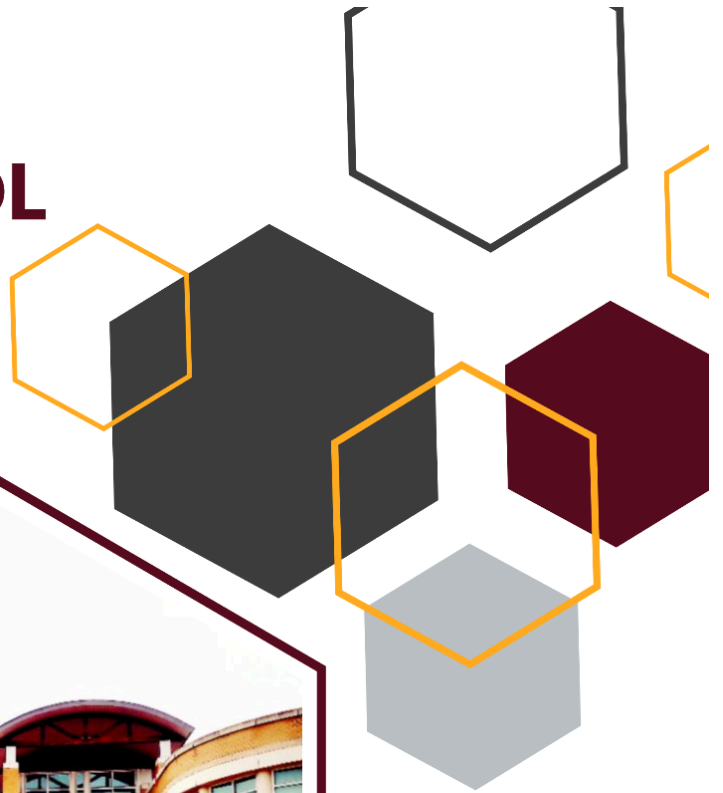


# JEFFERSON MIDDLE SCHOOL



# STUDENT HANDBOOK

2024 / 2025

Approved by the School Board on June 10, 2024



## WELCOME STUDENTS

Welcome to the 2024-2025 school year at Jefferson Middle School. We look forward to getting to know you and your family. We are a school of approximately 370 students and 55 staff members all dedicated to providing a strong middle school experience for our students. We utilize an Advisory model and a modified block schedule to meet the affective and academic needs of this unique age group. We also incorporate an Intervention period to address the individual needs of students including support in reading, writing and math as well as enrichment opportunities. Our PLC and grade-level teaching teams meet regularly while students are offered a variety of exploratory options, two hallmarks of a strong middle school model of adolescent education. Simply put, Jefferson Middle School is a small community with huge opportunities.

Please take the time to read this handbook with your child. Hopefully, this will address and answer most of your questions. Our goal is to provide our students with a positive, productive and challenging environment so they may achieve success and enjoy learning. We sincerely thank you for your support, and if you are in need of additional information or have any questions, please do not hesitate to contact any of us here at Jefferson Middle School.

Michael Matteson  
Principal  
Jefferson Middle School  
501 South Taft Ave. Jefferson, WI 53549

### MISSION:

***Empowering futures together***

### VISION:

***All students positively impact society***

## EAGLE EXPECTATIONS

1. Treat others the way you want to be treated.
2. Accept individual differences of others.
3. Respect yourself, school & others.
4. Embrace and engage in your own learning plan.
5. Act with the courage to make positive choices for your future.
6. Walk the halls with "Eagle" Pride.

## FOLLOW US



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www.youtube.com/c/JHSEagleswi



## **ADMINISTRATIVE RIGHT TO ADJUST**

*The administration has the right to change/adjust any and all guidelines/procedures in this handbook if the administration feels it is necessary. Written addendums may be issued as determined by the administration.*

## **CASES NOT COVERED BY SPECIFIC RULES**

*It is understood that the rules contained in this handbook are not all-inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to ensure the orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively, regardless of the existence or non-existence of a rule covering the offense. School rules apply to all students enrolled regardless of age.*

## **RIGHTS AND RESPONSIBILITIES**

### **YOU, THE STUDENTS OF JEFFERSON MIDDLE SCHOOL, HAVE THE RIGHT**

- To learn in a safe and secure place
- To be treated politely and respectfully by all persons
- To use the school according to the rules and expectations
- To be a learner
- To work to the best of your ability

### **YOU, THE STUDENTS OF JEFFERSON MIDDLE SCHOOL, HAVE THE RESPONSIBILITY**

- To act safely and know school expectations
- To respect all property and materials
- To be polite and respectful to all persons
- To look like, act like, and be a learner
- To complete all learning activities to the best of your ability

## **IMPORTANT CONTACT INFORMATION**

920-675-1305 Middle School Main Office  
920-675-1306 Attendance Office  
920-675-1310 Principal Mr. Mike Matteson  
920-675-1311 Associate Principal Mr. Aaron Erickson  
920-675-1112 Athletic Director Mr. Mark Peterson  
920-675-1094 School Nurse



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## **STUDENT SCHOOL DAY**

### **ARRIVAL/DISMISSAL TIMES**

Students should plan to be at the building by 7:40 AM in order to be ready for the start of the day. Advisory class starts at 7:50 AM for all grades. The cafeteria is available for students eating breakfast at 7:30 AM.

At the end of the school day students are expected to exit the building at that time unless prior arrangements have been made with a staff member or they are involved in an activity. Unless under the direct supervision of an advisor, coach, or teacher, students are expected to leave the building and grounds within 10 minutes of dismissal time at the end of the day.

JMS students waiting to observe a school sponsored sporting event will wait, seated, in the cafeteria until such time as the gym and supervision is ready. Siblings and family members are not allowed in the building during practice times or before events without parent supervision.

### **ANNOUNCEMENTS**

Announcements are provided for students and staff during advisory. When announcements are read or viewed, students should remain silent and listen carefully. Students are responsible for the information presented in announcements and any follow-up actions necessary.

### **BREAKFAST**

Breakfast is served each morning for students in the cafeteria. Students will not be allowed in the cafeteria unless they are eating breakfast. A meal account is set up for each student and parents to put money into the account for the students to use. Students are expected to be courteous and well behaved at all times. After eating, students need to throw away any garbage to the proper area and clean up the area around their table.

### **CAFETERIA - LUNCH**

Lunch is served in the cafeteria by grade level. Students are expected to eat all of their food in the cafeteria. A meal account is set up for each student and parents to put money into the account for the students to use. Students are expected to be courteous and well behaved at all times. After eating, students need to return trays and garbage to the proper area and clean up the area around their lunch table. After clean-up has been completed, students may go outside (weather permitting) or remain indoors at the supervisor's discretion. While students are outside, they must remain on the school campus. The school "campus" is considered the playground area around the middle school. Students will not be permitted on Jefferson High School or West Elementary property.

### **COMPUTER LABS, DISTRICT OWNED DEVICES, AND DISTRICT OWNED WIFI**

School Board Policy 5136 states that "the use of personal communication devices by students on school premises is prohibited, except as specifically authorized by the building principal. Students violating this policy shall be disciplined in accordance with established procedures."

The guidelines and expectations for using SDoJ technology will be communicated annually. These guidelines request a parent and student signature. Students may be allowed to utilize personal electronic devices for educational purposes only, and is prohibited unless only if directed to do so by the classroom teacher.

In addition to the signed permission for guidelines, parents and students must sign an acceptable use form (AUP) each year for the student to be permitted to use district owned electronic devices and/or district owned technology. The AUP also addresses users using their own personal technology devices via district owned WIFI.

### **LOCKERS**

Student lockers are property of the school, and therefore the school district has the right to search lockers at any time for any reason. Each student is responsible for all items in their locker.



- Students are to use a lock at all times.
- Students are to use a lock purchased from the school district for their hall lock.
- Please keep the inside of your locker clean.
- Food/drink should not be stored for long periods of time in your locker. Food/drink need to be sealed or stored in closed containers.
- Use only your assigned locker. Locker changes need administrative approval.
- Keep your combination private. Do not share your locker or lock combination with other students.
- Do not use your locker to store anything illegal.
- Do not post anything on the outside of your locker without school approval. The school principal or associate principal will only approve school related locker decorations. These decorations are to only remain posted until the date of the event/activity.
- Do not use adhesives that will damage the paint. (Magnets work the best)
- Students may be held responsible for any damage to their assigned locker.

Please report any damage to or theft from your locker immediately. The school is not responsible for anything damaged or stolen from your locker.

## **PHONE CALLS**

If a student has an emergency and must call home, the student must get permission to go to the office and the office staff will help the student contact a family member. Students are discouraged from using school phones during the day or after school to plan evening activities with friends, but rather plan that in advance at home under parent supervision and direction. Students should not use their personal device to communicate during the school day.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is read aloud each school morning during the morning announcements. Students are not required to stand or cite the pledge, but they are required to be respectful.

## **ACADEMICS**

### **ACADEMIC INTEGRITY**

All schoolwork submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited and subject to disciplinary measures. Simply stated, cheating is any instance where a person takes credit for work that is not his or her own. Cheating in any form is not acceptable at Jefferson Middle School. Any student who is discovered to be cheating may receive a "0" for the work on which the cheating occurred and/or may be required to complete an alternative assignment. Most often, the teacher will inform the students' parents of the cheating. Appropriate disciplinary action will be taken.

