.

• Vandalism (consequence)

Suspension for one to five days. Proper authorities may be informed. Parental notification and restitution are required.

• Theft (consequence)

Suspension for one to five days. Restitution is required. Parental notification and proper authorities will be informed.

• Disrespect/Insubordination, Failure To Comply With Reasonable Direction Or Requests Of Staff Members (consequence)

Consequences can range from detentions assigned by the teacher or administration to one to five days of suspension. Parent notification.

• Use Or Possession Of Tobacco/ Nicotine Products, Or Material That Can Be Smoked (consequence)

Can range from signed agreements staying a citation, issuance of a citation, detention, or suspension from one to five days. Parent notification.

• Use Of Obscene/Abusive Language And/Or Harboring Obscene Materials (consequence)

Can range from detention to one to five days of suspension and/or a disorderly conduct citation depending on the severity and frequency. Parent notification.

• Possession Or Sale Of Guns, Knives, Or Any Objects That May Be Classified As Dangerous Weapons (consequence)

Suspension for three to five days. Parent conference. Notification of police. Possible recommendation for expulsion.

• **Classroom Problems**

(consequence)

Classroom problems will be handled by the individual teacher. However, if the teacher deems it necessary to refer the student to the principal's office, the problem will be resolved on an individual basis.

• **Violation Of A State Statute Or City Ordinance On School Premises**

(consequence)

Suspension for one to five days. Parent conference. Notification of police. Possible recommendation for expulsion.

• **Wide-Spread Shouting Or Boisterous Conduct. Gross Disobedience, Continuing Chronic Violation Of School Rules**

(consequence)

Can range from detention to one to five days of suspension and/or disorderly conduct citation, depending on the severity and frequency. Parent notification.

• **Technology Policy Violations:** Transmitting profanity, vandalizing, accessing files without permission, violating copyright policy, or Acceptable Use Policy

(consequence)

Suspension for one to five days. Loss of technology access. Parent notification. Proper authorities will be informed.

• **Interference With The Right And Safety Of The Faculty And/Or Students or Disruption Of Student's Educational Process.**

(consequence)

Suspension for three to five days and/or notification to police or recommendation of consideration for expulsion.

Wisconsin Statutes 941.235; 948.61; 947.01

Any student removed from class or any area for disciplinary reasons is to report directly to the office immediately.

STUDENT DRESS/CONDUCT:

The fundamental purposes of the Johnson Creek School District are to maintain and enhance the learning atmosphere of our school, be consistent with our district goals, and provide a safe and healthy learning environment for our students. The responsibility for the appearance of the students normally rests with the students themselves and their parent/guardian. However, students are required to adhere to the following guidelines:

1. Student dress or grooming should not affect the health or safety of students or disrupt the learning process within classrooms or the school.
2. No students shall be permitted to wear any clothing, which is normally identified with a gang or gang related activities (e.g. gang colors and/or bandannas). Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence, suicide, and/or illegal drugs is prohibited.
3. Hats and other headwear are to be removed when entering the building. Students must keep their hats inside their lockers the entire school day. Hooded sweatshirts are to remain off the head while in the building. The wearing of sunglasses is prohibited in the building (without medical excuse).
4. Transparent tops, halter tops, and tops that expose the midriff area are not appropriate for the school environment. Shorts, skirts, and dresses must be of appropriate length for wear in school. Boxer shorts, bras, or other underwear should not be visible.
5. Additional restrictions may be added at any time following notification to students and parents.

Students may be sent home to change inappropriate clothing. Students must wear shoes at all times. Any teacher may require the removal of a clothing item or jewelry if it is disruptive in the classroom or presents a safety issue for the wearer or any other student. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision.

Wisconsin Statutes 120.13 (1) (a)

FIELD TRIP BEHAVIOR POLICY

Though we intend that all students will participate in field trips, it will be at the principal's discretion to revoke that right. It is expected that students attending field trips will present themselves as good citizens and represent our school and community in the best possible light. Students must demonstrate the ability to work well with others, show respect to adults and peers and follow directions. If however, a child's behavior in the classroom leads the principal and/or staff member to believe they will engage in acts which may be detrimental to the safety of others, the principal has the right to restrict the student from attending the field trip.

The decision to keep a child from attending any field trip is not taken lightly. A parent or guardian will be contacted in regard to the behavior or interactions in question, and discussions will take place between the teacher, parent and/or principal. Once the decision has been made to restrict a child however, it will become the parent or guardian's responsibility to keep the child at home for the duration of that particular trip.

