JANESVILLE CSD
SECONDARY STUDENT HANDBOOK

JCSD Vision: To develop contributing citizens and lifelong learners.

JCSD Mission: To realize our vision, staff will empower students with the skills and attitudes necessary by modeling those daily in a caring, nurturing environment.

BELIEF STATEMENTS:

- All individuals can learn and succeed.
- All individuals have worth and importance.
- All individuals deserve to be treated with dignity and respect.
- All individuals need to be lifelong learners and problem solvers.
- All individuals have a right to a safe environment that promotes equitable learning opportunities.
- An education can make a difference in people's lives.
- Teaching and learning must be a collaborative effort between students, professional educators, parents, and community.

♫♫♫♫♫♫♫♫♫ Janesville Fight Song ♫♫♫♫♫♫♫♫♫

We’re loyal to you, Janesville High
We’re black and we’re gold, Janesville High
We’ll back you to stand
Against the best in the land
For we know you will stand Janesville High
RAH-RAH!

So, Crack out that ball, Janesville High
We’re backing you all, Janesville High
Our team is the fame detector
Our team from we expect a
Victory for you Janesville High
RAH-RAH!

WILDCATS, WILDCATS
GO, FIGHT, WIN!

♫♫♫♫♫♫♫♫♫

JANESVILLE CONSOLIDATED SCHOOL DISTRICT ESSENTIAL LEARNING AREAS

Communication
Decision Making
Problem Solving
Collaboration
Citizenship
Responsibility
Inquiry

BOARD OF EDUCATION

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Chad Angel, Guidance Counselor

Staff

Linda Bauer, Nurse
Cheryl Bolt, Instructional Assistant
Laura Harken, Associate/Guidance
Kelly Horstman, Special Ed Associate
Sandra Johnson, Kitchen
Travis Rigdon, Library/Study Hall/At-Risk Associate

Teachers

Molly Bolt, Middle School
Shannon Friedrich, HS Spanish/TAG
Jeanetta Friedrich, Middle School
Casey Giraud, HS Science
Erin Norton, K-12 PE/Health
Katie Limyao, 5-12 Band
Niki O'Meara, Vocal Music
Tammy Wheeler, Business
Chris Reeves, Middle School
Alex Toft, High School English
Shiela McCormick, HS Instructional Strategist
Meridith Sandlin, Librarian/Media Specialist
Dana Sorensen, MS Instructional Strategist
Shelly Sorensen, HS Math
Haley Parker, K-12 Art
Kalli Christensen, K-12 PE/Health
Emily Stensland, Middle School
Nolan Hovland, HS Social Studies

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The administration, faculty, parents and student representatives have prepared this handbook for the students of the Janesville Schools. The handbook is not designed to answer all questions or to solve all problems that may arise, but it should serve as a guide to the requirements, policies, activities, and functions of the school. NOTE: Changes may be made to this handbook, at any time. If there is a change made to the handbook, all students will be made aware of the changes in writing.

Handbook Statement: The school administration reserves the right to change, amend, or add such rules and regulations as deemed necessary to implement and carry out the intent of the school policy to maintain the proper conduct and disciplinary control of its students for the good order, efficiency, management, and /or welfare of the school and its personnel.

WELCOME to JANESVILLE CONSOLIDATED SCHOOL DISTRICT

The Board of Education, administrators, and faculty members of the Janesville School extend to you a sincere welcome. Upon entering Janesville Schools, a student should recognize that our school is essentially a democracy in action. A student will choose his/her leaders, and he/she will be a leader when merited.

Each person in a democracy has certain inalienable rights. However, students must impose limits upon themselves. They must, for example, be responsible for their own conduct. Conduct in our school is largely a matter of self-discipline where the good of the group receives first consideration. The welfare of the school is largely in the hands of the students. We realize you are looking forward to the preparation of a career but remember every day you are becoming what you will be someday. Cooperation and service by every student can make this an outstanding year for Janesville Schools and for you.

JANESVILLE CSD POLICIES

A school is judged by its students and a student by his school. For this reason, it is the responsibility of every Janesville student to follow certain rules, which help create good citizenship. Students should be self-reliant, respect the rights of others, and conduct themselves at all times in a manner acceptable in our school, community, and society.

ETHICS IS MORE THAN KNOWING WHAT IS RIGHT. . . . . .IT IS DOING WHAT IS RIGHT.

NOTIFICATION OF NON-DISCRIMINATION POLICY STATEMENT:
It is the policy of the Janesville Consolidated School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If there are questions or a grievance related to this policy please contact the district's Equity Coordinator, *Chad Angel*, Counselor, 505 Barrick Rd, 319-987-2581, *chad.angel@janesvilleschools.net*.
EQUAL EDUCATIONAL OPPORTUNITY:
The school district does not discriminate in its education programs or educational activities. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is *Chad Angel* and can be reached at (319)-987-2581. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

ASBESTOS: Notifications to Parents, Teachers, and Employees
Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.
Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, and South Africa. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.
We recently had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified Management Planner has developed an asbestos management plan for our buildings which includes: notification letters, training for our employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in all centers. Please make an appointment during office hours if there is a wish to review the plan.

RIGHTS & RESPONSIBILITIES

Because education is more than formal schooling, the task of educating youth is the concern of all adults. Recognizing that education is the task of the entire community, the faculty realizes delegated responsibility for the orderly development and guidance of students. Also recognize that the total school experience -- the teaching, counseling, and activity programs -- must deal with each student's abilities and needs.

The school, however, cannot and should not replace the home and parental responsibility. Therefore, parent concern and assistance are welcomed, with close cooperation between the school and the home benefiting the student. Parents should remain aware of their child's achievement and any problems the child may encounter.

A. SOME STUDENT RIGHTS & RESPONSIBILITIES

- Attend all classes, regularly and on time
- Be prepared for each class with appropriate materials and assignments
- Show courtesy and respect towards others
- Be appropriately dressed and groomed
- Behave in a responsible manner
- Pay required fines and fees, unless these are waived
- Refrain from violations of the Good Conduct Code
- Be familiar with Student Handbook Policy
- Obey all school rules & policy, including safety rules
- Follow all directions of personnel, staff, and/or adult sponsor when at school, or while traveling to and from other schools or school-related functions
- Cooperate with district staff in investigation of disciplinary cases and volunteering known information relating to a serious offense

B. SOME PARENT RIGHTS & RESPONSIBILITIES

- Provide and maintain household, work, and emergency telephone numbers and other pertinent information so that parents may be reached
- Provide for the physical needs of the student
- Teach the student to listen to school personnel and obey school rules
- Be sure the student attends school regularly and on time; promptly report and explain absences and tardies to the school
- Encourage and lead the student to develop proper study habits at home
- Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare
- Keep informed about school policies and the academic requirements of school programs
- Be sure the student is appropriately dressed and groomed at school and school-related activities
- Attend school functions and organizations
- Discuss report cards and school assignments with students
- Bring to the attention of school authorities any learning problem or condition that may relate to the student's education
- Schedule the administration of student medication in an appropriate fashion
- Cooperate and communicate with school staff
- Discuss the school's discipline policy with child
- Help child understand the value of accepting individual differences
- Note any disturbing behaviors in child and get help for child by relating such information with trusted professionals in child's school and/or community.

C. SOME STAFF RIGHTS AND RESPONSIBILITIES

- Establish rapport and an effective working relationship with parents, students, and other staff members
- Be prepared to perform teaching duties with appropriate preparation, assignments, resource materials, and evaluation
- Maintain a safe and orderly classroom atmosphere conducive to learning
- Meet the standards of teaching performance established by the district

- Teach students to develop and practice self-discipline
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession
- Encourage good work habits that will lead to success in meeting personal goals
- Prepare and communicate teacher expectations for classroom behavior and the consequences for failure to meet those expectations
- Impose disciplinary consequences necessary to protect students, school employees, or property and to maintain essential order using a careful assessment of the circumstances of each case

D. SOME ADMINISTRATOR RIGHTS AND RESPONSIBILITIES

- Promote and facilitate a safe and positive school climate
- Promote effective training and discipline of all students
- Respond to discipline problems referred to them by teachers
- Encourage parent communication with the school
- Provide appropriate assistance to students in learning self-discipline
- Assume responsibility for instructional leadership, evaluation, and discipline
- Serve as appropriate role models for students on campus in accordance with the standards of the profession

JANESVILLE CSD GENERAL INFORMATION and PROCEDURES

HiGH SCHOOL SCHEDULES

Regular Schedule		Early Dismissal		Two Hour Late Start		WEDNESDAY Schedule	
Period	Time	Period	Time	Period	Time	Period	Time
1	8:15 – 9:00	1	8:15 – 8:39	1	10:15 – 10:50	1	8:15 – 8:50
2	9:05 – 9:50	2	8:44 – 9:08	2	10:55 – 11:30	2	8:55 – 9:30
3	9:55 – 10:40	3	9:13 – 9:37	*Lunch	12:00 – 12:25	3	9:35 – 10:10
4	10:45 – 11:30	4	9:42 – 10:06	3	11:35 – 12:45	4	10:15 – 10:50
*Lunch	12:00 – 12:25	5	10:11 – 10:34	4	12:50 – 1:15	5	10:55 – 11:30
5	11:35 – 12:50	6	10:39 – 11:02	5	1:20 – 1:45	6	11:35 – 12:45
6	12:55 – 1:40	7	11:07 – 11:30	6	1:50 – 2:15	*LUNCH	12:00 – 12:25
7	1:45 – 2:30	*Lunch	12:00 – 12:25	7	2:20 – 2:45	7	12:50 – 1:25
8	2:35 – 3:20	8	11:35 – 12:50	8	2:50 – 3:20	8	1:30 – 2:05

MIDDLE SCHOOL SCHEDULES

	MUSIC/SH	Period 1	Period 2	Period 3	LUNCH	SPECIALS	Period 4	WT
Regular	8:15-9:00	9:05-10:10	10:10-11:18	11:18-12:25	12:25-12:50	12:55-1:40	1:45-2:50	2:50-3:20

	MUSIC/SH	Period 1	Period 2	Period 3	SPECIALS	LUNCH	Period 4	WT
Wednesday	8:15-8:50	8:52-9:46	9:46- 10:40	10:40-11:32	11:35-12:25	12:25-12:50	12:53-1:45	1:45-2:05

	MUSIC/SH	Period 1	Period 2	LUNCH	Period 3	Period 4	SPECIALS	WT
Two Hour Late Start	10:15-10:50	10:52-11:39	11:39-12:25	12:25-12:50	12:50-1:37	1:38-1:50 2:16-2:50	1:50-2:15	2:50-3:20

	MUSIC/SH	Period 1	Period 2	Period 3	SPECIALS	Period 4	WT	LUNCH
12:50 Dismissal	8:15-8:39	8:41-9:26	9:26-10:11	10:11-10:39 11:04-11:21	10:39-11:02	11:21-12:05	12:05-12:25	12:25-12:50

VIEW detailed JCSD Schedules at the end of the handbook including lunch times for each grade level.

VISITORS: Visitors are always welcome to tour the Janesville School. Please contact the office to set a convenient time. Students from other schools are allowed to follow another student with prior approval from the building principal and a completed VISITOR REQUEST FORM. Parents/Guardians call the office prior to the visit or talk to the student's teacher to make arrangements. Visitors must sign in and out at the office. Visitors will receive a visitor's pass to wear while in the school building.

SCHOOL HOURS: The normal school day for staff is 8:00 a.m. to 3:45 p.m. For students the normal school day is *8:15 a.m. to 3:20 p.m.* unless there are other causes, early dismissal or late start for weather, or in-service. The school day for students every Wednesday is *8:15 a.m. to 2:05 p.m.* Students will not be permitted in the school building before *8:05 a.m*. unless a staff member supervises them. If supervised, students will remain in the cafeteria until the bell rings or if under staff supervision in the classroom or other area in the building. Exceptions will be made for inclement weather. All classrooms will be opened at 8:05 a.m. Students in the building will go directly to their classrooms. Loitering in the halls is discouraged at all times. No student will be permitted in the building after 3:30 p.m. without permission.