### **ARTIFICIAL INTELLIGENCE (AI)**

When students are allowed to use generative AI tools to complete an assignment, students should acknowledge and describe how it was used. Use of generative AI tools by students on graded assignments is prohibited, except with the express permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on graded assignments by the student will be treated as an academic honesty violation. (Board Policy and guideline 7540.08)

- The acceptable use of AI in a specific course should be directed by the teacher.
- Where use of AI is allowed for specific assignments it is important to clearly state where it is acceptable and where it is not, so that there is clarity for everyone: teachers, families, and students
- Use must conform to the terms of use for the AI tool.
- For more information on formal citations, please research the following:



- Citing in APA Format
- Citing in MLA format

## ENRICHMENT/INTERVENTION/SUPPORT PERIOD

Jefferson Middle School offers a period of intervention, enrichment, and support each day. This period offers an opportunity to focus on the individual needs and interests of our students. There are a mixture of opportunities utilizing the Equitable Multi-Level System of Supports (EMLSS) model of instruction focusing on using data to determine and meet the needs of our students. This will include support classes in reading and math, Social Emotional Learning groups, flexible instruction time for teachers to select students for reteaching.

## GRADE ADVANCEMENT POLICY

A student must demonstrate enough academic growth so that they may advance to the next grade the following school year. If a student does not demonstrate this necessary growth after appropriate interventions, they may be retained for an additional year of academic growth and maturation. This decision will be based upon multiple factors including but not limited to quarter grades, classroom observation, effort, and standardized test scores. Parents/Guardian will be contacted and communication about the possibility of retention will take place throughout the school year. (Board Policy 5410)

## GRADING SYSTEM

### GRADING SCALE

The Jefferson Middle School grading scale is shown in the table below:

#### Percentile Equivalents:

A	=	92 – 100%
A-	=	90 – 91%
B+	=	88 – 89%
B	=	82 – 87%
B-	=	80 – 81%
C+	=	78 – 79%
C	=	72 – 77%
C-	=	70 – 71%
D+	=	68 – 69%
D	=	62 - 67%
D-	=	60 - 61%
F	=	0 - 59%

#### GPA Range Equivalents

A	=	4.00
A-	=	3.60
B+	=	3.40
B	=	3.00
B-	=	2.60
C+	=	2.40
C	=	2.00
C-	=	1.60
D+	=	1.40
D	=	1.00
D-	=	0.60
F	=	0.00
W	=	0.00
P	=	0.00
E	=	0.00
I	=	0.00

#### *Other Possible Grades: (not include in GPA)*

W (withdrawal)

P (pass)

E (effort)

I (incomplete)

## GRADE POINT AVERAGES AND EQUIVALENTS:

GPA is calculated based on each letter grade given the above numerical value. To compute your grade point average, take the sum of the numerical values of the letter grades and divide this total by the number of courses taken.

## HONOR ROLL

Students who achieve a 3.0 average for the grading period will be included in the honor roll. A student must earn a 3.0 or greater for their quarter GPA.





## **ONLINE GRADES**

Parents/Guardians and students have access to view their current grades online. A guardian access username and password is provided each year to parents/guardians for your use.

## **PROGRESS REPORTS**

Progress reports for all classes are stored in PowerSchool midway through each grading period. Parents are notified via BrightArrow that the progress reports have been stored.

## **REPORT CARDS**

Report cards will be stored and mailed electronically to parents at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters for all classes. Incomplete grades may be changed to an "F" by the third week of the next grading period if work is not made up.

## **SCHEDULE CHANGES**

Due to limited sections and high numbers of students within those sections, very few schedule changes will be allowed after students sign up for/enter a course. Students may add or drop music classes-only with parent and administrative approval.

## **ATTENDANCE**

Students are expected to be at school each and every day unless they have an excused absence. It is important that students take pride in their attendance record at Jefferson Middle School. If a student cannot attend school, a parent/guardian should call the middle school office at (920) 675-1315 prior to the start of the school day if at all possible.

If no contact is made, the office will call to make sure the child is safe. If the call is not made on the day of the absence, a written statement, signed by the parent/guardian, is to be submitted to school upon the student's return. The excuse must be presented within 48 hours or the absence may be considered a truancy. (Board Policy 5200)

## **THE 10 DAY RULE**

(Wis. Stat. sec. 118.15 (3) (c). A child may not be excused for more than 10 days in a school year under this provision.)

Any student accumulating 10 or more absences per year or its equivalent of 80 class periods will have their attendance pattern examined by administration and counseling. Once a student reaches 10 or more days of missed school, a letter may be sent home giving notice as to the number of school days missed. The student may be required to have a written note from a licensed medical professional or clergy person in order to be excused. We do not count religious holidays, and/or legal appointments in the 10-day count. All other absences will be counted against the student's attendance record. Please contact the attendance office with any questions about the 10-day rule.

## **MAKE-UP WORK**

Students have the number of days absent plus one to complete their missing work.

## **PRE-ARRANGED ABSENCES**

(Wis. Stat. sec. 118.15 (3) (c). A child may not be excused for more than 10 days in a school year under this provision.)

Students may be excused to leave school during the school day for a pre-arranged absence by having a parent/guardian call, or by presenting a note to the office, signed by a parent/guardian, before they leave. These may include family vacations, medical appointments, or any absence known ahead of time. We request that a doctor's note accompany the child's return whenever possible so that we can excuse the absence.





## SCHOOL ATTENDANCE & ATHLETIC/CO-CURRICULAR PARTICIPATION

If a student is truant from school any part of a school day, they may not participate in afterschool programs that day. If a student misses any part of the school day excused or unexcused other than pre-approved doctor/dental appointments, they may not participate in after school programs unless otherwise approved by administration.

## TARDINESS

Students are expected to be at school on time. After three tardies, students may be assigned a detention. Chronic tardiness may lead to a truancy.

## TRUANCY, HABITUAL TRUANCY, AND CONSEQUENCES

**TRUANCY** is defined as any student absence from all or part of any school day in which the student's absence is not covered under the State of Wisconsin's legal definition.

Truancy may result in:

- Detention (s)
- Community Service
- Saturday School
- Municipal citation

**HABITUAL TRUANCY** per Wisconsin Statutes, and school board policy, a habitual truant is any student who earns five (5) truanies in any one semester of the school year. At the point of habitual truant status, a meeting will be set up with the Social Worker to discuss student attendance, graduation status, etc. He/she will be referred to the municipal or county court for further action.

## IMMUNIZATIONS

According to State Law, all students entering a school in Wisconsin must be immunized against the following communicable diseases: diphtheria, Hepatitis B, tetanus, pertussis, polio, measles, rubella, mumps, and varicella. The following are minimum immunization guidelines for each age/grade level. Additional boosters for some of the vaccines may be medically recommended.

**STUDENT IMMUNIZATION LAW GRADE REQUIREMENTS**

Age/Grade	Number of Doses
Grades 6-8	4 DTP/DTP/DT/Td   4 Polio   3 HepB   2 MMR   2 Var   1 Dose of Tdap <i>at seventh grade</i> 1 MenACWY-containing vaccine <i>at seventh grade</i>

- D=diphtheria, T=tetanus, P=pertussis vaccine. DTP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis vaccine. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: a dose four days or less before the 1st birthday is also acceptable.



- Var means Varicella (chickenpox) vaccine. A history of chicken-pox disease or laboratory evidence is also acceptable.

Waivers to these immunizations can be granted for health, personal or religious conviction reasons.

## CO-CURRICULAR OPPORTUNITIES

A student's top priority in school should be to maintain the highest academic performance consistent with his/her ability; no one should confuse that priority. With this in mind, to participate in co-curricular activities at Jefferson Middle School, a student must continually make a commitment to pass all courses in which they are enrolled, and display behavior that is in alignment with the schoolwide expectations of Being Respectful, Responsible, and Safe.

Co-curricular activities do not include Band or Choir. They do include all JMS sports (Cross Country, Girls Volleyball, Girls Basketball, Boys Basketball, Wrestling, Track) as well as clubs and other activities with defined rosters. Participation in non-athletic co-curricular activities will be evaluated on a case by case basis, with the overall goal of meeting academic and behavioral expectations.

## ATHLETICS

In order to represent Jefferson Middle School in any athletic activity, students must meet guidelines set forth by the School District of Jefferson. At the beginning of each sport season, the coach(es)/administration/athletic director will hold a meeting with the athletes to review the expectations for maintaining eligibility for that season. Each participating student is responsible for following the expectations of the Jefferson Middle School Athletic Code. An athletic code contract and an insurance form must be turned in prior to the first day of practice in each sport. This contract is in effect for the duration of the academic school year. The signed contract will also indicate acceptance by the student and parent/guardian of all guidelines and provisions contained in the athletic code.

Students are allowed to participate in activities, practices and contests on a specific school day only if they attend the entire scheduled school day. Exceptions to the attendance requirement will be granted for pre-arranged medical appointments during the school day and funerals held during the school day. Other exceptions to the attendance requirement must be approved by the administration.

For the purposes of academic eligibility determination, a grading period is any 9-week (quarter)-term. Students who have one or more failing grades or receive less than a "2" for work habits expectations during the athletic season are required to bring those grades up to passing before being allowed to compete in games or competitions, but will be allowed to practice during that time. If that status is achieved, the student will be eligible for the remainder to participate in games or competitions for the remainder of the grading period.