DURING A FIELD TRIP, student behavior will determine if they have the right to attend further trips with their class. Should an individual's actions become seriously dangerous, it will be the teacher's right to send the student home. Parents or guardians will be contacted. If said behavior warrants it, suspension or disciplinary action will ensue.

Backpacks & Bags

Students should store all backpacks and bags in their locker during the school day. No backpacks/ bags are allowed in the classrooms. Students who bring their bags to class will be asked to return them to their locker and may be given a tardy if they are late.

PERSONAL ELECTRONIC DEVICES

The Board of Education believes that student possession and use of personal electronic devices, equipment, Ipods or cell phones can be disruptive in the educational environment. Students who bring any personal electronic devices, equipment or cell phones to school must store such items in their locker or in the school office during the school day or if the cell phone or other electronic device is in their possession they must be turned off. Exceptions to this policy may be made for the purpose of safety or medical necessity, with such being requested in writing by a licensed physician. The district shall not be responsible for the safety or security of personal electronic devices, Ipods, equipment or cell phones that students bring to school.

- Students who bring cellphones to school are responsible for keeping their phones turned off and out of sight during the school day, which includes the full period of time between the beginning of the first class and the end of the last class of the school day except during passing time and the lunch period, when they are allowed to use the phone, unless there is an emergency situation that jeopardize the safety of student or staff or licensed physician has indicated in writing a medical necessity.
- Students shall not turn on or use cellular telephones while being transported to and from or during a school sponsored activity or field trip, unless they receive permission from the supervising teacher, coach or bus driver or there is an emergency situation that jeopardizes the safety of students, staff, chaperones or the bus driver.
- Any parent/guardian who wants his/her middle or high school child to use a cellular telephone at any unauthorized time may submit a request to the student's principal, explaining the reasons for the unauthorized use. The Principal's decision shall be final.
- Violation of this policy will result in the corresponding administrative consequences:
 1. First offense: Warning and student may pick up the PED at the end of the school day.
 2. Second offense: 45 minute detention and parent pick up of PED.
 3. Three or more violations: 3 (45 minute) detentions and parent pick up of PED.

Types of Discipline:

- (1) Detention: assigned by teachers or administrators must be served within three school days.
- (2) In-school Suspension: Assigned by an administrator and served in an in-school room. The student is not to interact with other students at this time. If a student misses tests, quizzes or labs while he or she is in an in-school suspension, they must be made up after school with the teacher if the student desires credit.
- (3) Out of School Suspension: Assigned by an administrator. The student is not permitted in the building during this time. All graded work must be made up before or after school and at the discretion of the classroom teacher and administration. All suspensions will result in no participation or attendance in academic or extracurricular activity for the suspended days. Wisconsin state law currently allows a maximum of 5 days per suspension.
- (4) Expulsion: The student is no longer allowed to attend Johnson Creek Middle/High School. This requires an expulsion hearing and a decision made by the Johnson Creek School Board of Education.

DETENTION POLICY

Any member of the faculty may assign students a detention. This is for those students with undesirable patterns of tardiness, attendance, or conduct as well as other disciplinary problems. There are two (2) types of detentions.

1. **TEACHER ASSIGNED DETENTION:** A teacher assigned detention is to be served with the teacher in his/her room for the assigned amount of time before school, during lunch, after school, or an agreed upon time. The student will be given notice that he/she is required to fulfill a detention obligation within three days of the infraction. Students who fail to show up for teacher assigned detentions will be referred to the office where those students will receive an office detention of double the original teacher assigned detention. Office detentions must be served after school.
2. **OFFICE ASSIGNED DETENTION:** Office assigned detentions are to be served after school. Failure by the student to satisfy their detention obligations within three days will result in an in-school suspension. Office detentions will take place on Monday, Tuesday and Thursdays ONLY!
 - **Detention time takes priority over any extracurricular activity schedule for that period of time.**

A 45-minute detention may be assigned for the following reasons:

- Inappropriate lunchroom behavior
- Truancy
- Others at the discretion of the administrator
- Disrespect to faculty or staff
- 2nd offense electronics violation

PUBLIC DISPLAY OF AFFECTION

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others while on school grounds. Specifically, kissing and inappropriate displays of affection are not allowed. Students failing to respect this policy will be disciplined.

Wisconsin Statutes 120.13, 941.13

DRUG, ALCOHOL, AND TOBACCO RELATED ACTIVITIES ON CAMPUS

School Board Policy prohibits the use, possession, or distribution of alcohol, drugs, or tobacco either on school premises, within 1,000 feet of school premises, or within 1,000 feet of a school bus. This extends to all school events.