SCHOOL NEWS: School news is shared each month via the school website, Facebook and Twitter. Individuals and groups within the school community prepare and share these updates on a regular basis.

INFINITE CAMPUS, STUDENT PROGRESS, AND REPORT CARDS: JCSD utilizes the web-based Infinite Campus (IC) system for all information relative to students in the district. IC is a service offered to parents/guardians who have access to the Internet that provides on-going access to their student's academic progress and facilitates communication via e-mail with teachers. As such, students, as well as parents/guardians, have ongoing access to check the grades and progress of their children in individual courses through IC as they wish. Quarter, semester, exam, and final course grades will be posted after they have been graded by the classroom teacher(s). Homework, projects, assessments, and other daily grades are entered by individual teachers as outlined in their course description/syllabus and are available for viewing on IC as well. It is reasonable to expect, in most cases, that teachers will update their gradebooks each week. Students and parents should anticipate that larger projects, papers, and other complex assessments may take longer to grade and enter into the system. Parents/guardians are urged to contact classroom teachers and/or administration for conferences or interpretations of grades/grade reporting if necessary.

Students/Parents/Guardians will need a personalized access code to view their student's Infinite Campus account. Please contact the office to receive this information. Additionally, if a student or family does not have internet access and would like to receive paper copies of student's progress in a class or classes, please contact the student's teachers to express this request.

WEATHER: Notifications will be posted on KWWL, www.facebook.com/janesvilleCSD, and our school website, with KWWL being the first point of contact. Individuals may also sign up to receive text notifications via https://www.remind.com/. Note: If an ODD day is missed due to weather or other unique circumstances, the next day back will be an ODD day. If an EVEN day is missed, the next day back will be an EVEN day.

EMERGENCY DRILLS:

Fire: All buildings are connected to the fire alarm. Students should know the location of all exits. There are fire drill signs located in all the classrooms. When you hear the fire alarm, move to room's exit as quickly as possible and move away from the building to a safe distance. Stay in class groups until the teacher checks roll. Stay outside until given the signal to re-enter.

Tornado: If you receive a tornado warning, the following procedure has been placed to alert the entire school as rapidly as possible: Students and staff will hear the announcement to report to assigned tornado drill area, drop everything and move quickly and quietly with teacher to the area designated for the class. There are tornado drill signs located in all the classrooms. Upon arrival in the designated area, the teacher will give instructions on what to do.

Active Intruder/Lockdown: Students and staff will utilize the A.L.i.C.E. steps (Alert, Lockdown, Inform, Counter, Evacuate) in the event of an active intruder. We will review and practice the steps with students and staff. Communication will be sent out prior to the practice when such a drill will be completed.

LUNCHES: Hot lunches are served daily in the school cafeteria and must be eaten there. Students bringing sack lunches may buy milk. It is expected that students' conduct will be courteous and cooperative. If purchasing a lunch, take a place at the end of the line without pushing, shoving, cutting ahead of others, or saving a place in line for others. Remember all opened food items or containers are to remain in the cafeteria. Be respectful to cafeteria employees, lunch supervisors, and peers.

Lunch Accounts: If a family has more than one student enrolled in the school, it is considered a family account. Deposit money into lunch account in the office from *8:05 a.m. to 8:15.a.m.* each day. No cash will be taken in the lunch line. Receipts will be given for all lunch payments to the office. Sixth through twelfth grade students may not access ala carte items with a negative balance. Students with a negative account balance of $20.00 or more may be issued a peanut butter sandwich as a lunch alternative. Parents can view an itemized activity in the student's lunch account online at www.janesville.k12.ia.us.

Lunch Hour - Open Expectations:

- Students living within walking distance of school may be permitted to go home for lunch. If a parent/guardian wants to pick up a student for lunch, that is also permitted. Prior to, these students must file a parent-signed permission form with the main office.
- All students must sign in and out of the office upon entering and leaving the building.

Parents planning to eat with their student should call the office before *8:30am* to make arrangements and to order lunch. Also, if a student will be arriving late to school and will need a school lunch, call the school before 8:45am to order.

DRIVING, BIKING, AND PARKING AT SCHOOL:

Parking on school grounds is a privilege. Students are not allowed to get into or drive cars during the noon hour or after arriving at school in the morning without specific permission from the principal or office. Students driving cars, trucks, SUVs, snowmobiles, mopeds, or motorcycles to school are asked to park in the north lot behind the school between the painted lines. Students are asked to not park in any teacher-designated areas (signs marked STAFF PARKING) and in areas marked NO PARKING. Students are asked to drive with care at all times especially around the school grounds with a large number of elementary and secondary students in the area. *Students should not park in front of building in visitor parking unless given permission by administration due to schedule.*

A student in violation of this privilege may be given suspension, have parking privileges taken away, **or be towed at the student's expense**.

Students may use vehicles for post-secondary classes, MOC, or with permission from administration. If permitted a **Parent/Guardian Release Form** must be completed with the office.

Students are expected to ride the Janesville School shuttle to W-SR classes unless otherwise authorized to drive per administration and parent consent. If authorized a **Parent/Guardian Release Form** must be completed with the office.

Students riding bikes to school are asked to park them in the bike racks located in the front of the building to the right of the elementary entrance. Bicycles are not to be ridden during the school day.

PERSONAL ELECTRONIC DEVICES: School phones in the offices are available for student use when necessary. School business must take priority over student calls so please limit your conversation. Students will not be called from class to answer the phone unless the person calling identifies him/herself and states why it is necessary. Students should limit the use of school phone calls to emergencies only. Students should make personal plans beforehand and not call from school phones.

Personal cell phones, and/or handheld electronic devices are permitted, but must be used responsibly. Students may use electronic devices, such as cell phones, during unstructured portions of the school day (i.e. between classes and lunch). Such devices are not to be used within the instructional setting (i.e. during a class or study hall) unless approved by the supervising staff member. Devices carried into the instructional setting should be turned off, or set to a 'silent' mode. Incoming communications shall not be a disruption to the instructional setting.

Exceptions will be made for students with specific needs that require such devices under a "504 Plan," pursuant to Section 504 of the Rehabilitation Act of 1973, as amended; as per their Individualized Education Plan (IEP); and during a medical or security emergency, if a supervising school official is not in communication with emergency responders, or the student is unaware that a supervising school official is in communication with emergency responders.

Personal cell phones with cameras and other portable handheld electronic devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students will be disciplined for any use of handheld electronic devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

In addition, personal cell phones and/or handheld electronic devices shall not be used for purposes of:

- Pictures in a locker room or restroom
- Pictures and/or correspondence for harassment or ridicule of another person
- Pictures and/or correspondence for the purpose of 'cheating' on instructional materials

Improper usage of such devices may result in confiscation of the device, to be retrieved by the student and/or parent from an administrator at a time determined by the administrator. Devices may be subject to search and/or turned over to law enforcement, and in such cases, the parent/guardian shall be notified. Consequences of unacceptable use may include discipline up to and including suspension and/or recommendation to the board for expulsion.

The school district will not be responsible for financial charges relating to student handheld electronic devices at any time, to include during times of confiscation.

The school district will not be responsible for loss, damage, destruction, or theft of any personal electronic device brought to school.

STUDY HALL EXPECTATIONS: The purpose of study hall is to provide students with a quiet place to study, read, and do homework. The following are guidelines for all study halls. (Individual study hall supervisors may establish additional guidelines):

1. Be on time!
2. Students must bring homework or reading materials with them to study hall.
2. Ask permission from staff if would like to use a personal electronic device (cell phone, i-pad, i-pod, etc.) other than your school laptop for school purposes. You may be asked to close your device if on other sites than for school.
3. Respect others. Talk very quietly if needed. Use your headphones/earbuds if you listen to something on your electronic device.
4. Be responsible. Laptops are to be used for educational/school purposes only. (See Technology and Acceptable Use Policy)
5. Follow directions.
6. Permission to leave study hall will be granted with a signed planner or pass. You need to check in to study hall before going to another area in the building.

HALLS: Adequate time will be given for passage from one class to another. Good behavior of students in the halls is expected of all students. Running, yelling, swearing, pushing, public displays of affection, etc. will not be tolerated. Any student in the halls during class time must have a pass filled out by his/her assigned teacher for that period.

ASSEMBLIES: Students should give the presenter their utmost cooperation and attention. All participants should be treated with respect. Applause is given only when it is in order; whistling is never a proper form of applause. At the close of the program, students will be dismissed by classes.

APPEARANCE AND ATTIRE: Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. This means dress appropriately and modestly, wearing clothing that is neat, clean and not offensive to other people and not a danger to health and safety.

Students may be restricted from attending school or activities if their appearance is determined to be inappropriate by school personnel. Shirts and shoes will be required at all times. Dress that will be deemed inappropriate will include, but is not limited to:

1. Clothing that displays or promotes the following:
    A. Any reference to tobacco, alcohol, drugs or other illegal substance.
    B. Anything that could be considered to be sexually, or violently suggestive, or obscene in any way.
    C. Demeaning and harassing statements specifically about/towards any individual, or group.
2. Excessively soiled, torn or ragged clothing.
3. Excessively revealing clothing that does not appropriately cover the body or is continually exposing undergarments.
4. Halter tops or midriff tops.
5. Hats, bandanas, or other hat apparel is not to be worn in the school, unless it is for a medical reason.
6. Written, drawn or tattoo decorations on the body that are distracting or inappropriate.
7. Anything that negatively disrupts the learning environment.

BOOK BAGS, COATS AND HATS: Because of a concern for safety and overcrowding; book bags, purses that can be worn as backpacks, drawstring bags, coats and hats may be worn to school, but not worn or carried during the regular school day. This provision may be waived or modified at the discretion of the building principal. Laptop bags carrying the school laptops will be permitted.

ERRANDS: Students will not be allowed to run errands during the school day. Students should organize themselves to the point where many of these errands can be taken care of outside the school day. Examples of such errands are: going to the bank, picking up school work at home, picking up P.E. clothes at home, etc. In an emergency, students should consult the principal.

LIBRARY/MEDIA CENTER: The library is for the convenience of the students in reference work, free reading, or studying. Any student can use the web-based, card catalogue to find what is needed. Reference books, fiction and nonfiction books, biographies, and historicals are there for student use. The library can supply students with material for every department. The librarian will instruct students in the use of library materials.

The librarian must check out all books taken from the library. The person to whom the book is checked out must pay for damage to books. Encyclopedia may be checked out overnight. Current magazines and newspapers will be read in the library.

Students will be given overdue notices quarterly and will be expected to pay for lost or damaged materials.

LOST AND FOUND: If items are found in the building or on school grounds they are to be turned in to the main office or the elementary commons area lost and found. Also, call the office for any item lost. At the end of the school year, the unclaimed items are donated to Goodwill.

COMMUNITY ACTIVITY NIGHT: Wednesday night of each week is set aside for activities not directly associated with the school. Practices and games shall be held so that students are dismissed from the school premises by 6:00 p.m. Exceptions will be considered as a last option at the discretion of the superintendent.

STUDENT FEE WAIVER AND REDUCTION PROCEDURES: The school board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's parents' ability to meet the financial criteria.

A. Waivers -
    1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's parents meet the financial eligibility criteria for free meals under the Child Nutrition Program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.
    2. Partial Waivers - a student will be granted a partial waiver of fees charged by the school district if the student or the student's parents meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition Program. The reduction percentage will be approximately forty percent.
    3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the school district in the event the student's parents are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application - Parents or students eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record, and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the board president

E. Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

F. Notice - the school district will annually notify parents and students of the waiver. The following information will be included in registration materials and can also be found on Janesville CSD's website.