Students who have any office-managed behavior during a sports season may have consequences that include missing athletic contests or games. Continued behavior that is office-managed may jeopardize a student's ability to continue in a sport for that season. Parents and students will be notified of ineligibility by the middle school administration.

## CO-CURRICULARS

### BATTLE OF THE BOOKS

The statewide Battle of the Books [program](#) is designed to promote a love of reading among our students. It encourages students to read a variety of books and remember information about the plot, character, and setting of the books. It is an exciting and challenging academic competition that has proven to be very successful in schools across the state for encouraging students to read.

### DRAMA CLUB/MUSICAL

Drama club provides cast and crew opportunities for stage or musical productions during the school year. Students also have an opportunity to become involved in set making, stage crew and behind the scenes work.



## **INVESTORS' CLUB**

Investors' Club gives JMS students the opportunity to participate in the state Stock Market Game sponsored by Economics Wisconsin. Students work as a team trading stocks in order to have the highest portfolio value over a 10 week period. The top performing teams in the state receive cash prizes up to \$500 per person! Our top performing JMS teams receive weekly recognition for their achievements and other prizes.

## **LEGO AND CHESS CLUB**

Students work with a teacher advisor to create three-dimensional objects based on a defined theme. Much of this work is collaborative, and the final products are on display within the school. Students will collaboratively learn the fundamentals of chess.

## **MATH 24**

Math 24 is a math game that uses a set of cards with four numbers on each. Players use all four numbers and mathematics to solve each card with an answer that equals 24. The cards have different themes and vary in difficulty. Students participate regionally in a tournament sponsored by UW Whitewater.

## **MEMORY BOOK**

Students work with a teacher advisor to plan the Memory book for the school. This involves page layout, pictures and general organization.

## **SOUTHERN LAKES ANTHOLOGY**

SLALN sponsors this opportunity for students to participate in a writing competition involving poetry, prose or illustrated writing. An anthology is created each spring of the strongest entries.

## **STUDENT COUNCIL**

Student Council is an organization that fosters leadership, creativity, volunteerism, and teamwork skills while providing students a chance to experience and participate in their own student government.

# **DRILLS, AND EMERGENCY WEATHER- RELATED ISSUES**

## **FIRE DRILLS**

Fire drills are required routinely throughout the school year. When the fire alarm sounds, students and staff will silently and calmly exit the school building. Do not reenter the building until directed to do so by a staff member. Regard a fire drill seriously; any fire alarm signal could be a warning of an actual fire.

## **SAFETY EMERGENCIES**

Jefferson Middle School has a complete plan regarding student and staff safety procedures and emergency procedures in the event of an intruder or a threat to the school. These procedures are updated regularly and approved by the local police department. The staff at JMS are trained annually.

## **SEVERE WEATHER EMERGENCIES AND SCHOOL CLOSINGS**

When school is closed or delayed due to inclement weather or an emergency, the following notifications will be provided:

- Rapid notification service to include an email and voicemail to parents, students and staff.
- Posting of information on the district's website.
- Posting of information on Facebook.
- Broadcasting of information on the following stations: WFAW-Fort Atkinson (940 AM and 107.3 FM), WTMJ 620 AM/Channel 4 Milwaukee WISC-TV (Channel 3) and WMTV Channel 15 Madison.



Severe weather emergency procedures are published yearly. In the event of severe weather, students will be directed to take cover in the nearest weather emergency shelter. Students are to cooperate with teacher directives in order to ensure safety of all persons.

## **STUDENT SERVICES**

### **BUS INFORMATION**

The Jefferson School District provides bus transportation to all students who meet transportation criteria. Parents who are interested in purchasing bus service or have questions about bus service may call 920-674-5112. Riding the school bus is a privilege. Please make sure that you understand and follow all bus rules and expectations.

### **HEALTH ROOM**

A student who is ill must report to the Health Room with a pass from a teacher. The Health Room is located in the office. The student will be evaluated to determine if they should rest and can be sent back to class or should be sent home. If they need to be sent home an attempt will be made to contact parents or emergency contacts for permission for the student to leave school. If a contact cannot be made, the office staff will determine if the student will need to go back to class or remain in the health room.

Students are not permitted to carry medication with them, according to School Board Policy 5330. If there is a need for a student to receive medication during the school day, a parent/guardian must first fill out the appropriate form.

### **LMC (LIBRARY MEDIA CENTER)**

Library rules and expectations will be posted. The library will be open when staffed; no students should be in the library unsupervised at any time.

### **LOST AND FOUND**

The Lost and Found is located outside the Office. Items are always available for students to look through. Items not claimed for an extended period of time will be donated.

### **ONLINE GRADES - POWERSCHOOL**

Parents/Guardians and students have access to view their current grades online. A guardian access username and password is provided each year to parents/guardians for your use. This is a great communication tool for parents to remain informed as it relates to grades, progress, and missing work.

### **SCHOOL COUNSELOR**

The school counselor works as a team member with school staff, parents, and the community to create a caring and supportive atmosphere whereby children can achieve academic, social, and personal success. The Jefferson Middle School Pupil Services Department offers individual counseling with students in addition to the opportunity for students to participate in Social Emotional Learning (SEL) Groups. SEL groups allow students to talk within a small group setting about topics such as but not limited to bullying, friendship concerns, family concerns, drugs/alcohol, anger and peer pressure. Jefferson Middle School also offers a variety of activities to help with the transition to and from the middle school in order for students to feel comfortable with the transition process. As individual student needs arise, students, parents, and teachers are encouraged to contact the school counselor, Deanna Battist at (920) 675-1326.

### **SUPPORT SPECIALIST / PSYCHOLOGIST**

There is a support specialist and a psychologist on staff that specialize in helping students, parents and schools deal with issues that affect school performance. Students and parents/guardians are encouraged to contact a social



worker/psychologist, especially with issues dealing with student attendance, emotional or psychiatric issues or family issues. If a student wants to see a support specialist and/or psychologist, an appointment should be made in the office. The JMS pupil services members can be reached by calling the office at (920) 675-1300.

## **ACCIDENTS AND INJURIES**

All accidents and injuries should be reported immediately to the Office. The school does not carry insurance to cover students for injuries which occur while in school or going to and from school. At the start of the school year students are offered the opportunity to purchase group insurance. Please discuss the insurance program with your parents so that the proper decision can be made.

## **STUDENT BEHAVIOR & CONDUCT**

### **BICYCLES/ SKATEBOARDS, ROLLER BLADES**

Students may bring bicycles to school. However, it is the student's responsibility to lock and secure their bike. Any bike, skateboard, or scooter brought to school must be locked to the bike rack. If it cannot be locked, it should not be brought to school. These devices should not be kept in lockers.

### **BUS EXPECTATIONS**

Expectations and regulations on the bus are meant to ensure the safety of all children and adults on the bus. In general, the students must follow all school expectations on the bus. However, there are a few additional expectations that must be followed.

The same expectations apply to transportation during summer school and bus rides for field trips.

1. Respect your bus driver and other students.
2. Be at your stop on time.
3. Keep your head, hands and other body parts inside the bus at all times.
4. Do not throw objects on the bus or out of the bus.
5. Follow all directions given by the bus driver. Remain in your seat until the driver tells you to leave.
6. Silence must be maintained at railroad crossings.
7. Feet and other body parts, as well as books and other materials must be kept out of the aisles.
8. Bus property must be respected. Students will be assessed fines for damages if they occur.
9. Depart the bus one at a time.
10. Wait for the bus driver's hand signal.
11. Stay clear of the outside of the back and side of the bus at all times.
12. If you miss your bus at the end of the day, report to the office for assistance.
13. You must ride only on your assigned bus. You must exit at your regular exit. An exception can be made if your parent sends a note to the principal for approval on the day of the request. The principal or designee will sign the note and you will give it to the bus driver. This must be done each time you alter your stop. The principal reserves the right of approval of this privilege.
14. In the morning, the bus will let you off. At that time you can wait quietly outside the building. You may enter the building and be seated in the cafeteria if you are eating breakfast.
15. You cannot have in your possession on the bus any item you are not permitted to have in school.

Please be advised that video cameras are on all school buses for the purpose of monitoring behavior on the bus and may result in student discipline.

### **BUS CONSEQUENCES**

If a student violates bus expectations, the driver will write a bus conduct report. This report is sent to the building principal. The parents of the students will be notified of the incident and consequence.



**First Offense:** Conference with student and possible suspension\* from the bus

**Second through Fourth Offense:** Conference with student and suspension\* from the bus

**Fifth Offense:** Conference with student, parent, school personnel and suspension from bus

\* When a student is suspended from the bus, he or she is suspended for both AM and PM bus. The suspension will start within 48 hour of the parent notification of the offense. Suspension from riding the bus does not excuse student absences from school.

If a student reaches the sixth offense in one school year, the meeting with the business manager and/or the superintendent will be held for the purpose of deciding if the student will be suspended from the bus for the remaining school year.

### **BUS TRANSPORTATION - PARENTS' RIGHTS**

If there is a concern or question regarding any issue, parents should contact either the principal or Dousman Transport Service at 920-674-5112.