- School Board Policy prohibits the use, possession, or delivery of drug paraphernalia.
- School Board Policy prohibits the possession or use of electronic paging or other two-way communications devices by students while on school premises for the purpose of committing an illegal act or otherwise circumventing a state or federal law, a policy of the Board of Education, or a school rule.
- School Board Policy does permit that an electronic paging or other two-way communication devices may be retained and used by a student on school premises with the knowledge and consent of the building principal. Such consent will be given upon verification that the student is using such a device for a medical, school, educational, vocational, or other legitimate purpose.
- Any person in violation of these policies shall be subject to removal from school premises, confiscation of any materials or devices, and prosecution in accordance with the provisions of all applicable laws.

(District Policy 443.44 Prohibited Drug-Related Activities)

DUE PROCESS

Each student has the right to due process in the application of school rules and regulations. Any student who believes that rules and regulations have been wrongfully interpreted or applied has the responsibility to request a meeting time and place with the teacher or principal to discuss the issue. Upon request, a meeting will be set by the teacher or administrator to hear and discuss your grievance. If you have talked with the teacher and you wish to go further with a request or complaint, contact the principal. If you have talked with the principal and you wish to go further with a request or complaint, contact the District Administrator. If you have talked with the District Administrator and you wish to go further with a request or complaint, a parent can request to appear before the School Board.

HARASSMENT

The members of the School District of Johnson Creek believe in the potential of all and are committed to developing life-long learners who: value themselves; contribute to their community; and succeed in a changing world. In order to fulfill this mission, the development of positive relating skills in our student body is critically important. It is for this reason, in addition to the law, that strict guidelines have been established to prohibit harassment of any type. Students and employees have a right to feel safe from harassment in their school and work environment. Any individual who demonstrates an inability to show essential respect to others will be offered a variety of learning opportunities to overcome this issue.

Sexual Harassment is defined for purposes of this policy as:

- A. *Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another individual.*
- B. *Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures of requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.*
- C. *Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling 'dirty jokes' that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendos or actions that offend others.*
- D. *Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone such that personal productivity or time available to work at assigned tasks is reduced.*
- E. *Creating a work environment that is intimidating, hostile or offensive because of the existence at the work-site of sexually-oriented materials including, but not limited to, photographs and posters." (District Policy 411.1 Sexual Harassment)*

STUDENT COMPLAINT PROCEDURE

HARASSMENT BY STUDENTS

Any student who feels he/she has been subjected to sexual harassment by another student may contact the Title IX Coordinator (Director of Pupil Services), who will act as a mediator. The Title IX Coordinator will meet separately with each individual involved in the complaint. The informal mediation shall continue for a period of not more than 30 days or until resolution is achieved whichever is less. When the Title IX Coordinator can resolve the complaint informally, no disciplinary action will be taken. A confidential record of the proceeding will be maintained. At the informal stage, the hope is to sensitize the alleged offender to the effects of such behavior in an effort to be constructive. Following the period of 30 days, should mediation efforts fail or in the event that the alleged offender does not follow through with the resolution agreed upon, and the complaint remains unresolved, the complainant may contact the District Administrator for further resolution. The District Administrator shall provide a written response to the Complainant with a copy to the Title IX Coordinator within ten (10) days.

If a request is made for an appeal or for reconsideration, the parent of the student has the option of forwarding a letter to the School Board. The letter may include a request to be heard before a committee of the Board. The letter should be addressed to:

*School Board
c/o District Administrator
School District of Johnson Creek
455 Aztalan Street, P.O. Box 39
Johnson Creek, WI 53038*

HARASSMENT BY EMPLOYEES OR PRIVATE CITIZENS

Any student who feels he or she has been subjected to sexual harassment by a Johnson Creek School employee or by a private citizen must contact the Title IX Coordinator. Such allegations will be handled under misconduct procedures of the collective bargaining agreement, local policy, or reported to the appropriate law enforcement authorities." (District Policy 411.1 Sexual Harassment)

HARASSMENT OF ANY OTHER NATURE

Any student who feels he or she has been subjected to harassment of any other nature by a student, an employee of the district, or a private citizen should contact the building principal. Every effort will be made to resolve the issue and provide an appropriate measure of safety to the individual student(s) involved. In the cases of threats to physical safety, on-going intimidation or bullying, or any other physically threatening situation, the school reserves the right to require parent(s)/guardian(s) and local law enforcement involvement.

- Should the resolution of the harassment complaint remain unsolved, the complainant may contact the District Administrator for further resolution. The appeal process for any disciplinary action is the same as for Title IX Violation Appeals.