HEALTH SERVICES: The primary purpose of the school health program is the optimal maintenance, promotion and improvement of student, staff and community health. This ensures a safe, healthy environment that is conducive to learning, and provides professional care for those who become ill or injured while at school. The schedule for the RN will be decided at the beginning of each school year. When the RN is not here, first aid will be managed by the secretaries and principals. The secretaries and principals are certified in Medication Administration using a training program provided by the Iowa Board of Education.

Illness: If a student becomes ill in school, he/she should report to the office. The nurse or office personnel will assess the student and determine what action should be taken. If the child's assessment determines he/she should go home, parents will be contacted. It is the parent/guardian's responsibility to provide transportation home. Students are not to leave the building without permission.

Students will be sent home with any of the following:
>an elevated temperature -- 100 degrees or above
>vomiting
>diarrhea
>any undiagnosed rash
>at the discretion of the RN and/or administrator.

Please notify the school if a health care provider diagnosed your child with a communicable disease. Notes will be sent home with child's classmates to notify their parents of an exposure to a communicable disease.

Injury: Parents/guardians will be notified of any serious injury that occurs at school. If immediate emergency care is needed, and parents/guardians cannot be reached, 911 will be called for transport to the nearest hospital.

Health Screenings: Screenings for height, weight, vision, hearing, and scoliosis are done throughout the year. Students will be screened unless the parent/guardian notifies the school nurse not to include the child in the screening. Grade levels of the screenings vary. Periodic visits and talks to classrooms about dental care, hygiene, and other health issues will be done by the school nurse.

School Attendance Health Requirements:
Physical: All kindergarten students are required to have a recent physical exam by their health provider.
Immunizations: All students in the school must comply with the immunization requirements of the Iowa law.
Sport Physical: Required for all 7-12 grade students participating in school-sponsored athletic/extracurricular activities
Dental Screening: Required for all kindergarteners, all 9th graders, and all students transferring in from out of the state
Lead Screening: All kindergarten student's names will be sent to the Iowa Department of Public Health as required by schools for the lead screening verification law.

Medications: Janesville CSD does not provide medications for students. Parents/Guardians must provide any medication their student may need during the school day. All medication, prescription or over the counter, that is to be taken during the school day, must have the Annual Medication Permission form on file with the office. Medications are to be administered by the school nurse or by school personnel who have been trained in the administration of medication and will be taken in the health office. If a student requires emergency medication that the student is to keep with him/her, written approval from the doctor and parent/guardian is required. This is only for Insulin, Inhalers, or Epipens. All medications will be stored in a locked cupboard in the health office. Prescription medication must be brought to school in its original container. It must be labeled with the student's name, medication name and dosage, directions for administration, name of the doctor prescribing, and the date of the prescription. Over the counter medications must be brought to school in original containers. It can be administered only as directed on the manufacturer's label. Medications not sent in the original container cannot be administered at school. **No medications will be stored in classrooms or kept in the student's possession except those listed above as emergency medication.**

Health Habits: Prevention really is the best medicine! Frequent good hand washing is the single most important measure to teach children to prevent the spread of germs. Parents/guardians of lower elementary children should assist them with hygiene and check their head for head lice weekly. Plenty of sleep, a balanced diet, bathing, hair washing and tooth brushing on a regular basis all make the child ready to do his/her best work at school. Healthy children are ready to learn!!

Student Health Insurance and Physicals: Insurance is available to all students. Further details will be given to the students upon arrival at school. All students participating in athletics must have proof of insurance or a signed waiver, as well as a current physical.
Parents can apply for low or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are encouraged to call 1-800-257-8563 (toll free) or go to the Web site at http://www.hawk-i.org/ for more information.

INTERROGATION BY OUTSIDE AGENCY: As a general rule, individuals from outside of the school district may not interrogate students. If an individual such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when a child abuse investigator, or when such interrogation request is supported by a court order makes the request. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child, and inform them of the request and ask if they wish to be present.

COMPLAINTS AND GRIEVANCES: is the goal of the district to resolve students, parents, or guardians complaints and grievances at the lowest level. Students are encouraged to address problems to the teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal within five (5) working days. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) working days after speaking with the principal. If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

STUDENT'S RIGHTS IN THE RELEASE OF INFORMATION: The following information may be released to the public about any individual student in the school district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other persons in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year by September 1.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT AND OTHER SIMILAR INFORMATION.

CHILD CUSTODY

In most cases, when parents are divorced or separated, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

BULLYING and HARASSMENT: Initiations, Hazing, Bullying or Harassment

The school board is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the school board, and in some cases, may also be in violation of criminal or other laws. The school officials have the authority to report students or employees violating this rule to law enforcement officials. To that end, the school board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization of students *through verbal, physical, written, or electronic conduct,* based on any of the following actual or perceived traits or characteristics of the student including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status and *which creates an objectively hostile school environment that meets one or more of the following conditions:*

1) Places the student in reasonable fear of harm to the student's person or property.
2) Has a substantially detrimental effect on the student's physical or mental health.
3) Has the effect of substantially interfering with a student's academic performance.
4) Has the effect of substantially interfering with student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" conduct includes but is not limited to communication via electronic email, internet-based communication, pager service, cell phones, and electronic text messaging.

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances
- Requests for sexual favors and other verbal or physical conduct of a sexual nature
- Verbal, physical or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, jobs, etc.
- Demeaning jokes, stories or activities

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ➢ Tell a teacher, counselor or principal
  - ➢ Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - What, when and where it happened
    - Who was involved
    - Exactly what was said or what the harasser or bully did
    - Witnesses to the harassment or bullying
    - What the student said or did, either at the time or later
    - How the student felt
    - How the harasser or bullying responded

Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated *Principal Krista Pugh* at (319) 987-2581 as its Level I investigator. Superintendent BJ Meaney may also be contacted directly. A representative from the Bremer County Sheriff's Department is the level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

EIGHTEEN-YEAR-OLDS: The legislature granted adult rights to eighteen-year-olds. The legal age does not allow more or less privilege than other members of the student body. School policies will apply to all students, regardless of age.

GUIDANCE AND COUNSELING SERVICES: The mission of the Janesville CSD counseling/guidance program is to provide all the students with the support services that address their academic, career, and personal/social development in order to empower them with the knowledge, skills and attitudes necessary to become contributing citizens and lifelong learners.

Students are encouraged to schedule appointments with the counselor during a free period. If an emergency should arise, student may seek out the counselor as needed.

STUDENT ASSISTANCE TEAM (SAT) & AEA TEAM

Janesville CSD has supports in place to assist with all students' needs.

- The JCSD Student Assistance Team assists in problem-solving with teachers and parents to meet the needs of the students socially, emotionally, behaviorally, and academically.
- A speech pathologist and a consultant provide assistance through the AEA. Schedules for these individuals vary, check with the office to get schedules.

ACADEMIC PROGRAM

The following information is included to provide a general overview of academic requirements. Specific information regarding courses and academic planning is contained in the course description manual available from the guidance counselor or secondary principal. All students will be required to carry six subjects per semester plus physical education.

GRADUATION HONORS: *Any student who has achieved a 3.75-4.0 GPA or higher after four (4) years will graduate with high honors. Students who have achieved a 3.5 to 3.74 GPA will graduate with honors.* All honor students will receive recognition at the annual commencement exercises and the awards celebration night.

Beginning with the graduating class of 2019, the Janesville CSD will no longer provide class rank for students. As such, JCSD will eliminate the designations of Valedictorian and Salutatorian and institute Cum Laude recognition of achievement similar to that of college/universities. Students will have the choice of being provided their class rank on their transcript. Contact the guidance office to make this request.

Levels of Cum Laude status:

- Cum Laude – 3.5 GPA or higher
- Magna Cum Laude – 3.75 GPA or higher
- Summa Cum Laude – 4.0 GPA

THE PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE*: This will be awarded to any senior who has a GPA of 3.5 or above and received a score on IA Assessments at the 85th percentile in math or reading in the junior year*

ACADEMIC LETTERS: Students in grades 9-12 who have taken at least six classes plus PE (unless approved by administrators) each semester will be eligible to receive an academic letter. Students must maintain a 3.5 GPA on a 4.0 scale for two consecutive semesters (this could be a second semester of one year and the first semester of the next year) to receive an academic letter. If a student falls below a 3.5 GPA for a semester, must have a 3.5 GPA for two consecutive semesters before additional awards will be given.

AWARDS:

- Certificate for a perfect 4.0
- 2 consecutive semesters – letter or patch
- 3 consecutive semesters - silver service bar
- 4 consecutive semesters – lamp
- 5 consecutive semesters – gold service bar
- 6 consecutive semesters – gold service bar
- 7 consecutive semesters – gold service bar
- 8 consecutive semesters – gold service bar

GRADUATION REQUIREMENTS: A unit of credit is gained by successfully completing a course that is attended for 18 weeks for the needed number of minutes as specified by the Department of Education. Electives are those subjects which are optional but are offered because of their application to college preparation, immediate employment, or interest. Students must complete all graduation requirements before they will receive a diploma at commencement. There will be no issuing of blank diplomas pending the completion of summer work or work at colleges.

Graduation Requirements:

English	8 credits	Science	6 credits

Mathematics	6 credits	Physical Education	4 credits
Social Studies	6 credits	Health	2 credits
		Personal Finance	2 credits
		Career Exploration	2 credits
		Elective Courses	16 credits
		TOTAL CREDITS	48 credits

CONDITIONS FOR JANESVILLE HS STUDENTS TO TAKE COURSES AT WAVERLY-SHELL ROCK HIGH SCHOOL:

1. Students will follow the Waverly-Shell Rock school calendar for all Waverly-Shell Rock courses. If W-SR has school, students are expected to attend their W-SR classes (regardless of whether Janesville has school).
2. Janesville students will abide by the provisions of the W-SR High School handbook (including dress code, cell phone usage, etc.). *You can find the WSR Handbook on their website: http://www.waverly-shellrock.k12.ia.us/site_HS/info_handbook.html.*
3. Students must ride the Janesville School shuttle to and from Waverly; exceptions must be cleared through the Janesville High School principal's office. Janesville students, who repeatedly miss the shuttle to Waverly, may lose the privilege of attending classes at W-SR (and lose credit).
4. The maximum number of courses a Janesville student may take at W-SR is four in a given semester. Exceptions made require WSR administrator permission.
5. In the event that a student needs to be absent, the parent or guardian must contact the Janesville office. (Janesville will contact W-SR.)
6. Janesville students requesting a schedule change at W-SR must follow all procedures at both schools. Schedule change procedures start by contacting the guidance counselor at Janesville.
7. *Follow the WSR handbook for Pass/No Credit option. A student must register and declare intention for pass/no credit in the first 6 weeks of each semester.*
8. Janesville students arriving late or early at W-SR must check in at the main office in Waverly.
9. Janesville students assigned detentions at W-SR may serve their detention time in Janesville.
10. Fees may be required for WSR classes, check their course guide when signing up and confirm with teacher.

ADD/DROP COURSES: High school students who wish to add or drop a course must *initiate add/drop forms* and do so within five school days after the start of the new semester. *Specific courses that meet student graduation requirements may require parent permission*. Students taking courses at Waverly-Shell Rock are required to initiate drop/add forms at W-SR within the five-day period. W-SR teachers must sign the drop/add form, and it must be returned to the W-SR guidance office by the five-day deadline. If a student drops a W-SR course after the five-day period, the student may receive a 'F' for that grading period.