## **CAFETERIA EXPECTATIONS**

### **Be Respectful**

- Use appropriate language, volume, and tone
- Be patient and wait your turn
- Follow all adult directions
- Use good manners
- Listen during announcements
- Stay at assigned seat

### **Be Responsible**

- Come prepared for lunch (lunch, money, coat, etc.)
- Clean up your own table / floor area
- Leave all food and drink in the cafeteria

### **Be Safe**

- Keep hands, feet, and objects to yourself
- Follow lunch line procedures
- Remain seated until dismissed
- Always walk
- In case of emergency, follow specific procedures

## **CAFETERIA PROCEDURES**

1. In general, students may sit with friends, and may choose their seats. The supervisors will determine assigned seats and seating limitations. Student choice is a privilege. If this privilege is abused by causing a disturbance, you will be assigned a seat. If the disturbance continues, the student will be assigned a consequence.
2. Everyone who sits at a table is responsible for the condition of the table and the floor.
3. Students are expected to bring coats when necessary to the cafeteria. Students may not go back and forth to lockers during lunch.
4. When students are done eating, they are to return their trays to the tray-return station, place all garbage in the proper containers, and return to their seat until dismissed.
5. Students needing to use the restroom must get permission from a lunchroom supervisor first.
6. After the supervising teachers are finished eating, they will either escort students outdoors and/or students will be expected to remain in their seats in the cafeteria. Once dismissed to go outside, students must remain outside until the supervisor allows them to return back inside the building.
7. Students who throw food will be required to clean the cafeteria, and may be subject to other consequences.

## **CELL PHONE & PERSONAL COMMUNICATION DEVICES (PCDs)**



Students may use personal communication devices (PCDs) before and after school, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Use of PCDs, except those approved by administration, at any other time is prohibited, and they must be turned off or silenced and stored out of sight (in lockers). (Per School Board Policy 5136 - The use of personal communication devices by students on school premises during school hours is prohibited, except as specifically authorized by the building principal.)

**Please see Appendix A for more detail regarding these expectations.**

## **CLASSROOM POLICIES AND PROCEDURES**

Each teacher will give students an overview of the class and school expectations. Though all students are expected to follow school expectations, teachers may also have specific expectations in their class.

## **CONTROLLED SUBSTANCES**

The possession, distribution, use or selling of alcohol, controlled substances or other drugs or controlled substance look-alikes, being under the influence of alcohol, controlled substances or other drugs, the possession of drug related paraphernalia, or the distribution or sale of prescription drugs on school premises, on school-sponsored transportation or at school-sponsored activities is prohibited.

The police department will always be contacted if the alleged conduct is reasonably understood as likely to constitute a violation of the law.

A student may be asked to submit to a breath test or other test to determine the presence of alcohol or other chemicals in a student's system. If a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol, THC, or other substances, they will be considered in violation of this policy. Such test shall be administered by a law enforcement officer, or trained administrator, and shall meet state law requirements. A student may be disciplined for refusing to submit to such a test.

While students violating this policy may be subject to school disciplinary action, including suspension and possible expulsion from school, the district shall also provide support in the form of information dissemination, guidance, and referral for treatment for students who show indications of a behavioral/medical problem associated with alcohol and other drug abuse.

## **TOBACCO USE AND VAPING**

Smoking, chewing, vape/e-cigarette, and/or the possession of tobacco products or paraphernalia (e.g. lighters, vape devices, anything that contains tobacco, nicotine, oil, or "look-a-like" items) in the school building, on school grounds are not permitted at any time. The rules related to smoking, chewing, or possessing tobacco products apply to any school-sponsored activity, whether on or off campus. Consequences can range from detentions, suspension, and/or referral to police for citation.

## **DRESS CODE**

(Per Board Policy 5511) Jefferson Middle School prides itself as being a place where students can enjoy their freedom to get involved in many activities, choose their classes of interest, and express their individuality. Although we respect a student's right to make these choices, we also need to set appropriate standards. In light of recent trends in dress, we, as an educational institution, feel the need to establish a more specific dress code to limit the definition of clothing that is appropriate for our educational setting.

As always, garments bearing offensive words or offensive slogans including references to alcohol, tobacco, drugs, gangs or sexual activity are not allowed. Hats and other headgear (other than for religious and/or medical purposes), such as visors, hoods, glasses (that are not prescription) or bandannas/headbands on the forehead, are not to be worn in the school building. These items should be kept in your locker during the school day. This excludes; pony tail holders, hair clips, and hair accessories with the purpose of keeping hair out of students' eyes. **Student attire must not create a disruption to the learning environment.** When disagreements about appropriateness arise, JMS will defer to the





judgment of the adult teacher. Building Administrators will have the final decision-making authority in all matters related to the dress code.

The following additional guidelines have been established.

1. Visible undergarments are not appropriate in a school setting.
2. All shirts must have straps and must cover the back and chest areas.
3. Very short mini-skirts, dresses, or shorts are not appropriate for school. In general, attire should cover a student's entire buttocks.
4. Neither wallet nor hip chains should be worn at school.
5. No coats or blankets may be worn during the school day. In case of colder than usual classrooms, students should be prepared with appropriate clothing.
6. Gang-affiliated jewelry or dress of any kind will not be allowed.
7. No articles of clothing or other apparel will be worn that would be deemed messages of hate, harassment of any manner that addresses another individual's race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, or socioeconomic environment.

In the event a student wears clothing that is inappropriate, the student will be asked to change the clothing. Refusal to change into clothing that aligns with the handbook could result in additional consequences.

We appreciate your support in helping to maintain a safe and effective educational environment at Jefferson Middle School. If you have any questions, please call the high school office at (920) 675-1300.

## **FIGHTING AND PHYSICAL ASSAULT/VERBAL ASSAULT**

Physical assault or severe verbal intimidation will not be tolerated at any time. Students will be suspended and may be referred to the police department for disorderly conduct. If the conduct is significant enough, students may be referred to the superintendent for expulsion.

## **FINES AND FEES**

All fines/obligations/fees must be paid prior to the student participating in a field trip, a reward day dance/activities, or co-curricular activities. Students are responsible for all materials, equipment, and facilities assigned to them or provided for their use.

## **FUNDRAISING**

The Jefferson Middle School Parent-Teacher Organization (PTO) will coordinate fundraising events. On rare occasions, co-curricular organizations may organize and run community-school fundraising events. We appreciate the support of students, parents and the community in these worthwhile events that add so many things for students. Students should not feel forced to participate in such events. There will be no individual door-to-door selling of products by students. This also means that students will not sell anything at school unless they are part of a school-sponsored event. When students do participate in fundraisers, we encourage parents to sell to friends and relatives. We discourage door-to-door sales and prohibit this by students of Jefferson Middle School.

## **GAMBLING**

Gambling of any kind is prohibited.

## **GANG/GANG-LIKE BEHAVIOR**

Gang/gang-like behavior of any kind is prohibited. This includes wearing or drawing or using gang/gang-like signs or symbols.



## **GUEST TEACHERS**

Substitute teachers are to be given the same respect as regular classroom teachers. The responsibility is on the student to treat a substitute teacher with the respect and courtesy that is due to all persons at JMS.

## **GYM EXPECTATIONS FOR AFTER SCHOOL ATHLETIC EVENT SPECTATORS**

Jefferson Middle School students who wish to attend an athletic event after school may stay in the assigned area, usually the cafeteria, and do homework or quietly visit until the game starts. Games start at 4:00 PM. It is your responsibility to contact your parents in advance of any event you plan to stay for. The school office phone will not be available for use except in the case of an emergency. The office closes for the day at 4:00 PM.

### **Student expectations while games are in progress:**

- Backpacks are not allowed or needed in the bleachers and may be left by the gym door.
- If you are absent the day of a game you may not attend.
- If you leave the building during the game you may not be allowed to return.
- Cheer only for your team. Do not mock the visiting team, officials, or coaches. Be positive.
- Remain in the bleachers until either half-time or at the end of the game.
- If these expectations are not followed, you may be asked to leave by a chaperone.

## **HALL PASSES**

Students should be in class during class time. If there is a need for a student to leave the room during the class they will need a pass. The student planner issued to students at the beginning of the year has hall passes to be used when a student leaves a classroom during instructional time.

## **LASER POINTERS/PENS**

Students are not to bring/use laser pointers/pens in school.

## **MEDICATIONS**

Students are encouraged to take medication at home rather than at school whenever possible.

Medication may be dispensed, when necessary, by designated school personnel if the following conditions are met:

1. The parent submits a signed and dated School District Medication Form for the school to administer medication. The request must include the name of the drug, the exact dose to be given, and the time the medication is to be given. Forms can be obtained from the school office or district website.
2. For prescription medication, the School District Medication Form must also be signed by a health care provider licensed to prescribe. Forms can be obtained from the school office or district website.
  - a. Prescription medication to be administered at the school must have a pharmaceutical label giving:
    - i. Child's name
    - ii. Name of drug, dosage, effective date and instructions.
    - iii. Name of pharmacy and telephone number
    - iv. Name of licensed prescriber. It may be necessary to ask the pharmacy for an extra-labeled container to send to school.
  - b. Non-prescription medication to be given at school must be labeled with:
    - i. Child's name
    - ii. Name of drug and dosage. The medication must be sent to school in its original container. Medications in baggies or envelopes will not be administered.
    - iii. Refer to board policy 5330 for specifics regarding self-medicating forms, 18-year old, and parent responsibilities.

## **MEDICATION STANDING ORDERS**



The Medical Advisor for School District of Jefferson has approved a medication standing order for the use of Epinephrine (EpiPen), Diphenhydramine (Benadryl), and Naloxone (Narcan) at school.