In summary, members of the school community have a right to feel personally safe in the school environment. The development of appropriate personal relating skills is an important part of preparing to be successful adults in any arena of life. The educational mission of the Johnson Creek Schools requires that attention be given to those behaviors that may impede a young person's success in the school and community. It is hoped that with high expectations from the community and appropriate modeling in the school and community settings, our young people will naturally develop healthy relating skills.

LOCKERS

Students will be issued an assigned locker and an assigned combination lock at registration. Only school issued locks may be used and loss of these locks will result in reimbursement from the student at the end of the school year. Students are encouraged to lock their hallway and locker room lockers every time they are in use. Unfortunately, theft, especially in unlocked lockers, is common.

Protect your possessions.

LOCKER SEARCHES: District Policy 446.1

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

The locker assigned to a student is the property of the school district. At no time does the district relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, or a school employee designated by the district administrator or building principal. District Officials may use canine searches. Representatives of the Johnson Creek Police Department and/or the Jefferson County Sheriff's Department may assist school personnel in the search, upon request of the Administrators. Canines may be used without prior notification to students and/or school personnel.

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

If item(s) that were seized involved a violation of the law or school policy, a documentation report is placed in the school files for safekeeping and ready retrieval. Depending upon the search finding, the documentation can be used in subsequent school discipline or legal actions.

The district shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the district.

NON-DISCRIMINATION

It is the policy of the Johnson Creek School District that no person may be denied admission to any public school in the this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

If a student feels that he or she has been subjected to discriminatory action, they are encouraged to file a complaint with the high school principal or the district administrator. The District encourages informal resolution of complaints. However, if resolution is not forthcoming, the student has all due process rights to proceed to the level of the school board.

SCHOOL CODE OF CONDUCT: Bullying Policy 441.3

The Johnson Creek School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at all school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. "Bullying" can include, but is not limited to:

- Intimidation and/or harassment such as teasing, putdowns, cruel rumors, false accusations, hazing, name-calling or making threats;
- Social alienation, exclusion and isolation such as shunning or spreading rumors;
- Extortion
- Written notes, phone calls, or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, and annoying;
- Any act which threatens or intimidates any person or group of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status.

"Bullying" includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and bullied. The behavior is typically repeated overtime.

COMPLAINT PROCEDURE:

It is considered a responsibility of all students and staff members to watch for and report acts of bullying in any of the above-mentioned situations to a member of the school staff or administration. Students are requested and encouraged to report acts of bullying to their building principal. Reports of bullying may be made verbally or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

CONSEQUENCES:

Where it is determined that students participated in bullying behavior in violation of the policy, the school may take disciplinary action including suspension, expulsion or referral to law enforcement for legal action when deemed appropriate. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to take action or to report the behavior, are considered in violation of the prohibition expressed by the policy, and, therefore are subject to disciplinary action consistent with the collective bargaining agreement, individual contracts, or Board policies.

TRANSPORTATION

SCHOOL BUS POLICY

All students have responsibility for exercising safe practices and courteous conduct at all times when coming to, waiting for, and while on or leaving a bus. All students have responsibility for following correct procedures relating to field trips and/or extra-curricular activities.

Who is to be Transported: All students who live outside the corporate limits of the Village of Johnson Creek or in a designated hazard zone shall be eligible for transportation services by the district. Students WITH DISABILITIES WILL BE PROVIDED TRANSPORTATION IN ACCORDANCE WITH state law and specified educational programming for that student.

GENERAL RULES

The bus time schedule as established is subject to judgments based on weather and road conditions and may vary slightly from day to day. The schedule may be slightly behind but will not run ahead of the listed time.

Students are to be loaded and unloaded at the regular stops only, unless otherwise directed by the administration. Newly adopted bus stops are to be designated on recommendation of the administration and approval of the Board of Education.

Only those students properly assigned as regular bus students are permitted to ride the bus. Walkers do not have permission to ride the bus, unless parents make special arrangements with the bus driver. Since safety is our prime concern, misbehavior will not be tolerated.

- Property damage to the school bus will be paid by the individual or individuals causing that damage.
- The driver has the authority to assign seats if necessary.
- The school bus driver is in complete authority at all times.

EXTRA-CURRICULAR ACTIVITY TRANSPORTATION

Students riding buses to extra-curricular events are to respect the wishes of the chaperone regarding behavior while riding the bus. A student going to any school activity via school transportation must also return to school the same way unless parents have made special arrangements with the coach. Students transported on extra-curricular trips are to be loaded at the school and following the trip discharged at the school. Any athlete/manager/statistician that is riding with their parent after an event, must be signed out by their parent on the coach's provided sign out sheet.

BUS DISCIPLINE POLICY

Students are responsible for their behavior on the bus and their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The primary responsibility of the driver is to safely transport the students to and from school and school-related activities. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided.