MIDDLE SCHOOL ADD/DROP COURSES: THE ONLY COURSES THAT ARE ELECTIVES AT THE MIDDLE SCHOOL LEVEL ARE INSTRUMENTAL MUSIC, GRADES 6-8, AND VOCAL MUSIC FOR 7TH AND 8TH GRADE STUDENTS. STUDENTS MAY ONLY DROP INSTRUMENTAL AND/OR VOCAL MUSIC DURING THE FIRST 5 DAYS OF THE FIRST SEMESTER. THERE IS NO DROPPING DURING THE SCHOOL YEAR UNLESS AN EXCEPTION IS GRANTED PER ADMINISTRATION, CONSIDERATION WILL ONLY BE MADE FOR EXTENUATING CIRCUMSTANCES. *Students in 7th and 8th grade must take either Vocal Music and/or Instrumental Music.*

HUMAN GROWTH AND DEVELOPMENT: The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

PHYSICAL EDUCATION:

Absolutely no students will be allowed to wear boots, flip-flops, Crocs, or any other non-athletic shoe. If families are unable to provide tennis/gym shoes for their student, the school will have shoes available to use during PE classes.

Secondary students are required to have a complete change of clothes for PE. This includes: T-shirt/long-sleeves, shorts/athletic pants, sock, tennis shoes (no sandals, heels, etc.). *Dress apparel must also follow guidelines of the school handbook. * (6th graders are not required to change.)

Students are required to bring their own personal towel from home if they choose to shower after class. Towels will not be provided by the PE Department.

If an illness or injury prevents a student from participating for one to three days, a written note from the parent or guardian is required. A written doctor's excuse is required after three days. Extended absences for medical reasons will be dealt with individually.

Absences due to school-sponsored activities (field trips/extracurricular events) are excused and no make-up is needed. When possible, inform the physical education teacher prior to being gone.

POST SECONDARY EDUCATION ENROLLMENT OPTION: Students in grades 9 through 12 may, contingent upon meeting School Board requirements as verified by the superintendent, choose to enroll in courses in a public or accredited private college or area schools (such as Hawkeye Community College) for High School credit. Janesville School will pay up to $500 toward tuition, and customary fees for each separate course, but not textbooks. Post Secondary courses in which students may enroll must be credit-bearing courses, as defined at the institution, leading to a degree, non-sectarian, and not duplicative of comparable courses already being offered through Janesville High School. Further information is available in the guidance office. If a student fails a course, the student will reimburse the Janesville Consolidated School $500 for each course failed.

OTHER PSEO AND ON-LINE COURSE EXPECTATIONS: Students taking PSEO courses at Hawkeye Community College, *UNI, Wartburg, and another public or accredited college*, will follow their college/universities' schedule as to when to be there, vacations, and when class begins and ends. Students will not be required to be at JCSD during the times when the college/universities' course ends. In addition, students will receive a letter from the college/university that states how to acquire materials (i.e. textbooks) needed for the course.

Students taking PSEO courses online will not be required to remain at Janesville School during those period(s). A Parent/Guardian Release Form filled out and given to the office will be required prior to, if the student will not remain at school for the course. Administrator approval is also needed. If the student will remain at school for the course, then the location will be in the Online course classroom during those period(s).

Students taking courses online offered by Janesville Schools will be required to remain at Janesville School during those period(s). It will be up to the discretion of the administration and guidance office if unusual circumstances arise with a student's schedule, and an alternative schedule for the student will need to be created.

REPORT CARDS: Report cards will be issued following the close of the nine-week periods and are a progress report only. Quarter grades will accumulate for the semester grade. Secondary students will have to pass an entire semester before receiving credit for a class.

ON A ROLL/ HONOR ROLL: Students named to the On A Roll Honor Roll must have a .33 gain in overall grade point (on a 4 point scale) compared to the previous semester grading period. Honor Roll certificates are awarded to *Middle School students* with a quarter Honor Roll average of 3.00 or higher. *High School students are awarded Honor Roll certificates with a semester Honor Roll average of 3.00 or higher.* Certificates of achievement are awarded each grading period.

HONOR ROLL: Honor rolls are prepared and published at the end of each reporting period. The average of the academic grade is figured on the basis of: A=4.00; A-=3.67; B+=3.33; B=3.00; B-=2.67; C+=2.33; C=2.00; C-=1.67; D+=1.33; D=1.00; D-=.67; F=0.00. On the four (4) point system, students must have a 3.00 and no grade lower than C- to be on the honor roll.

Note that percentage grades will be converted to letter grades according to the following scale:
90-100=A; 80-89=B; 70-79=C; 60-69=D; 59 and below=F.

Other GRADE MARKS on Infinite Campus represent the following:
0 *= you have received no credit for the assignment/assessment; included in your grade as a 0*
X *= you are exempt from the assignment/assessment; no score given*
M *= you are "missing" work and it is NOT included in your grade; no score given yet; this would be used for attendance reasons and/or other unique circumstances that you and your teacher have discussed*
MI *= "missing included"; work is missing and IS included in your grade as a 0*

MISSED OR INCOMPLETE WORK (homework/practice) OR ASSESSMENTS (quizzes, projects, tests, etc.):
Students are expected to complete any and all work as assigned by their teachers. Students who receive a grade of "Incomplete" on a daily assignment or assessment must complete the assigned work in a timely fashion according to each teacher's guidelines and directions. Students may be required to attend a makeup session(s) outside the scope of their class schedule to complete missing work.

If a student knows that an absence will occur, the student should contact the office in advance of the absence. Advance make-up work should be completed, if possible, before the absence takes place. The responsibility rests with the student for arranging make-up work. A student should make contact with his/her teacher either before or after school.

CHEATING/PLAGIARISM: JCSD students' primary responsibilities are to learn and achieve to the best of their abilities. In order to meet the needs of each student and assess progress, teachers expect that classwork, assignment and tests represent a true picture of that student's own performance. Administrators, faculty, students, and families are all important contributors to upholding academic integrity in our school community.

Cheating/plagiarism will not be tolerated. Students are expected to do their own schoolwork.

- Plagiarism includes, but is not limited to:,
  - An exact copying or rewording of another's work, paraphrasing, partial quotation or summarization of another's work without properly acknowledging the creator of the original work.
  - Copying any of the following without limitation: tests, homework, research, speeches, presentations, programs, class assignments, lab reports, graphs, charts, essays, compositions and term papers.
  - Downloading information from the Internet or other source and submitting it as one's own work, and/or submitting as one's own work that which is copied or translated from another source.
- Cheating includes, but is not limited to:
  - The deliberate or attempted use of unauthorized materials, information, technology, study-aids as well as giving or receiving improper assistance.
  - Representing or attempting to represent oneself as another, or attempting to have oneself represented by another academic endeavor, constitutes cheating.
  - Forging of signatures and/or falsifying or altering grade related documents, programs or information, is considered cheating.

If a student is caught cheating or plagiarizing the student will complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff member. Violators will be disciplined based on standards established by each individual teacher at the beginning of each semester or year. Disciplinary measures include, but are not limited to, redoing assignments/retaking test, receiving a lower grade on the work, receiving a lower overall grade in class, privileges being removed (e.g. class field trips, celebrations, etc.), detention, suspension, or possible removal from class. The student's parents will also be notified.

BOOKS LOST OR DAMAGED: Fines for excessive wear or damage will be charged at the end of the year. Final grades, transcripts, and report cards will not be issued until after all fines have been paid.

SEMESTER TEST POLICY: Students may be excused from one (total) semester test each semester based on the following criteria: 1) They have earned an A/A- for the class involved. 2) If a student does not qualify with the grade criteria but has perfect attendance (for the given semester). Perfect attendance means the student is in school all day, every day, except for school sponsored trips. Students will not be allowed to opt out of more than one semester test (per semester).

All obligations are to be taken care of in the office prior to the semester tests. Obligations include detentions or other disciplinary measures, fines, and make-up work. Students who have not fulfilled obligations will not be allowed to take semester tests. The student will need to be sent to the office to verify their status if needed.

The student will need to communicate with the teacher through email to request to 'opt out'. The teacher must confirm the 'opt out' by sending an email response back to the student's email. Opting out deadline will be the Friday prior to the week of semester tests at 3:20.

When a student is finished with his/her test, the student is to remain in the classroom until the end of the exam period unless the student has prior administrator approval.

***COLLEGE VISITS**:* Students pursuing post-secondary education should visit the school(s) they are considering. Students are encouraged to visit these schools during the summer or breaks. When that is not possible, students may visit during the school year. Seniors may take up to two excused visitation days during the school year and juniors may take one excused visitation day, arranged by the guidance counselor. Any additional visitation days must be approved by guidance counselor. Visitation days may not be taken during the final two weeks of school or during semester exams. The administration reserves the right to limit the number of students who can attend a college visitation on the same day.

When applying for a visitation day, students will need to follow these procedures:

1. Make visitation arrangements through the guidance office at least five days prior to the visitation.
2. Complete the following prior to the visitation for approval:
    - Arrange for make-up work and have each teacher sign the **Post Secondary Visitation form**
    - Have a parent/guardian sign the Post Secondary Visitation form approving the visitation
3. Prior to the visitation, return the YELLOW copy of the Post Secondary Visitation form to the high school secretary. The WHITE copy of the Post Secondary Visitation form will be returned to the student so that the student may have the school representative sign it verifying the visitation.
4. Return the WHITE copy to the high school secretary the day the student returns to school.

Following the above procedures will ensure the student that this absence is NOT recorded as an unexcused absence. Failure to follow the above procedures will result in an unexcused absence.

VISITING RECRUITERS: Students wishing to meet with visiting recruiters must make arrangements with the guidance office and must make up class work ahead of time. Students may not be absent from scheduled tests to meet with recruiters.

EARLY GRADUATION PROCEDURE: It is the belief of the Janesville Board of Education that students profit from a total four-year program of social-academic education. The board does recognize early attendance release under the following guidelines:

1. A student must complete all credits for graduation.
2. An early graduate is not eligible for any school extra-curricular activity after completion of coursework (i.e. athletics, music, prom).
3. Course credit points divided by cumulative credits acceptable to the school district will determine class rank.
4. There will be no waiver of required courses to accommodate early graduates.
5. There will be no waiver of total required credits to accommodate early graduation.
6. Graduation ceremonies will not be held at mid-year. Students will receive diplomas at spring graduation ceremonies.
7. Applications for early graduation may be obtained in the main office.
8. A student must have a preliminary discussion with the counselor.
9. A student and the student's parents or guardian must discuss the request with the high school principal and guidance counselor.
10. A student must be in attendance for seven semesters; Exceptions to be considered per early graduation application received by the board.

WITHDRAWAL FROM SCHOOL: If a student drops school for any reason, the following procedure will be followed:

1. A written parental request must be turned into the principal's office.
2. A clearance sheet is secured from the principal's office.
3. The signature of each teacher, official, and librarian listed on the sheet is returned with textbooks to the principal's office.
4. Permanent records will not be released until all books are turned in and all fees paid.

VALUE OF PARTICIPATION IN ACTIVITIES

The activity program is an integral part of the overall secondary school program and is often referred to as the "other half of education." Participation in music, plays, musicals, speech, yearbook staff, contests, etc. and interscholastic athletics is encouraged for students to have a good time, promote personal health, and provide entertainment for their community. While these may be by-products of the activity program, they are not the most important values of the program. The activity program serves as a classroom in which educational values such as desire, dedication, determination, discipline, respect, integrity, sacrifice, pride, dignity, responsibility, and leadership are taught. When paired with a sound academic foundation, they all have achieved the ultimate goal of education - good citizenship.

More than half of students are involved in activities, and participation...