- Epinephrine injections are used to treat potentially life-threatening allergic reactions, also known as anaphylaxis. If a student or other person has an allergic reaction that may be life threatening while at school he/she may be administered an injection of epinephrine. If epinephrine is administered 911 will be called.
  - *NOTE:* While the school will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. Students are still required to provide their own medications for known medical conditions.
- Diphenhydramine will be used for significant but non-life-threatening allergic reactions.
- Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. If a student or other person appears to be undergoing an opioid-related drug overdose. He/she will be administered a dose of nasal naloxone and 911 will be called.

If you have questions regarding this standing order, please contact the school nurse, at 675-1094.

## **OUTSIDE EXPECTATIONS**

Being outdoors is a wonderful time to be with friends and to get some exercise.

Students must understand that staff supervise students at all times. In this way, students are safe and protected.

Therefore, the following expectations must be followed:

1. Students must remain on Jefferson Middle School grounds.
2. Students cannot be in the parking lot. For safety reasons, students need to be away from vehicles.
3. Students must be supervised at all times. Students cannot remain in the cafeteria or in the building without supervision. Students cannot be outside without teachers and students cannot go where teachers cannot see them.
4. Students must respect property; take care of and return any equipment that is used for activities.
5. Students may not take food or beverage outdoors.
6. Students must respect trees, bushes, grass, landscaping, etc. as property of the school district.
7. Students need to be respectful of others in class – therefore it is very important that they are quiet and moving in an orderly fashion upon entering the building.
8. Students are to return to the building and enter the building quietly using the set of doors and stairway assigned and directed by staff.

## **PHYSICAL DISPLAY OF AFFECTION**

Overt signs of affection, such as kissing, holding hands and sitting on each other's laps, are not considered desirable for the reputation of the individual or the school, nor are they appropriate for a school setting. Therefore, they will not be permitted at any time.

## **PROFANITY**

Profanity and vulgarity, and defiance of duly constituted authority are examples of unacceptable behavior. Use of profanity may be referred to the police department for disorderly conduct, and students may be suspended from school.

## **SNOWBALLS**

For obvious safety reasons, students are not to throw snow/ice balls on school grounds.

## **STUDENT ATTENDANCE AT SDOJ EVENTS OUTSIDE OF NORMAL SCHOOL HOURS**

Jefferson Middle School students are able to attend events in the district such as sporting events, musicals, concerts, etc. as spectators. It is expected that JMS students will show behavior that is Respectful, Responsible, and Safe throughout



the event. If a student is not following those expectations, they may be asked to leave the event, as well as receive further school or legal consequences depending on the severity of the behavior.

## **STUDENT CODE OF CONDUCT**

Per Wisconsin Act 335 pursuant to Section 118.164, Wis. Statutes, the Jefferson School Board has met state compliance by adopting a student code of conduct. This code gives teachers an increase in authority to remove disorderly students from class. This code includes reasons for removal, procedures for appropriate alternative educational placement, and procedures for notifying parent/guardian. For specific questions, please refer to the appropriate School Board Policy.

## **STUDENT SAFETY & CONDUCT**

The School District of Jefferson is committed to providing a high-quality academic atmosphere. In order to assure the safety and security of students, employees, equipment, and facilities, JMS will employ the use of “search and seizure” by following state statute and school board policy.

### **STUDENT SEARCH AND SEIZURE**

Rationale: School authorities have an interest in the preservation of property, health and safety of others, and in the maintenance of order for all those in the schools of the district.

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school district personnel, school authorities may search a student or student’s lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. For purposes of this policy, “school authorities” shall be defined as building administrators or their designees.

As used in this policy, the term “unauthorized” means any item dangerous or potentially dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as “unauthorized” in school rules available beforehand to the student.

### **LOCKER SEARCHES**

School lockers are the property of the School District of Jefferson. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without student consent, and without a search warrant. The School District of Jefferson does not assume responsibility for the loss, damage, or destruction of any property stored in the student lockers.

### **SEARCH OF STUDENTS**

If the school authority has reasonable suspicion to believe that the student is violating either the law or rules of the school and that a student search will turn up evidence of such a violation, a more intrusive search of the student’s person may be conducted. This includes the person, lockers, bags/backpacks, purses, and vehicles on school property. Such a search may be conducted in private by a school authority of the same sex with an adult witness of the same sex unless the health or safety of the students will be endangered by the delay which might be caused by the following of these procedures. At times, the school administration may also initiate searches by law enforcement dogs trained to detect the presence of illegal substances. These searches may occur at any time and without prior notice. This section does not authorize a strip search of any pupil prohibited by Wis. Stat. 948.50.

### **HALO SENSORS**

Halo Sensors are installed and utilized in all student bathrooms as well as the health office bathroom in the office. HALO sensors are specifically designed to detect vaping, smoking, and noise level fluctuations (indicative of bullying and fighting) in private use areas. HALO Sensors provide added safety and security to Jefferson Middle School by helping to keep dangerous substances out of school, and to alert staff of concerning behavior occurring in the bathrooms.



## CANINE DRUG SEARCHES

In an effort to help assure that JMS remains drug free, a police canine unit may check lockers and other areas at JMS for illegal drugs. Typically, this is done on an annual basis. We do not announce these searches in advance to our students or our staff. Typically, and fortunately, no illegal drugs are found.

## PARENTS & SCHOOL SAFETY

The safety and security of School District of Jefferson students and staff is of utmost importance. The district has a comprehensive crisis plan developed in cooperation with Jefferson County Sheriff's Department, City of Jefferson Police Department, and the City of Jefferson Fire and Rescue. The plan is reviewed and updated on an annual basis.

Our schools also have well-established security measures for the safety of students and staff including: visitor check-in procedures, locked doors after the start of the school day, surveillance cameras, police liaison officer, bully reporting programs, see something-hear something-say something, and other preventative measures.

## HOW CAN PARENTS HELP WITH SCHOOL SAFETY?

- Parents should keep their contact information up-to-date in PowerSchool, our student information system. If your phone number, email, or address changes, let us know.
- Encourage and support school safety, violence prevention and emergency preparedness programs within the schools.
- If requested, provide volunteer services for school emergency preparedness.
- Provide the school with requested information concerning emergency situations.
- Practice emergency preparedness in the home to reinforce school training and ensure family safety.

## IN AN EMERGENCY

### HOW CAN PARENTS AND GUARDIANS BE ASSURED THEY RECEIVE INFORMATION IN AN EMERGENCY?

Parents should keep their contact information up-to-date in PowerSchool, our student information system. In the case of an emergency, a phone message, email and text message will be sent to parents and guardians. If the school has a non-emergency situation that we believe parents should be informed about, the school will either send parents an email or phone notification.

### HOW AND WHEN WILL I BE NOTIFIED IF THERE IS AN EMERGENCY AT MY CHILD'S SCHOOL?

IMPACT LEVEL	NOTIFICATION RESPONSE
<p>A <b>Low</b> Impact Incident poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one.</p> <p><i>Example: Temporary power/services disruption</i></p>	Email
<p>A <b>Moderate</b> Impact Incident poses a moderate risk to the school. Results in some disruption to school.</p> <p><i>Example: Gas leak, threat to the school, or potential threat to school</i></p>	Email Phone Message
<p>A <b>High</b> Impact Incident: The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.</p> <p><i>Example: An intruder in school or the use of a weapon in school resulting in injuries to students or staff</i></p>	Phone message Text message Email posted Message on school & district website Press release

The means and immediacy of communication will depend on the type of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used as a guide to gauge the district's level of notification and systems used to communicate with families:

### SHOULD I REPORT TO THE SCENE OF THE INCIDENT/EMERGENCY?

In the case of a high-impact emergency situation in a school or at a school-sponsored activity DO NOT respond to the school. Keep roads/lots clear for EMS responders.



Parents are encouraged to remain close to their sources of communication, phone or email, to ensure they are receiving accurate and timely updates on the emergency from district staff.

#### **ONCE THE EMERGENCY IS DECLARED "OVER," WILL PARENTS BE ABLE TO REPORT TO THEIR CHILD'S SCHOOL?**

When SDoJ communicates to parents that the school emergency has ended, direction will be provided on how and where parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

*Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.*

#### **IF THE SCHOOL BUILDING IS EVACUATED, HOW WILL I BE ABLE TO LOCATE MY CHILD?**

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal bus service will resume. The district will notify parents if an alternate reunification site will be used.

*Please monitor your phone or email closely to ensure you receive updates on the emergency from district staff. Your child may text or email you about the evacuation before the district is able to notify you. Be aware that student texts and social media can cause confusion and further disrupt safety protocols. Remember, a student can only be released to an adult who is documented as an emergency contact. If you are a non-custodial parent, you must be listed with your child's emergency contact information as a guardian and show proper identification.*

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY (AUP)**

The AUP document describes the general procedure covering the use of computing facilities that are under the direction of the School District of Jefferson (SDoJ). Computing facilities means any district-owned computing machinery, software related to teaching, learning and research activities, and related facilities. While SDoJ may grant users the privilege of using its computing facilities, SDoJ continues to retain ownership and control of all computing facilities. Every user of computing resources is expected to understand and follow this procedure. Annually, the teachers and staff will instruct all students as to the meaning of this procedure. The School District of Jefferson has an Instructional Computer Use Policy. All users of our computers are expected to follow this policy. A user account will be established for students when they have signed the Instructional Computer Use Contract available from either a classroom teacher or in the Library Media Center. It will take one school day to set up your account.