Behavior Guidelines and Consequences:

The following behavior will not be permitted on the bus. The behaviors are grouped according to the seriousness of the offense. More serious misbehaviors will result in harsher consequences. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

Some examples of Unacceptable Behavior:

Minor Infractions

Hitting
Spitting
Profanity
Out of seat
Throwing objects
Obstructing aisles
Making loud noises

Major Infractions

Assault
Fighting
Vandalism
Insubordination
Hanging out windows
Possession of a weapon,
tobacco, alcohol or drugs
Use of fire in the bus

MINIMUM CONSEQUENCES FOR MINOR INFRACTIONS

Minor First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent/parents, appropriate administrator, and director of transportation.

Minor Second Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent/parents, and appropriate administrator and director of transportation. The parent copy of the referral must be signed by the parent/parents and presented to the driver by the student before he/she can ride the bus the next day.

Minor Third Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent/parents, the appropriate administrator and the director of transportation. The appropriate administrator contacts the parent/parents, reviews the child's behavior record, and suspends the riding privileges for three days. All succeeding offenses in the minor category will be treated as a Major Infraction--first offense, second offense, and then third offense.

MINIMUM CONSEQUENCES FOR MAJOR INFRACTIONS

Major First Offense: Driver conferences with the student, identifies the infraction, and writes the behavior referral with copies to the parent/parents, the appropriate administrator and the director of transportation. The appropriate administrator contacts the parent/parents, reviews the behavior incident, and suspends the student's riding privileges for five days. The parent/parents and student must attend a conference with the appropriate administrator and driver before the riding privileges are reinstated.

Major Second Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended from ten to fifteen days.

Major Third Offense: The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for fifteen days. Any succeeding offenses will result in immediate suspension of riding privileges and the case will be presented to the school board with a request for action by the school board.

- If the infraction is a violation of the law the proper authorities will be notified. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before the riding privileges are reinstated.

Dangerous Behavior Clause:

If a student performs an act that obviously jeopardizes the safe operation of the bus or endangers the safety of others on the route, the building principal may suspend the student from riding the bus the next morning or evening route. The driver must notify the parent/parents and the appropriate administrator as soon as possible, detailing the incident. Riding privileges cannot be reinstated until a conference is held with the driver, parent/parents, student, and the appropriate administrator.

(District Policy 443.2 Bus Discipline Policy)

EXTRA-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

A wide variety of extracurricular activities are available for students in Johnson Creek Middle/High School. These activities offer students many important opportunities to develop special skills and interests that may improve their educational experience and ultimately enrich their lives. Students are strongly encouraged to participate in various extra-curricular activities while they are in middle school and senior high. Participation in activities develops important social and leadership skills. They allow students to form important relationships with fellow students and with educators. They allow students to develop important skills for the future and to contribute to their school community now. Many scholarships and high profile college and training programs specifically look for the student who is "well-rounded" through extra-curricular activities. There are important time-management skills that many students learn through balancing a challenging academic course load and a well-rounded extracurricular experience. Students who participate in extracurricular events are more likely to make healthy choices in the use of their time and in the quality of their relationships with others. Extra-curricular activities are a critically important part of the high school experience. The following is a list of currently sponsored extracurricular events. If you have an interest in starting a new club or organization, please contact a teacher or administrator.

Athletics

Boys

Football	Wrestling
Basketball	Cross Country
Baseball	Track

Girls

Volleyball	Wrestling
Basketball	Cross Country
Softball	Track
Soccer	

Clubs and Organizations

Student Council	FBLA	FFA
Art Club	Culture Club	Pep Band
Mock Trial	Math Club	Robotics Club (MS only)
Skills USA	Yearbook	Musical
Forensics	NHS	FCCLA

INTERNET AND NETWORK

AUTHORIZATION FOR USE OF INTERNET AND DISTRICT NETWORK RESOURCES

All use of the Internet and district computer resources shall be consistent with the School District of Johnson Creek's Policy, Use of Computer Networks and District Technology Resources. The use of computer networks and the District's technology resources is a privilege, not a right. Students are responsible for compliance with the provisions of Policy 363, all District rules, directives, procedures and all applicable state and federal laws and restrictions. Students must complete and sign a Student Computer Networks and Technology Resources Use and Consent Agreement prior to being provided access to the District's technology resources. Students agree to comply and understand that failure to follow the aforementioned governance guidelines may cause the student and his/her family to incur a financial liability, legal prosecution, school disciplinary action/or suspension, or revocation of any or all technology user privileges in the School District of Johnson Creek.