* Increases educational opportunities
* Meets the needs of today's youth
* Brings the communities together
* Improves attitudes

Which RESULTS IN…

* Better attendance records
* Higher grade point averages
* More success in later life
* Fewer discipline problems
* Fewer drop-outs
* Development of citizenship/sportsmanship
* Cooperation and character

MUSIC: Mixed chorus is offered at Janesville. Besides the large musical groups, a student has the opportunity to be a member of small musical groups. Band is available to grades 5-12. All students in band will participate in concert band and students in grades 7-12 will perform in the pep band. Many extracurricular performances are also available. These include: chamber players, solo and ensemble performance, and honor band festival participation.

MUSICAL/PLAY: One production is scheduled each year. To become a member of the cast, the student needs to appear at the tryouts that the sponsor calls. All students are eligible to participate in the musical or play. The students audition for cast membership and must commit themselves to several hours of outside rehearsal. The play is open to any student that is eligible. Participation in the play gives students an opportunity to improve public speaking skills, creatively express themselves, gain experience in the field of drama, and learn the importance of individuals working together for a common goal. In addition to acting, students may also participate in the technical aspects of production. *Students will receive musical/play expectations that are to be signed by student and parent/guardian at the start of the season and returned to sponsor.*

CONTEST SPEECH: Every year high school students have the opportunity to participate in individual and large group speech contests held in various centers around the state. These contests give the students a means of using their speaking, acting, singing (musical solo, musical theater), and video-media (short film, TV news) talents in a variety of different categories. Those students who receive high enough ratings will advance to the state-level competition or may even be honored at the All-State level for excellence. Practice begins in early December but may begin earlier, if allowed with the students choosing their material. They work closely with the teacher-coach during study halls, before and after school, and possibly during evening practices.

YEARBOOK: The students enrolled in advertising and publishing publish a yearbook each year called the "Wildcat." The staff is made up mostly of seniors and juniors. The instructor appoints the editor.

SCHOOL TRIPS: From time to time, students may be provided with the opportunity to continue their education outside the classroom setting in activities sponsored by the school. Examples of such activities include attendance at workshops, participation in conference activities or field trips. The student will need to fill out a **JCSD Student Leave** form prior to attending activity. The school provides transportation for sanctioned school trips. Students being transported by the school must ride in the designated vehicle unless approved by the administration. This is important because it enables school personnel to insure the safety of all that participate in the activity. Students may ride home from an event with their parents after the parents have presented a permission slip to the sponsor of the event.

SOCIAL EVENTS: A student's social development is fostered by a variety of "social events" held during the school year. Examples would include homecoming activities, the prom, and other dances sponsored by various groups. All social functions sponsored by any class of the Janesville Middle School or Senior High school must be approved in the principal's office and be placed on the official school calendar two (2) weeks ahead of time. These functions must be chaperoned by at least three (3) faculty members. One chaperone must be stationed at the door at all times. One and half hours after the dance begins, the doors will be closed and locked. Once a student leaves the dance, the student will not be allowed to return to the dance. All senior high school parties or dances will end before 12:00 A.M. It is the responsibility of the organization sponsoring the party or dance to ensure that all school rules are enforced, that there are adequate chaperones, and that a custodian is on duty and/or arrangements are made to clean and lock facilities afterward.

HIGH SCHOOL DANCE INFORMATION:

1. Attendance – All dances at Janesville High School are open only to current members of the high school student body. Graduates of JHS or students from other schools under the age of 21 may attend dances only as dates of current JHS students *with administrator approval*. The only exception to this is the homecoming dance where JHS alumni are welcome to attend with prior administrative approval**.** *The students from other schools that are dates of JHS students MUST have a **School Dance Visitor Form** filled out prior to the dance.*. Parents, faculty, staff, and student teachers are always welcome to attend dances at Janesville High School.
2. Admission – A student must pay admission to enter the dance; *dance admission depends on dance (i.e. Prom – Freshman & Sophomores, and outside guests must pay)*. Students and guests will not be allowed to leave the dance and be readmitted. If a situation arises where it is necessary for the student to leave, check with a school official before leaving the dance.
3. Rules:
    A. No drinking, smoking, or drugs
    B. Horseplay prohibited
    C. Take responsibility to act like young men and young ladies
    D. Dress – homecoming – semi-formal, prom – formal, other dances – casual; reasonables
    E. Students who leave Prom before its conclusion must check with a school official.

Arrangements for parties, dances, and other special activities of the school must be made through the Principal's office and placed on the calendar well in advance of the actual date.

MIDDLE SCHOOL SOCIAL EVENTS: There may be 2-3 social events held during the school year during non-school hours. Generally these will be dances and will be limited to Janesville Middle School students only. All middle school dances/parties should conclude no later than 10:00pm.

NATIONAL HONOR SOCIETY: *The Janesville National Honor Society is a chapter of the National Honor Society and is composed of students of high standards in the areas of scholarship, service, leadership and character. An advisory committee will select eligible sophomore and junior students based on the following criteria. Induction is held in the spring in conjunction with Awards Night.*

Criteria for NHS:

Scholarship

1. *Min. cumulative GPA of 3.5*
2. *Must be a participant in at least two school activities:*
    a. *Sports*
    b. *Speech*
    c. *DECA*
    d. *Student Government/Council*
    e. *FFA*
    f. *Other Activities with approval from Mr. Hovland or Mr. Meaney*

    **Season's must be fully completed to be counted.*

Service

1. *Each year members will be required to provide 30 hours of sponsor approved community service.*

Leadership

1. *Answer the following essay question. Your essay does not have a length requirement; however, it should fully explain your response and should be typed.*
    a. *There are four pillars of NHS: Leadership, Service, Scholarship, and Character. Please choose one and explain why it is the most important and how you have shown this characteristic.*

Character

1. *Good Conduct Violations: Any good conduct violation would eliminate the student from consideration and induction for that school year and results in an automatic dismissal for current members.*
2. *State Ineligibility: Would eliminate the student from consideration for that school year and results in an automatic dismissal for current members.*
3. *Janesville Ineligibility List: 1 warning per year*
4. *Watch List: 2 warnings per year*
5. *Discipline Referrals: Students must have 2 or fewer major discipline referrals during the past year*
6. *Tardies: Students will have 3 or fewer unexcused tardies per semester. Checks will be at semester.*
7. *Absences: Students will have 7 or fewer unexcused absences per semester. Checks will be at semester.*

**Terms for Discipline Referrals, Tardies, and Absences include:*

- *Sophomore Induction – Freshman 2nd Semester/Sophomore 1st Semester*
- *Junior Induction – Sophomore 2nd Semester/Junior 1st Semester*
- *Maintain NHS Status (Senior Year) – Junior 2nd Semester/Senior 1st Semester*

Membership Dismissal

1. *Members must understand that they are liable for dismissal if they do not maintain the standards of leadership, service, scholarship, or character.*
2. *The sponsor will present all warnings to both the member and his or her parents in writing.*
3. *In case of flagrant violation of school rules, Good Conduct Policy, or violation of civil law, a warning is not necessarily required.*
4. *If a member is dismissed, written notice of the decision is sent to both the member and his or her parents.*
5. *Once a member is dismissed or resigns, he or she may never again become an Honor Society member. A resignee cannot be eligible for membership in the future. A member who is dismissed may appeal the decision to administration following the JCSD appeal process.*

SILVER CORD PROGRAM (Additional program to increase community involvement): *The Silver Cord Program is offered to all students grades 9-12. Each year the students would participate in 30 hours of pre-approved community service activities and in their senior year be presented with a silver cord.*

Criteria for Silver Cord:

1. *2019 Graduates and Beyond: would be required to obtain 120 hours of community service, with 30 hours served each year of high school.*
2. *National Honor Society members would be required to provide 20 extra hours of service over their junior and/or senior year of high school in order to qualify for the silver cord.*

STUDENT GOVERNMENT

STUDENT COUNCIL: The purpose of the Secondary Student Council is to make our school more democratic through student participation, more effective through student-faculty cooperation, and better institutionally for developing student responsibility, leadership, and citizenship. The high school council is composed of two elected members from each grade and the president elected to each grade. The middle school council is composed of two elected members from each grade. To qualify for membership, a student must have at least a "C" average and be elected by the petition and ballot system. The Student Council has many responsibilities including homecoming week activities, Coaches vs. Cancer, Winterfest, Incentive Day, fundraisers for charities, and other community

events. Students elected into Student Council will be expected to attend morning and lunch time meetings monthly. Membership dismissal is in accordance with the student government/council policies and procedures.

CLASS ELECTIONS: Class elections will be held in the spring of the school year. Each high school class will elect a president, vice-president, secretary, treasurer or secretary/treasurer combination and two Student Council members. Each middle school class will elect two Student Council members. The class president or class sponsor will call class meetings. All class officers must have a "C" average and must use the petition and ballot system. Before election week, candidates must take out and circulate petitions which must bear the names of ten class members and three of their current teachers. These must be turned into the Student Council advisor the Friday before the election.

CLASS RESPONSIBILITIES:

SENIORS

A. HOMECOMING ASSIGNMENTS
   1. Choose three (3) queen candidates and one alternate.
      a. The queen will be a senior.
      b. The entire high school will select the queen.
   2. Choose three (3) duke candidates and one alternate.
      a. The duke will be a senior
      b. The entire high school will select the duke.
   3. Use rules for picking attendants, and duke and queen candidates.
      a. Voting must be done by secret ballot.
      b. The high school principal will count the ballots, take care of ties, and turn in the results and ballots to the Student Council advisor.
      c. The person with the next most votes will be the alternate.

B. PROM- Sponsor dance: chaperones are all senior sponsors, all junior sponsors and the high school principal.

C. GRADUATION
   1. Decorate stage.
   2. Select graduation speaker(s).
   3. Select announcements.
   4. Choose class colors, motto, and flower.
   5. Choose ushers and escorts.
   6. Order and purchase flowers for ushers, school board and speakers.
   7. Seniors are responsible to pay for their own: cap/gown; diploma cover; mini diploma; parent flowers

*Any items that require a payment, please get quotes to make certain funds are available in the Senior account.

JUNIORS

A. HOMECOMING ASSIGNMENTS
   1. Choose one (1) attendant and one (1) alternate.
   2. Choose one (1) escort and one (1) alternate.
      a. Voting must be done by secret ballot.
      b. Sponsors will count the ballots, take care of ties, and turn in the results and ballots to the principal.
      c. The person with the next most votes will be the alternate.
   3. Purchase crowns (1 larger, 2 smaller) and sashes (1 Homecoming Queen, 2 Homecoming Royalty) for queen candidates. Purchase a crown (no Burger King crowns) or medallion for the king. When purchasing try to find sets (they are not as expensive).

B. PROM – Juniors are in charge of prom. Responsibilities include providing the following:
   1. Location
   2. Band or DJ
   3 Theme
   4. Invitations
   5. Decorations; including the crown for the king and queen
   6. Sponsors for dance; chaperones for the dance will be all senior sponsors, all junior sponsors, and the high school principal.

C. Conduct fundraiser to ensure enough money for prom and graduation. (Class dues will NOT be collected.)

SOPHOMORES

A. HOMECOMING ASSIGNMENTS
   1. Choose one (1) attendant and one (1) alternate.
   2. Choose one (1) escort and one (1) alternate.
      a. Voting must be done by secret ballot.
      b. Sponsors will count the ballots, take care of ties, and turn in the results and ballots to the principal.
      c. The person with the next most votes will be the alternate.
   3. Pick out Homecoming pins. *Each student is responsible for selling 10 buttons each/$3 a piece. (i.e. Buttons.com)*

4. Order Homecoming pins (four weeks prior to homecoming).
5. Sell homecoming pins during homecoming week.
6. Pay for flowers for last year's queen, attendants, and escorts. NHS purchases the queen's roses.