Please read the following reminders carefully:

1. Students are to use their account only.
2. You are to keep your password private. Your account is only for your use.
3. Only staff may add software to your computer accounts menu. Keep your personal software at home. Only district authorized software may be used on the computers.
4. Students are not to use, copy or alter any files not belonging to them or that reside anywhere outside of their home (Google Drive)directories.
5. Students are responsible for any files in their accounts, even if they did not create them.
6. All files within your account must be school related and may be examined at any time by staff.
7. Students are to use only software that has been assigned by a teacher to their accounts and that is on their menus.
8. Any act of vandalism or damage on the school's computer network or computer equipment will result in appropriate consequences possibly including compensation for damages.
9. If you are in doubt as to the appropriateness and/or legality of any of your actions or whether they are within the guidelines of the Jefferson School District's Computer Use Policy; please ask the Library Media Director for clarification.

Any student found in violation of any of these rules will be dealt with by loss of computer privileges, administrative action and/or possible legal action. Please help make computing a safe, fun and instructional activity at JMS by following



these rules, encouraging others to do so and reporting any violations to a school employee in the Library Media Department.

**Please see Appendix B-Chromebook Handbook for more detail regarding Chromebook usage.**

## **TEXTBOOKS AND OTHER SCHOOL-OWNED SUPPLIES/MATERIALS**

All textbooks, library books, and equipment remain the property of the school district. Students are expected to be responsible for textbooks and other school equipment assigned to them. Students will be charged for excessive wear and tear or damage to textbooks or equipment in their care. Students will be charged for replacement value for any lost, stolen or excessively damaged textbook or equipment.

## **VANDALISM AND THE TREATMENT OF SCHOOL PROPERTY**

Vandalism, such as intentionally defacing school or personal property, as well as theft of school or personal property will not be tolerated. Anyone willfully or accidentally damaging or destroying school property through arson, vandalism, or larceny, or creating a hazard to the safety of others, may be suspended from school, face restorative justice consequences, face possible expulsion, and may be referred to the proper law enforcement agency.

- Students should not mark school furniture, equipment, walls, ceilings, or floors with pens, pencils, paints, or other marking devices.
- Tampering with fire alarms and extinguishers is a violation of state law and will prompt a referral to the police for citation and significant school discipline consequences.
- All textbooks, library books, and equipment remain the property of the school district. Students must pay for lost books or equipment and/or pay for damages to these materials. Students are also responsible for “stolen” books and equipment.

## **VISITORS**

All door entrances are locked during the school day. All visitors must check in at the office for a visitor’s pass. Visitors should bring a photo ID to obtain their visitor’s pass. The south door has a buzzer system for entrance at Door 13. Due to the safety and security of our students, staff, and facility, please be patient and understand that our procedures are an effort to assure safety.

For safety and insurance purposes, student guests are rarely permitted.

## **WATER BOTTLES**

Students that may need water within a class period are encouraged to bring their own water bottles. Water bottles should not be shared, and should only contain water. Energy drinks, drink mixes, and soda should not be included in the water bottles.

## **WEAPONS OR DANGEROUS MATERIALS**

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.





The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

1. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
2. items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
3. theatrical props used in appropriate settings; and
4. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person. (*Board Policy 5772*)

## CONSEQUENCES FOR POOR DECISIONS

### DISCIPLINE REFERRAL

#### TO THE ASSOCIATE PRINCIPAL OR PRINCIPAL

There are two reasons a student is referred:

1. The classroom plan has not been effective for the student and the problem is getting worse.
2. The misconduct or misbehavior of the student is too serious to be dealt with by the classroom discipline policy.

A referral can result in any of the following actions, based on the student's behavior:

#### Consequences:

- Warning
- Loss of privileges
- Restitution
- Noon consequence/detention
- In School Suspension
- After school detention with the teacher
- After school detention in the office
- Out of School Suspension
- Police Referral
- Expulsion from school

### NOON CONSEQUENCE

Students assigned a noon consequence are required to report directly to the noon consequence room at the beginning of lunch. The supervisor will walk the student(s) to the lunch room to pick up their lunch and bring it back to the noon consequence room to eat. Students are to remain quiet during the entire consequence. Failure to behave during noon consequence may result in an in-school suspension.



## **IN-SCHOOL SUSPENSION**

When it is determined appropriate by the administration, the student will complete work in the in-school suspension area. Before being readmitted to classes and other school activities, the student must serve the assigned time in a manner acceptable to the administration. The student will be responsible for any and all actions while assigned to this facility. The following procedures must be followed. The student will:

1. Sit quietly and not sleep
2. Work on school studies at all times with the exception of time allowed for lunch
3. Maintain the cleanliness of the facility
4. Not communicate with any other student(s) sharing the facility
5. Pick up sufficient assignments from teachers before school to keep busy all day
6. Be assigned additional time and consequences by the administration if the above procedures aren't carried out

When a student is suspended more than a class period in school he/she may not participate in or be a spectator at after school practices, activities, or games the evening of the suspension.

## **OUT-OF-SCHOOL SUSPENSION**

When it is determined appropriate by the administration, a student may be suspended from school for up to 5 consecutive school days. Parents will be notified prior to the student being removed from school for the set period of time. While students are suspended from school, they are not allowed on any school grounds at any time until the suspension is completed. They are also not to participate or be a spectator at practices, activities, or games during the time of the suspension. This includes activities at East, West, and Sullivan Elementary schools, and Jefferson High School. The student or their family is responsible for requesting work appropriate for completion during absence.

## **EXPULSION**

Expulsion from school means that a child may be denied his or her right to a free, public education in the School District of Jefferson. The time period for this consequence varies, but can be extended until the student is 21 years of age. The principal refers only very serious rule or policy violations to the superintendent for expulsion. They include, but are not limited to alcohol and other drug violations, serious safety issues, or repeated refusal to follow school rules and expectations.

## **POSITIVE SUPPORTS FOR STUDENTS**

Jefferson Middle School believes that having positive supports and incentives in place is essential in building a positive school environment. "The Jefferson Way" includes three building-wide expectations-Be Respectful, Be Responsible, and Be Safe. Our commitment to students is to consistently teach, reward, and recognize students who are promoting The Jefferson Way. This can include individual student recognitions such as Pass the Pride and Atti-Dude Coupons, grade level reward and incentive programs, and building-wide reward and incentive programs

### **ATTI-DUDE PROGRAM REWARDS KIDS!**

Any staff member that observes a student helping another student, giving extra effort to assist a teacher, helping out in the cafeteria or exhibiting constructive/positive behavior anywhere at any time is rewarded with an ATTI-DUDE coupon. These coupons may be dropped into a grade level bucket in the office. If a student's coupon is pulled out of the 6th, 7th, or 8th grade container at one of our weekly drawings, they will receive a prize.

## **EQUAL EDUCATIONAL OPPORTUNITIES/ANTI-HARASSMENT**



## NONDISCRIMINATION

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities (as defined in [Wis. Stat. § 118.13](#)). Reference: [po 2260 Nondiscrimination and Access to Equal Educational Opportunity](#)

### Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days. [Complaint Form](#)

### The Board designates the following individuals to serve as the District's CO's:

Ryan Bandt  
Director of Business Services  
920-675-1044  
206 South Taft Avenue  
Jefferson, WI 53549  
[bandtr@sdoj.org](mailto:bandtr@sdoj.org)

Jennifer Shohoney  
Director of Pupil Services  
920-675-1062  
206 South Taft Avenue  
Jefferson, WI 53549  
[shohoneyj@sdoj.org](mailto:shohoneyj@sdoj.org)

## ANTI-BULLYING AND HARASSMENT

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection **to** the school such that the conduct at issue affects or is intended to affect the student's educational environment. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

### DEFINITIONS

"Bullying" is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

### SOME EXAMPLES OF BULLYING ARE:



1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
  - a. Cyberbullying includes, but is not limited to the following:
    - i. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
    - ii. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
    - iii. using a camera phone to take and send embarrassing photographs of students
    - iv. posting misleading or fake photographs of students on websites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, or physical nature on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

#### **COMPLAINT PROCEDURES**

Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

#### **SPEAK UP – SPEAK OUT (SUSO)**

The SPEAK UP, SPEAK OUT (SUSO) Resource Center is a comprehensive, one-stop place to turn with important school safety concerns. It offers a 24/7 threat reporting system, threat assessment consultation, critical incident response, and general school safety guidance. The program is supported by more than \$2 million in federal grant funding from the U.S. Department of Justice Bureau of Justice Assistance. SUSO uses "See Something, Say Something, Do Something" language and encourages students to look out for each other and for the community. SUSO strives to build safe communities by igniting empowerment, support, and protection and stresses that speaking up works and saves lives. Students, parents, school staff, or any community members can submit a school safety concern or threat via the [SUSO website](#), mobile phone application, or toll-free number. Resource Center staff work around-the-clock to respond to tips and to deploy a response locally by communicating directly with school administrators, law enforcement, and counselors.

# GUIDELINES FOR STUDENT USE OF PERSONAL COMMUNICATION DEVICES

## *Frequently Asked Questions:*

### **1. What is an electronic personal communication device?**

- Any electronic device capable of sending and/or receiving communication
- For the purposes of these guidelines, electronic two-way communication devices and two-way communication devices are synonymous
- For the purposes of these guidelines, two-way communication devices refer to student owned devices, not district owned devices
- Examples are, but not limited to:
  - Cell phones, Smart Watches, Beepers, Walkie Talkies
  - Laptops, Tablets, Kindles, iPads, iPods, Chromebooks
  - Cameras

### **2. Can personal communication devices be brought to school?**

- Yes

### **3. Where must personal communication devices be kept/stored?**

- Devices are to be turned off and stored in the student's assigned locker during the school day.

### **4. Can personal communication devices be used on school grounds prior to the start of the school day?**

- Yes, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment.

### **5. Can personal communication devices be used on school grounds after the school day?**

- Yes, as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment.

### **6. Can personal communication devices be used during the lunch period?**

- No, unless approved by office staff

### **7. Can personal communication devices be used on the school bus?**

- Yes, when riding the bus to and from school
- No, when riding the bus for a field trip, unless otherwise approved by the principal
- Yes, when riding the bus to and from an athletic event. If an athlete mishandles this privilege, the coach has the authority to limit two-communication privileges.

### **8. Where and when can personal communication devices never be used?**

- Never use an electronic personal communication device in a bathroom
- Never use an electronic personal communication device in a locker room
- Never use an electronic personal communication device during a school emergency such as a fire, tornado, safety event, or bomb threat
- Never use an electronic personal communication device in the hallways during passing time

### **9. Can personal communication devices ever be used in the classroom?**

- Yes, with teacher approval. Teachers should seek principal approval as this is a rare circumstance.
- Teachers are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to assigned learning tasks is not permitted.
- Teacher approval can be on a case-by-case and student-by-student basis
- Teachers may approve the use of electronic personal communication devices only if the purpose of the approval is for academic and/or educational purposes directly related to the lesson.
- Each teacher has the latitude to allow students to bring and use personal communication devices in the teacher's classroom for educational purposes depending upon the lesson. This implies that some teachers may allow devices to be used in his/her classroom quite regularly and other teachers may allow this use infrequently.

### **10. What are the consequences for violation of the personal communication device policy and guidelines?**

- 1<sup>st</sup> offense = Device is confiscated, stored in the office, the event is logged, a staff member may fill out an infraction, and the student can pick the device up at the end of the school day
- 2<sup>nd</sup> offense = Device is confiscated, stored in the office, an infraction is written, parents are contacted, the event is logged, and the student can pick the device up at the end of the day

## ***Appendix A***

- 3<sup>rd</sup> offense = Device is confiscated, stored in the office, an infraction is written, parents are contacted, the event is logged, a parent can pick the device up at their earliest convenience
- 4<sup>th</sup> offense = Student may earn an in-school or out-of-school suspension. Student must drop the device off in the office at start the day and pick the device up at the day's conclusion, for a time period determined by administration. Students who do not abide by this may earn additional consequences.
- Students who use a device to access information or sites that are not appropriate for school may earn greater consequences
- Students who use a device to harass or bully someone may earn greater consequences

### ***Additional Information***

#### **Use of School's Internet**

- Students may access the Internet only through the district's wireless network, which provides filtered Internet access. The school does not approve or encourage the use of other Internet connection methods such as wireless data plans, and is not responsible for any accrued data charges.

#### **Personal Device Safety & Security**

- Students and their families assume responsibility for their device. The school is not responsible for the safety, security, loss, theft, damage, or misuse of any personal device.
- Students and their families assume responsibility for the technical support and maintenance of personally owned devices, including troubleshooting and repair costs.
- Students and their families assume responsibility for any desired insurance for their personal device.
- District staff may examine personally owned devices and search their content as permitted by state statute.



The School District of Jefferson will supply students with a Chromebook device. This device is property of the School District of Jefferson. The function of the supplied instructional device is to provide each student access to required educational materials needed to be successful. The supplied device is an educational tool not intended for personal use such as gaming, social networking or high end computing.

The Chromebook initiative is more than simply putting devices into the hands of students. Common sense, experience, and research all point to the same conclusion -- simply placing technology in the hands of students or teachers will have no positive impact on student achievement. Technology does not teach kids -- highly skilled teachers do. By providing a Chromebook device to students, the School District of Jefferson's goals include the following:

**Improve Student Achievement:** By using high-leverage instructional strategies that are research-based and that incorporate technology tools to enhance the curriculum, student learning outcomes will improve.

**Personalize Learning:** Providing opportunities for students to meaningfully engage with content and topics of interest, individualizing the ways in which students demonstrate learning, customizing the delivery times and methods to meet the needs and strengths of each learner, and offering learning opportunities that students identify as meaningful and authentic, we will capture students' interest and engage them in the process of learning.

**Develop 21st Century Skills:** We will work to grow critical 21st Century Skills including digital literacy, problem solving, collaboration, communication, creativity, and global connectedness in order to prepare them for a successful future.

**Provide Equity of Access:** We will provide all students access to technology tools and educational resources.

## 1. RECEIVING YOUR COMPUTER

Chromebooks will be distributed at the start of each school year. Parents/Guardians and students **MUST** sign and return the SDoJ Chromebook Agreement document before students will be able to travel with Chromebooks within the middle school. This Chromebook handbook outlines the procedures and policies for families to protect the Chromebook investment for the School District of Jefferson. Students are expected to pick up their Chromebooks before the beginning of their first block class from their designated charging station. Chromebooks will be collected at the end of each school day to charge and students will retain their original Chromebook every year while enrolled at Jefferson Middle School.

### 1a: STUDENT CHROMEBOOKS

- SDoJ Chromebooks, even though they are assigned to specific students, do not rescind the SDoJ's right to inspect the Chromebook at any time.
- If families choose not to sign and return the agreement, a student will still need to follow the terms of the Chromebook handbook.
- All students will be expected to follow the terms of the Chromebook handbook while using any school issued device.

## 2. TAKING CARE OF YOUR CHROMEBOOK

Students are responsible for the general care of their school issued Chromebook. Chromebooks that are broken, or fail to work properly, must be taken to the Middle School Library as soon as possible so that they can be taken care of properly. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance.

### 2a: General Precautions

- Food and drinks are not allowed near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebooks while the screen is open.
- If provided, Chromebooks should always be in their protective case provided to each student.
- Student's names will be affixed to the Chromebook by the District.
- Student's name shall remain on the device at all times.



- Never place a magnet near the Chromebooks.
- Vents CANNOT be covered. Chromebooks must have a SDoJ Barcode on them at all times and this barcode must not be removed or altered in any way. No other stickers or labels should be put on the Chromebook by the student.
- Chromebooks should never be left in any unsupervised area.
- Avoid contacting the camera. Never put anything over the camera that can damage the camera or alter its use.
- In case of loss, damage or theft, immediately complete a Chromebook repair form in the library.

#### **2b: Carrying Chromebooks**

- Chromebook lids should always be closed and tightly secured when moving.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.

#### **2c: Screen Care**

**The Chromebook screens can be easily damaged!** The screens are particularly sensitive to damage from excessive pressure on the screen.

- When in use, the Chromebook screen should be in an upright position. It should never be opened all the way so that the screen is laying flat.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.
- Do not place anything near the Chromebook that could put pressure on the screen. Do not use the screen to trace an image onto paper.
- Do not poke the screen with anything that would mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (eg. pens, pencils, or disks).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Be cautious when using any cleaning solvents; some individuals may have allergic reactions to chemicals in cleaning solvents and some solvents can even damage the screen. Try to always use a water dampened towel or a highly diluted solvent.

### **3. USING YOUR CHROMEBOOK AT SCHOOL**

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Students can only use their unique SDoJ account while on their Chromebooks.

#### **3a: Chromebooks under repair**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred while the chromebook is in possession of the student. The student will pay full replacement cost if the Chromebook is lost or stolen.

#### **3b: Charging your Chromebook (at school)**

- Students are responsible for charging their Chromebooks at the end of each day.
- Must use OEM power supply within the designated charging location.
- Repeatedly having an uncharged Chromebook is similar to being unprepared for class and may carry consequences as appropriate.

#### **3c: Backgrounds and Passwords**

- Students are not allowed to change their background, screensaver, or profile picture. Those are set by the district.
- Any references to guns, weapons, pornographic materials, inappropriate language, alcohol, drug, or gang related symbols or pictures may result in disciplinary action.
- Take care to protect your password. Do not share your password.

### **3d: Sound**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

### **3e: Printing**

- Chromebooks and the Google Apps which complement them are designed to decrease or eliminate the need to print.
- Printing from Chromebooks will be limited to black and white.

## **4. MANAGING and SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- Google Apps is a suite of products (Docs, Presentations, Drawings, Spreadsheets, and Forms) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files.
- All items will be stored online via Google Drive.
- All documents created with SDOJ accounts or 3rd party vendors may be subject to inspection by the school at any time.

## **5. OPERATING SYSTEM ON YOUR CHROMEBOOK**

### **5a: Updating your Chromebook**

- When a Chromebook starts up, it updates itself automatically, so it has the latest version of the Chrome operating system.
- Chromebooks will automatically reboot if left on for more than 7 days to receive updates.

### **5b: Procedures for Restoring your Chromebook**

- If your Chromebook needs technical support for the operating system, all support will be handled by the district's IT Department. Students are not to secure technology support from an outside vendor.