B. Conduct fundraiser to ensure enough money for prom and graduation. (Class dues will NOT be collected.)

FRESHMEN

A. HOMECOMING ASSIGNMENTS
1. Choose one (1) attendant and one (1) alternate.
2. Choose one (1) escort and one (1) alternate.
   a. Voting must be done by secret ballot.
   b. Sponsors will count the ballots, take care of ties, and turn in the results and ballots to the principal.
   c. The person with the next most votes will be the alternate.
3. Freshman Sponsors: Chaperones for the Homecoming Dance with the high school principal.

B. Conduct fundraiser to ensure enough money for prom and graduation. (Class dues will NOT be collected.)

CLASS ADVISORS: Advisors will supervise all class activities. The advisor will approve class meetings and a suitable place will be arranged for holding the meeting. Suitable and accurate records of class funds must be kept. Meetings must be conducted in an orderly way. All voting will be by the democratic process of secret ballot. All class projects, parties, and other activities must be cleared through the principal's office.

Senior Sponsors: Mrs. Wheeler, Ms. O'Meara, Mrs. Limyao
Junior Sponsors: Ms. McCormick, Mrs. Giraud, Ms. Parker
Sophomore Sponsors: Mr. Hovland, Mrs. Norton, Mr. Friedrich
Freshman Sponsors: Mr. Toft, Mrs. Sorensen, Mr. Angel
8th Grade Sponsor: Miss Bolt
7th Grade Sponsor: Mrs. Friedrich
6th Grade A Sponsor: Mr. Reeves
6th Grade B Sponsor: Mrs. Stensland

Student Council Sponsor: Mrs. Giraud
National Honor Society Sponsor: Mr. Hovland
DECA Sponsor: Mrs. Wheeler
Speech/Drama: TBD
Musical: Ms. O'Meara

EXTRA-CURRICULAR ACTIVITIES

Janesville is a member of the Iowa Star Conference which includes: Baxter, Clarksville, Collins-Maxwell, Colo-Nesco, Don Bosco, Dunkerton, Green Mt. Garwin, Janesville, Meskwaki Settlement School, North Tama, Tripoli, Riceville, Valley Lutheran and Waterloo Christian.

SCHOOL TRANSPORTATION TO AND FROM EVENTS: When the school provides transportation to and from events and contests, all students involved are required to travel both ways under school supervision. **The only exception to this is if the student returns home with his/her parents at the verbal and written request of the parent(s).** Any other exceptions are required to be approved by the Principal or Superintendent.

WHAT IS SPORTSMANSHIP? A true sport shows a combination of values and attitudes, all in a positive light. Respect, fairness, courtesy, and graceful acceptance of the results are all characteristics of good sportsmanship. A good sport reflects "fair play" in every area of life. Respect and the Golden Rule are expected from others and it is something that must be given in order to receive.

Participants and spectators are encouraged to cheer for participants in a positive fashion and omit comments towards officials and opponents. Participants removed from a contest for unsportsmanlike activity will be subject to consequences imposed by their respective state athletic association. Spectators asked to vacate the premises due to unsportsmanlike behavior are subject to disciplinary measures up to and including suspension from upcoming events, and/or involvement of local law enforcement per Policy 903.4.

The Cheerleader's Role in Sportsmanship: Cheerleaders are very special representatives of the student body and have leadership responsibilities to display good sportsmanship. Their actions set the tone for most people in attendance.

Cheerleaders can show good sportsmanship by:

* Stimulating positive crowd response using positive cheers and praise without antagonizing opponents.
* Helping develop a positive reputation of sportsmanship for the team, school, and community.
* Treating opposing cheerleaders positively as guests or friends.
* Recognizing outstanding performances on either side of the playing field or court.
* Understanding the rules and the strategies of the game in order to cheer at the appropriate times. Giving the opposing squad equal opportunity to cheer.
* Teaching good sportsmanship before an athletic contest at pep rallies and in the school hallways.

The Athlete's Role in Sportsmanship: An athlete is respected and admired by the student body, the spectators, and the children in the community. It is a role filled with responsibility, and good sportsmanship can be shown by:

* Living up to the standards of sportsmanship established by the coach.
* Learning the rules of the game and discussing them with parents, fans, and students of all ages, so all can have a better appreciation of the game.
* Remembering that the student is representing themselves, the school, family and community.
* Respecting opponents. Who better than you understand the hard work that is put into sports and a team effort?
* Respecting the integrity and judgment of officials.
* Displaying positive actions in public at all times.

The Fan's Role in Sportsmanship: The spectators at an athletic contest have an extremely important role in displaying good sportsmanship. As a group, actions may have the biggest impact on how others see the reputation of the school and community. Fans should always:

* Compliment student-athletes in their attempts to improve and learn.
* Realize that a ticket is a privilege to observe the contest not a license to verbally assault others or be generally obnoxious.
* Respect both players and fans of opposing teams.
* Know and understand the rules of the game.
* Respect the decision of the official, and admire the willingness to publicly officiate student-athletes, in the best interest of interscholastic sports.
* Cheer good performances, regardless of uniform color.
* Recognize and complement the efforts of coaches, officials, league and school administrators for their interest in expanding education.

Each of the eligible 7-12 students at Janesville School has the opportunity to participate in extracurricular activities.

STUDENT HEALTH INSURANCE and PHYSICALS: Insurance is available to all students. Further details will be given to the students upon arrival at school. All students participating in athletics must have proof of insurance or a signed waiver as well as a current physical.
Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, from birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are encouraged to call 1-800-257-8563 (toll free) or go to the Web site at http://www.hawk-i.org/ for more information.

Awards and letters may be earned in football, basketball, baseball, track, volleyball, softball, cheerleading, cross country and vocal music. An award is given by recommendation of the coach or coaches in charge of the teams and the music instructor.

At the coach's discretion:
-the student may not receive a letter if he/she were suspended for any part of that season due to a violation of the Good Conduct Rule.
-the student may not be eligible for conference team recognition.
-if a student is ineligible for 20% of the games/meets, events, due to grades, he/she may not be eligible to receive a letter or conference team recognition.
-any other letters, awards, and recognition given will be determined.

NO CUT POLICY: No student shall be cut from an activity for lack of ability.

ATHLETIC ELIGIBILITY: A STUDENT IS NOT ELIGIBLE TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES:

1. If the student does not have a doctor's certificate issued within the past 12 months with parent signature.
2. If the student is twenty years of age or over for senior high school.
3. If because of bad habits or improper conduct, the student cannot and does not represent the school and the I.H.S.A.A. in an approved manner. (See Good Conduct Rule)
4. Anabolic steroid use:
    a) Steroid use is unsportsmanlike conduct in that it can give unfair athletic advantage to the user.
    b) As of September 1, 1990, any athlete who uses anabolic steroids is subject to a ONE CALENDAR YEAR period of ineligibility from ALL high school athletics.
    c) The only exception to an athlete who uses anabolic steroids being declared ineligible for one calendar year will be if a medical doctor signs an affidavit that that doctor has prescribed anabolic steroids for the student-athlete. Information regarding such usage must be filed with the high school principal or athletic director prior to the athlete taking part in high school athletics.
5. Any student who has successfully completed the 8th grade is eligible for summer baseball and girls' softball.
6. Regulations regarding transfer students are technical. Please check with the office.

State of Iowa Department of Education Eligibility:
36.15(2) Scholarship rules.

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
b. All contestants must be under 20 years of age.
c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading

period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.
(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.
f. All member schools shall provide appropriate interventions and necessary academic support for students who fail and shall report to the department regarding those interventions on the comprehensive school improvement plan.
g. A student is academically eligible upon entering the ninth grade.
h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].
i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Janesville Academic Eligibility:

A. Nine Weeks and Quarter Academic Eligibility
Student grades are checked every two weeks by administration and classroom teachers. A student may not be failing any classes or have a D grade in two or more classes. A student who does not meet these requirements will be considered ineligible to participate in events, but will be allowed to practice for a probationary period of two weeks. At the end of two weeks, grades will be re-checked. If the student is not failing any classes or has a D grade in 1 class or less, eligibility will be reinstated. Grades will continue to be re-checked every two weeks to determine eligibility for the next two week period. *All rotational classes (i.e. instrumental & vocal music, art, PE) will be checked every grading period (i.e. end of quarters) due to the amount of meeting times.

B. School Attendance
A student must be in attendance for a regular school day on the day of competition. A student who has previously requested and received approval from an administrator is not affected by the attendance requirement.

C. Suspension From School
A student may not rejoin the activity until the school suspension has been lifted by the administration.

D. School Equipment
School equipment shall be returned in accordance with the sponsor's procedure. Indefinite suspension from activities shall result until the equipment is returned in reasonable condition or restitution is made.

ADDITIONAL REQUIREMENTS:
Additional requirements for each activity may not be issued by a sponsor or coach without prior approval of the administrative team.

GOOD CONDUCT RULE:
All athletes will be provided with a copy of Good Conduct Rules, each coach's rules, and a schedule of practices and events at the beginning of the season of the activity. The student and parents must sign a signature of acknowledgement of the Good Conduct Rules before participation in an activity.

Student Eligibility for Extra-Curricular Activities: The Board of Directors of the Janesville Consolidated School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The Principal(s) shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules: athletics, all extra-curricular activities, instrumental and vocal music performances not graded (e.g. contests, Honor competitions, festivals, Pep Band, etc.) drama productions, speech contests, all co-curricular clubs (e.g. DECA), all non-curricular trips, all honorary and elected offices (e.g., homecoming king/queen/court, class officer, student government officer or representative), state contests and performances for cheerleading, or any other activity (e.g. Academic Decathlon, Battle of the Books, etc.) including homecoming and prom, where the student represents the school outside the classroom. In the event that a student has completed fundraising or made payment for a school-related trip, all funds may be subject to forfeiture.

To retain eligibility for participation in Janesville secondary school extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after an administrative hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student is said to be in violation if:

1. If the administration believes it is more likely than not the student violated the Good Conduct Rule.
2. Found so by a court of law or observed and reported by law enforcement to school officials.
3. A school employee or school board member witnesses a student violating the Good Conduct Policy..
4. Student confesses to an act that violates the Good Conduct Rule.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, including e-cigarettes or similar products regardless of the student's age.
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]
- Being in attendance at a function or party where the student knows or has reason to know before attending that alcohol or other drugs are being consumed illegally by minors.
- Learning after arrival at a function or party that alcohol or other drugs are being consumed by minors and failing to leave immediately.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others, including harassment or misconduct by electronic means (i.e. cyberbullying). NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall continue to be ineligible for the remainder of the previous school's policy.

Consequences of Good Conduct Violations: Any student who, has been found to have violated the Good Conduct Rule during the school year or summer is subject to a loss of eligibility charted below. Note: A calendar date is defined as the actual date (ex. May 31) a given event(s) occurs. Should an event span multiple calendar dates, exceeding the dates for the assigned consequence, discretion may be applied.

Sport or Activity	Consequence for 1st Violation	Consequence for 2nd Violation	*Consequence for 3rd and Subsequent Violations*
Football	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Cross Country	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Volleyball	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Basketball	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Wrestling	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Soccer	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Track	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*

Baseball	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Softball	1/3 calendar dates	2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Cheerleading State competition Football Basketball	 1 calendar date 1/3 calendar dates 1/3 calendar dates	 2 calendar dates 2/3 calendar dates 2/3 calendar dates	*365 calendar days from date of determination a violation has occurred*
Other activities: Speech DECA Non-Graded Music Performances, Contests, Festivals, etc. Clubs Drama Variety Show Color Guard Musical Trips Dances Any other non-graded activity	1 calendar date	2 calendar dates	*365 calendar days from date of determination a violation has occurred*

Please note: When a middle school student gains eligibility for high school events, all previous offenses are forgiven.