### **5c: Software Installation**

- Chromebooks can seamlessly access the Google Apps for Education suite of productivity and collaboration tools, apps available in the Chrome Web Store and content across the entire web.

## **6. ACCEPTABLE USE GUIDELINES**

### **6a: General Guidelines**

- Access to the SDOJ technology resources is a privilege and not a right. Each student and/or parent/guardian will be required to follow the Acceptable Use Policy.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of Jefferson.
- Students are responsible for their moral, ethical, and educational use of the technology resources of the School District of Jefferson.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- For the purposes of school and online safety, students are prohibited from bringing personal devices.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and may be subject to disciplinary action in accordance with the student handbook and other applicable school policies.

### **6b: Privacy and Safety**

- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, passwords of other people, or other private and confidential information.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the School District of Jefferson.

- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and report the activity to the supervising teacher or paraprofessional, assistant principal, or building principal

#### **6c: Legal Property**

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, administrator or parent/guardian.
- Plagiarism is a violation of the Student Information Technology Systems Acceptable Use Policy (Board Policy 7540.03). Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators may be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, may result in criminal prosecution or disciplinary action by the District.

#### **6d: Electronic Communication (Email, Instant Messaging)**

- Always use appropriate and proper language in your communication.
- Do not send mass email, chain letters or spam.
- Communications sent/received are to be related to educational purposes.
- Communications are subject to inspection by the school at any time.
- The District expects students to practice self-discipline and responsibility and expects that all students will treat others with respect, fairness, honesty, and courtesy.
- No forms of harassment, bullying, or hazing will be tolerated at school, at school functions, on school transportation or in connection to any activity sponsored by the District. Any violation of the Student Anti Harassment or Bullying policies (Board Policy 5517 & 5517.01) or guidelines may result in discipline.

#### **6e: Consequences**

- Students are responsible for the appropriate use of accounts and equipment issued to them.
- Non-compliance with the policies of this document or the Student Safe and Responsible Use of the Internet and Other Technology Resources (Board Policy 7540.03), may result in disciplinary action.
- Electronic Communications, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

#### **6f: Off Campus use**

- Chromebook care off campus is as important as in school. Please refer to the care section.
- Chromebooks are expected to remain at school each day, unless checked out to individual students.
- Transport your chromebook in—a way that protects the Chromebook and minimizes the possibility of damages to the device.
- SDoJ accounts are web filtered regardless of device and of time of year.

### **7. PROTECTING AND STORING YOUR CHROMEBOOK**

#### **7a: Chromebook Identification**

Student Chromebooks will be labeled in a manner specified by the school. Chromebooks can be identified in several ways:

- Record of district barcode and serial number
- Individual user account name and password

Chromebooks are the responsibility of the student. This device will be provided for student use for the duration of your time in the School District of Jefferson other than summers. Take good care of it!

#### **7b: Account Security**

- Students are required to use their sdoj.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Students are to only use the Chromebook with their own account.

### **7c: Storing Your Chromebook**

- When students are not using their Chromebook, they are to store them in their locked locker.
- Nothing is to be placed on top of the Chromebook when stored in the locker.

### **7d: Chromebooks left in Unsupervised Areas**

- Under no circumstances should Chromebooks be left in an unsupervised area.
- Unsupervised areas include, but are not limited to, the school grounds and campus, the cafeteria, computer labs, gym, locker rooms, library, unlocked classrooms, study halls and hallways.
- Any Chromebook left in these areas increases the chances of computer theft, hacking, or damage.
- If an unsupervised Chromebook is found, notify a staff member immediately.
- **Unsupervised Chromebooks may be confiscated by staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.**

### **7e: Lost Chromebook**

- If a student's Chromebook is lost they will be responsible for replacement.
- A student will have two weeks from reporting it is lost to locate it at which time families will be billed for the cost of a new Chromebook.
  - The student will be issued a replacement Chromebook to be used for the remainder of the year
  - If the Chromebook is found students may contact the Principal to determine next steps.

## **8. CHROMEBOOK TECHNICAL SUPPORT**

Technical support will be available through the Library Media Center. Services provided include the following:

- Hardware maintenance and repairs
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks

### **8a: Vendor Warranty**

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

### **8b: Repairs and Replacements**

- All repairs must be completed by District IT department.
- Repairs will be made for general malfunctions not caused by misuse, abuse or neglect.
- If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District as soon as possible.
- When a Chromebook is damaged beyond repair, every effort will be made to salvage and provide credit for usable parts. Families will be billed for the cost of a new Chromebook less any available credit gained from salvaged parts.

## **9. CHROMEBOOK FREQUENTLY ASKED QUESTIONS**

### **Q. What is a Chromebook'?**

A. "Chromebooks are mobile devices designed specifically for people to access the internet. With a comfortable, full-sized keyboard, large display and clickable trackpad, all-day battery life and built-in ability to connect to Wifi, the Chromebook is ideal for anytime, anywhere access to the web. " (Google)

### **Q. What kind of software does a Chromebook run?**

A. "Chromebooks run millions of web-based applications, or web apps, that open right in the browser. You can access web apps by typing their URL into the address bar or by installing them instantly from the Chrome Web Store." (Google)

### **Q. How are these web-based applications managed?**

A. Each Chromebook we provide to students will be a managed device. Members of the SDOJ's Information Technology

(IT) Department will maintain devices through the district's Google Apps for Education account. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

**Q. What devices can I connect to a Chromebook?**

A. Chromebooks can connect to:

- USB storage, mice and keyboards (See supported file systems)
- Secure Digital (SD) cards
- External monitors and projectors
- Headsets, earsets, microphones

**Q. Does the Chromebook have a camera?**

A. The device has a camera. The camera may be used with permission for instructional purposes in the classroom.

**Q. Does the SDoJ track webcam photos?**

A. No. As part of our ongoing commitment to student privacy SDoJ does not have access to the webcam.

**Q. Do Chromebooks come with Internet filtering software?**

A. No. Chromebooks do not come with Internet filtering software. However, Chromebooks will use the school's Wi-Fi to access the internet which is filtered.

**Q. Is there antivirus built into it?**

A. It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q. What if something breaks on my child's Chromebook?**

A: The IT department will fix all typical defects resulting from normal wear and tear without incurring costs to the student. Defects caused by accidental or intentional actions or neglect will be the responsibility of the student, similar to the expectations involving other school equipment and textbooks.

**Q. What are the replacement costs of the Chromebook?**

A. Replacement Costs:

- Chromebook Replacement: \$200
- Screen: \$40
- Motherboard: \$145
- Keyboard/touchpad: \$50
- AC Power Charger: \$30

**Q. Battery life?**

A Chromebooks have a rated battery life of 8.5 hours. However, we do expect that students charge them each evening to ensure maximum performance during the school day.

**Q. Although the school filters inappropriate materials at school, if my child accesses these sites anyway, can they get into trouble?**

A. Yes, if you access sites that are not SDoJ approved, disciplinary actions may follow.

**Q. Does the School District Filter inappropriate sites such as pornography, weapons, etc?**

A. Yes

**Q. Does the District's filter work while the Chromebook is at my home?**

A. Yes, SDoJ devices are filtered anytime they are being used, including while at home.

## WHOM SHOULD I CONTACT CHART

As hard as we try, schools can be confusing places to families and community members. In our ongoing effort to be customer service oriented, the following chart has been prepared.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academic Progress	Teacher/Class	Counselor	Principal
Alcohol/Drug Use or Abuse	Counselor	Psychologist/Social Worker	Principal
Attendance	Middle School Office	Social Worker	Associate Principal
Behavioral or Emotional Issues	Counselor	Psychologist/Social Worker	Associate Principal/Principal
Busing (Routes and Behavior Issues)	Dousman Transport	Associate Principal	
Calendar for School or Co-Curricular Activities	Middle School Office	Associate Principal	Principal
Class Schedule / Class Selection	Counselor	Principal	
Discipline in a Particular Class	Teacher/Class	Associate Principal	Principal
ELL Program	ELL Teacher	Principal	
Financial Assistance	Social Worker	Counselor	
Food Service, Student Lunch Accounts	Food Service Manager	Middle School Office	
Grades/Assessment	Teacher/Class	Counselor	Principal
Health Concerns and Medications	School Nurse	Middle School Office	
Questions/ Concerns	First Contact	Second Contact	Third Contact
Projects/Field Trips	Teacher/Class	Principal	
Registration Fees, Bus Passes, Lockers	Middle School Office	Associate Principal	
School Involvement with Outside Agencies (Community, Mental Health, Human Services)	Counselor/Social Worker/Psychologist	Principal	
School Policies/Procedures	Associate Principal	Principal	
Special Education	Special Education Teacher	Principal	

Contact	Staff Member	Phone Number
Jefferson Middle School		920-675-1300
Principal	Michael Matteson	920-675-1310
Associate Principal	Aaron Erickson	920-675-1346
School Counselor	Deanna Battist	920-675-1326
Office - General	Stephanie Leath	920-675-1305
Office - Attendance	Connie Moehling	920-675-1306
School Social Worker	Kim Heine	920-675-1378
School Psychologist	Ashley Thoel	920-675-1337
English Language Learners – Spanish Translation	Tabitha Flatt	920-675-1354
Food Service Manager	Kevin Dresdow	920-675-1035
School Nurse	Lynn Zaspel	920-675-1094
Dousman Transport	Bus Company	920-674-5112