1. Any student who is participating in multiple extracurricular activities at the same time will serve the consequence time for violating the good conduct policy that reflects the higher number of calendar dates. If a student is not able to complete the required number of events in a given season, the consequences carry over to the next immediate calendar event(s). For example, a student participating in football and drama at the same time, and commits a 1st good conduct violation, that individual will be required to miss all extra-curricular activities until 1/3 of the calendar football dates have passed.
2. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity. If the ineligibility is not completed during the current activity, ineligibility carries over to the time the student seeks to go out for the next activity or contest.
3. An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate, and must complete the entire season.
4. A student cannot join an activity after the first official sign up date or practice for the purpose of working off ineligibility. If a student drops out of an activity prior to completion of the given activity's season, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
6. If a student is academically ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains academic eligibility. (e.g. A student academically ineligible for a quarter is found to have been in possession of tobacco, a Good Conduct violation. When the student is again academically eligible, the penalty attaches.)
7. Calendar dates approved by Athletic Director.

Reduction/Increase in Penalty:
1. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow- up care, the student's penalty for the second violation may be reduced by one half. This reduction is not available for first or third violations.
2. If it is determined that a student has mislead or has not been truthful during the investigation of a violation, the penalty will be doubled.
** A penalty of one calendar date may not be reduced.

Letters and Awards:
A student shall not receive a letter or award for the given activity (higher number of events) in which the student is first declared ineligible.

Appeals:
Any student who is found by a building principal to have violated the Good Conduct Rule may request a review of this determination to an administrative team comprised of Principals, Superintendent and Athletic Director by contacting the Superintendent within three days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board may or may not be called at the discretion of the superintendent, given the circumstances of the situation and/or the availability of a quorum. The review by the School Board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

STUDENT BEHAVIOR EXPECTATIONS

***CHARACTER COUNTS! THE SIX PILLARS OF CHARACTER* -** The staff at Janesville CSD recognizes the importance of character education. The Six Pillars of Character are the ethical values to guide the choices of the students and staff. The Six Pillars of Character include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

These pillars are reinforced throughout the year in a variety of ways. Learn more about Character Counts! The Six Pillars of Character at www.charactercounts.org.

Trustworthiness:
**Be honest*
**Don't deceive, cheat or steal*
**Be reliable*
**Have the courage to do the right thing*
**Be loyal – stand by your family, friends and country*

Respect:
**Treat others with respect; follow the Golden Rule*
**Be tolerant of differences*
**Use good manners, not bad language*
**Be considerate of the feelings of others*
**Deal peacefully with anger, insults and disagreements*

Responsibility:
**Do what is expected*
**Persevere; keep on trying!*
**Always do your best*
**Use self-control*
**Be self-disciplined*
**Think before you act – consider the consequences*

Fairness:
**Play by the rules*
**Take turns and share*
**Be open-minded; listen to others*
**Don't take advantage of others*

Caring:
**Be kind*
**Be compassionate*
**Be thankful and express gratitude*
**Forgive others*
**Help people in need*

Citizenship:
**Volunteer to make a better community and school*
**Cooperate*
**Obey the rule and laws*
**Respect authority*
**Stay informed*
**Be a good neighbor*
**Protect the environment*

DISCIPLINE:
The first goal of an effective discipline policy in any school district is the creation of a safe, pleasant climate which enhances opportunities for students to learn. In addition, the school district seeks to work effectively with families and other community agencies in helping young people understand and meet society's behavioral expectations. As youth become capable of managing their behavior in accordance with these expectations, they make important strides toward becoming productive adult participants in the community.

Expectations:
1. Be present and on time. Good attendance is important to succeed in school.
2. Be prepared for class. Bring learning materials to class. Be ready to learn.
3. Be respectful. Follow school policies and procedures. Follow directions of all school staff.
4. Be courteous to others. Treat others with the same respect and dignity that you, yourself, would like to be treated.

Inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Students should conduct themselves in a manner fitting to their age and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school-owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school.

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to obtain their education or participation in educational activities, conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Teachers and other personnel including custodians, coaches, cooks, bus drivers, and secretaries have authority to make on-the-spot corrections of improper conduct by any student during any school sponsored activity and during the school day.

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral, or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance or disrespect of authority, school rules, and regulations (including extra-curricular rules).
2. Assault or threatened assault on another person.
3. Extortion, intimidation, or coercion.

4. Inciting others to violate the law or school rules.
5. Vandalism.
6. Gambling.
7. Theft or possession of stolen goods/property.
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation-controlled substances, or drug paraphernalia.
9. Possession, use, or being under the influence of illegal drugs, controlled substances, imitation- controlled substances, or drug paraphernalia.
10. Possession, use, or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon, or an explosive.
11. Possession, use or being under the influence of alcoholic beverages.
12. Use, possession, and/or transmission of tobacco or imitation substances.
13. Profanity.
14. Possession of pornographic/obscene literature, items, or materials.
15. Student dress that is suggestive, condones illegal activity, or in some way disrupts the educational process.
16. Failure to abide by corrective measures for previous acts of misconduct.
17. Bullying or harassment in any form of another person.
18. Conduct that discriminates against others based upon an individual's sex, race, national origin, religion, or disability.
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software, or any aspect or component of the school's electronic information system including the Internet.
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection. Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of certain types of student behavior. In addition, legal action may be instituted against the student.

DISCIPLINE PROCEDURE: In most cases, the individual teacher will handle his/her own discipline problems. If a student's self discipline is ineffective, a staff member reaction to discipline problems may include, but are not limited to the following:

1. Discussion and notification of the problem to the student.
2. Notification and/or conference with the parent.
3. Guidance and/or Student Assistance Team assistance.
4. Detention.

DUE PROCESS: Due Process occurs when the steps listed below have been followed:

1. Students will be informed of the rules through the student handbook, classroom handouts, or be informed by staff.
2. Alleged infractions will be investigated and a conference will be conducted with the student to inform him/her of the infraction and allow the student to tell his/her side.
3. A decision will be made and the student and parent(s)/guardian(s) will be informed of the decision. The right to appeal will be to the next higher level. The appeal will be made within five (5) working days.
4. The order of levels: (a) teacher, (b) principal, (c) superintendent, (d) school board, and (e) State Board of Education.

DETENTIONS: Any student may be assigned time spent after school, before school, or at lunch by any teacher or office personnel for misconduct in class, on the school grounds, or at a school activity. The student is allowed two (2) days to make arrangements for transportation, to inform the employer that the student will be late or absent from his/her job, etc. Usually the teacher assigning the detention supervises the student's detention, but another teacher may be assigned to cover the detentions. If the office assigns the detention, an administrator will supervise the student. Should the student fail to serve the detention, (without having made prior arrangements) the assigned time will be doubled. Once the student's detention has been doubled and he/she fails to complete the assigned time, the student will be given further consequences up to and including suspension or expulsion. The parent may be informed when detention is given for disciplinary reasons. The following is a list of rules that the student must follow when the student has been assigned detention:

1. Have work and be in a desk at the given time. Students reporting late or without work material will NOT be allowed to serve.
2. There will be no leaving the desk for any reason until detention is over – have all bathroom and locker needs taken care of before reporting.
3. There will be no computer access during detention unless supervised and working on school-related work.
4. No sleeping, talking, eating, drinking, or disruptions of any kind will be tolerated.
5. No personal electronics – this includes cell phones, I-pods, I-pads, Mp3 players, pagers, games, etc. unless given permission by supervisor.

Failure to follow the rules while serving detention may double the time the student must serve, or may be cause for a one-day in-school suspension for insubordination per administrator discretion.

IN-SCHOOL SUSPENSION is the temporary isolation of a student from any classes while under proper administrative supervision. In-school suspensions may be imposed by the principal or other person in charge of the attendance center for infractions of school rules that are serious but do not warrant the necessity of removal from school. Students are not eligible for participation in any school related activities during days of suspension, nor may they be present on school property beyond the regular school day on such days.

OUT-OF-SCHOOL SUSPENSION is the removal of a student from the school environment for a period of short duration. The principal may suspend a student for up to five school days. The superintendent may suspend a student for up to ten school days. Suspension is to be employed only when other available school resources are unable to cope constructively with pupil misconduct. Students are not eligible for participation in any school related activities during days of suspension, nor may they be present on school property during such days.

EXPULSION is the removal of a student from the school environment by the Board of Directors. Upon the recommendation of the superintendent or his/her designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

SEARCH & SEIZURE: School district authorities may, without a search warrant, search student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility. Periodically throughout the year, school officials may conduct inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice. This also pertains to periodic visits by drug dogs that may be brought to the school as a preventative and proactive measure to ensure a safe learning environment. This handbook serves as parental notification of such activities.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION: Individuals under the age of eighteen and all students regardless of age on school property or at any activities sponsored by the school are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances and possessing or using tobacco, tobacco products or look-alike substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while the student is on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

SMOKING OR USE OF TOBACCO: Students who smoke or use tobacco on any part of the school grounds at any time or while representing this school, or any other school, at school activities will be referred to police if under the age of 18, subjected to consequences of the Good Conduct policy, and be given disciplinary action which may include suspension or expulsion. Students should not have in their possession or in their lockers any smoking or chewing tobacco. Teachers and administrators will take tobacco products from students. These materials will not be returned to the student.

USE OF A CONTROLLED SUBSTANCE (DRUGS INCLUDING ALCOHOL) OTHER THAN BY PRESCRIPTION: Policy 502.7 The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, beer, wine, alcohol, or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

Legal: It is against the law for anyone to be in possession of or consume any controlled substance (including alcoholic beverages) on any part of the school grounds at any time. Violators will be reported to law enforcement officials.

Distribution: If a student is selling or distributing a controlled substance (including look-alike drugs) while on school property or at any other time under school supervision, the administration will recommend to the school board that the student be expelled from school.

Suspicion of Use: Should school officials suspect a student may be under the influence of a controlled substance (including alcohol), local law enforcement will be notified to make the final determination. Every effort will be made to provide parent notification.

Use: A student caught using, in possession of, or under the influence of a controlled substance (including alcohol) while on school property or at any other time under school supervision these procedures will be followed:

1. 1st Offense: The student will face disciplinary action, which may include suspension or expulsion and be subjected to consequences of the Good Conduct Policy. The student will be required to enroll and complete a substance abuse program approved by the school within sixty (60) days from the date of the offense. The student and/or his/her legal custodian must sign a "release of information" form so that the school can verify enrollment in attendance at satisfactory progress in and completion of the substance program. All costs connected with the treatment program will be the responsibility of the student and/or his/her legal custodian. If the student does not meet the requirement, the administration may recommend to the school board that the student be expelled from school.

2. 2nd Offense: The administrator will recommend to the school board that the student be expelled from school for a minimum period of one calendar year.

WEAPONS: School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-alikes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Dangerous weapons include but are not limited to any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person.

Parents of students found to possess a weapon or dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects may be reported to the law enforcement officials, and the student will be subject to disciplinary action up to and including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

SCHOOL BUS SAFETY POLICY: Any student riding a Janesville school bus is to abide by rules set by the school and the bus driver. The best of behavior is expected at all times (i.e. sit in your seat, use appropriate language, respect school property, respect each other). A bus behavior form will be used for inappropriate behavior. This form will be handed to the student for repeated infractions of safe bus riding rules. The student must have the form signed by parents/guardian and returned to the bus driver the following day.

Repeated infractions could result in:

1. Assigned seating charts.
2. Discipline at school.
3. Parental conference.
4. Not being allowed to ride the bus for a time as thought proper by the administration and the driver.
5. If the violation is serious enough, a student may be removed immediately until the problem is settled to the satisfaction of the administration.

Safe behavior on buses is a top priority for students.

ATTENDANCE POLICY

COMPULSORY AGE ATTENDANCE POLICY: Parents/Guardians within the Janesville Consolidated School District that have *children who are at least four years old and are enrolled in a statewide voluntary preschool,* and not yet 16 years of age by September 15 are of compulsory attendance age. The parent, guardian, legal or actual custodian of a child will be held responsible for the attendance of a student of compulsory attendance age. Students will attend school the number of days school is in session in accordance with the school calendar unless excused under the terms of the district's attendance policy. With approval of the school board, the student and the one deemed responsible for the attendance of the student may be referred to the County Attorney's office for violation of the compulsory attendance laws.

Students are expected to attend class regularly and to be on time in order to receive maximum benefit from the instructional program. Good attendance develops habits of punctuality, develops self-discipline and responsibility, and keeps disruption of the learning environment to a minimum. While it is possible for a student to make up much of the schoolwork that was missed, it is impossible to completely compensate for the absence from classes. In order to maintain interest and understanding in a program of instruction, students should not be absent from any class any more than is absolutely necessary.

Students who have good attendance records are those most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not demonstrated good habits of responsibility and self-discipline. A student's life-long patterns of responsibility and self-discipline will be fostered by attention the student gives them during the years of school attendance.

SCHOOL NOTIFICATION: Parents are requested to telephone the school office to report student absences in advance of the start of school, if possible, and in all cases by 8:30 a.m. of the day the absence occurs. Absences not reported or without advance notification may be considered UNEXCUSED.

PERMISSION TO LEAVE SCHOOL: No student will be permitted to leave the building without first getting permission from the office. If the student becomes ill or must leave for any reason and does not have a permission slip from his/her parents, the student must call the parents first for permission. The parent must give permission to office personnel in order for the student to leave. If approval is given for leaving school, the student must obtain a pass to leave the building from the main office. Leaving the school without permission will be considered truancy. Any student who leaves school before the end of the regular day or arrives at school after the beginning of the regular school day must sign in and out of the office and record the time of departure or arrival at the time of departure or arrival. If a student is entering a class other than at the bell, get a pass for that class from the staff member that has detained the student or the secretary if the student is entering the building. This pass should be marked either excused or unexcused.

EXCUSED ABSENCES:

The Board of Education supports this view by restricting excused absences to the following:

(1) Personal illness or serious health condition medical documentation required. It is the student's responsibility to provide such written verification.
(2) Funeral, death or emergency illness in the family.
(3) Doctor/dental appointment that cannot be scheduled at another time. Students may be asked to submit medical documentation to the office to verify appointment.
(4) Documented legal appointments (court appearance, visits to probation officer)
(5) Family/religious activity, which is cleared in advance of activity (schoolwork must be completed in advance of absence)
(6) School-sponsored activity

- Absences caused by school-sponsored activities (field trips, athletic events, school arranged college visits, etc.) will not be recorded as absences on the permanent record card. Make-up work will fall under the same category as an excused absence.
- Suspension

(7)Unique circumstances as approved by administration

MISSED OR INCOMPLETE WORK (homework/practice) or ASSESSMENTS (quizzes, projects, tests, etc.):
Students are expected to complete any and all work as assigned by their teachers. Students who receive a grade of "Incomplete" on a daily assignment or assessment must complete the assigned work in a timely fashion according to each teacher's guidelines and directions. Students may be required to attend a makeup session(s) outside the scope of their class schedule to complete missing work.

If a student knows that an absence will occur, the student should contact the office in advance of the absence. Advance make-up work should be completed, if possible, before the absence takes place. The responsibility rests with the student for arranging make-up work. A student should make contact with his/her teacher either before or after school. *(See also pg. 12)*

UNEXCUSED ABSENCES:
Unexcused absences include, but are not limited to, the following reasons:

(1) Any absence which does not meet the criteria of an EXCUSED absence
(2) Tardiness to class past 15 minutes
(3) Car trouble
(4) Oversleeping
(5) Shopping
(6) Hunting
(7) Haircuts
(8) Concerts
(9) Preparation or participation in parties or other celebrations
(10) Employment
(11) Skipping/Truancy/Senior skip day
(12) Senior pictures
(13) Notes simply marked “appointment” or “personal business”.

SKIPPING/TRUANT: Any absence, which occurs without parental knowledge, will be classified as truancy. A student can be truant for the entire school day, a partial school day, or from a class or study hall. Parents will be notified any time a student is truant from school. The consequence for truancy may be up to and including suspension.

ATTENDANCE AND CO-CURRICULAR PARTICIPATION: A student who wishes to participate in school sponsored activities must attend school the entire day that precedes the activity unless permission has been given by the principal for the student to be absent. Attendance on the day preceding a non-school day will determine eligibility for that practice or performance. The principal will notify students not eligible for participation in either a co-curricular practice or public performance.

TARDINESS:
There is a five (5) minute passing time between class periods. Any student who enters a classroom or study area without a pass after the bell has rung is to be marked tardy UNEXCUSED for class. (Students must plan ahead as trips to and from lockers are not excuses for being late to class.) If an activity or conference with a teacher or staff member is the reason for the student being late to the class, the student shall get a written pass or have the planner signed by that person to present as an admit to class, and this tardiness will be recorded as TARDY EXCUSED. Tardies will be kept cumulatively per class by quarter. Students will be allowed three tardies per period without consequence. On the 4th tardy and all subsequent tardies one-half hour of detention will be assigned. If excessive tardiness occurs, a contract, parent notification, or further consequence may be applied. Tardies will be counted as UNEXCUSED absences after 15 minutes of missed class time. The administration will determine whether or not the time missed will count as a tardy or an absence.

SEVEN DAY ABSENCE/ATTENDANCE POLICY: The SEVEN day absence policy is based on the fact that something important happens in class every day, and that the activity or interaction with teacher and students can never be exactly duplicated.

In order for the Janesville Secondary School staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. The school cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

HIGH SCHOOL POLICY:

1. First notification of excessive absenteeism - A THREE Day Attendance LETTER will be prepared for any student who reaches THREE (3) UNEXCUSED absences in a class during the semester. The office will contact the student after the THIRD UNEXCUSED absence in a class. The notice will then be mailed to the parent.
2. Second notification of excessive absenteeism - A FIVE Day Attendance LETTER will be prepared for any student who reaches FIVE (5) UNEXCUSED absences in a class during the semester. The office will contact the student after the FIFTH absence in a class. The notice will then be mailed to the parent.
3. Notification of No-Credit Status - A SEVEN day Attendance LETTER will be prepared when a student accumulates SEVEN (7) UNEXCUSED absences in a class during the semester. The report will be mailed to the parent. SEVEN days of UNEXCUSED absences from any class will result in the placement of the student on No-Credit status for the remainder of the semester. The student will remain in the class and will be given notice by the school principal. If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the SEVEN day UNEXCUSED absence limit, the student may file an appeal for credit. This appeal will be considered if the following conditions have been met:
   A. The Appeal Form has been completed and returned to the office by the due date specified on the form.
   B. Attendance after the SEVEN day limit has been satisfactory**.** In order to assist in this process, students may be placed on an attendance contract, to be signed by the student, parent and principal.
   C. The student has supplied reasons for all absences indicating they were the result of justifiable or extraordinary circumstances.
   D. Appropriate doctor statements, if applicable, have been filed with the school office.

E. All class work has been satisfactorily completed.
F. Class objectives have been accomplished.

HIGH SCHOOL STUDENT APPEAL FOR CREDIT PROCEDURE:

1. The principal will give notice to all students who have exceeded the SEVEN day UNEXCUSED absence limit in their classes.
2. The office will have available for the student a "Student Appeal for Credit" form. The office will fill in the number of UNEXCUSED absences and the due date at the time the form is given to the student.
3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and a parent/guardian.
4. The student must return the form to the office prior to or on the due date.
5. When the appeal form has been appropriately completed, the principal and teacher(s) will review the appeal form, make a decision, and notify the student of the decision.

Students denied course credit based upon excessive absences may utilize the due process procedures available at Janesville Consolidated School District. Students who desire to appeal the principal's and teacher's decision must notify the superintendent within five (5) working days of notification of the decision and return a completed form to the superintendent's office.

MIDDLE SCHOOL ATTENDANCE POLICY:

PARENTS WILL BE NOTIFIED BY MAIL WHEN THE CHILD HAS REACHED 3, 5, AND 7 UNEXCUSED ABSENCES.

**ALL STUDENTS:*
AT THE 7TH UNEXCUSED ABSENCE ANY OF THE FOLLOWING ACTIONS MAY BE TAKEN:

- *AN ATTENDANCE CONTRACT*
- *REFERRAL TO THE SCHOOL LIAISON OFFICER*
- *REFERRAL TO THE COUNTY ATTORNEY*
- *RETENTION*
- *SUMMER SCHOOL (IF EXCESSIVE ABSENCES RESULT IN FAILING BOTH SEMESTERS OF ANY GIVEN CORE CLASS – MS/HS)*
- *LOSS OF CREDIT STATUS (HIGH SCHOOL)*

TECHNOLOGY and ACCEPTABLE USE POLICY

The following statement of acceptable use of the Janesville Consolidated School District (JCSD) technology resources applies to all JCSD faculty, staff, administration, students, parents, other employees and guests using school district information resources.

JCSD offers a variety of technology resources for staff, student, and parent use. Access to these resources is a privilege and not a right. Privileges can and will be taken away for violation of the policy and regulations. All students and their parents or guardians must read and understand the acceptable use policies, and provide the signed acknowledgment form annually, to be kept on file in the school office.

When using district-supplied information technology facilities and resources, individuals agree to abide by all policies and procedures adopted by the JCSD as well as all current federal, state, and local laws. These include District policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state, and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any of these policies, procedures or laws, current district disciplinary policies and practices will be followed, including those regulating the provision of information to law enforcement authorities.

Internet access is available through a complex association of agencies, regional and state networks and commercial organizations. To ensure the smooth operation of the network, end users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage.

Material (including e-mail) which resides on the JCSD server/network is not confidential and e-mail messages may be requested by the public under the Open Records Act.

1:1 LAPTOP INITIATIVE: Prior to the beginning of the school year, there will be a technology night that parents and students (grades 6-12) will be expected to attend. There will be education and information given in regards to the school's laptops that will be handed out. The following handouts and forms will be distributed: Laptop Acknowledgement Form, Laptop Computer Use Agreement, Standards for Proper Computer Care, and the Equipment Lending Agreement.

FREEDOM OF EXPRESSION: Under the U.S. Constitution, all individuals have the right of freedom of expression. However, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, so such expression must be appropriate to the activity. Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency. The administration has the right to determine the time, place and manner in which the expression is to be allowed so as to not disrupt the educational program of the district. Students who violate this policy may be subject to disciplinary measures

PUBLICATIONS: Students shall be free to express themselves in school-sponsored publications except for the following restrictions:

1. Students shall not publish or distribute materials that are obscene, libelous, or slanderous.
2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications.

DISTRIBUTION OF MATERIALS

I. Guidelines

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

(a) is obscene to minors;
(b) is libelous;
(c) contains indecent, vulgar, profane or lewd language;
(d) advertises any product or service not permitted to minors by law;
(e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
(f) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and times) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by the school, the administration, the school board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four hours of submission, the person shall contact the Principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the Superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the Superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution

The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.
2. The material shall be distributed either before and/or after the regular instructional day.
3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. Definitions

The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as:
   (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
   (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
   (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
2. "Minor" means any person under the age of eighteen.

3. "Material and substantial disruption" of a normal school activity is defined as follows:
   (a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
   (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

   In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary action

Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.

VI. Notice of policy to students

A copy of this policy will be published in student handbooks.

High School Schedules

REGULAR SCHEDULE

1st 8:15-9:00
2nd 9:05-9:50
3rd 9:55-10:40
4th 10:45-11:30

LUNCH
11:05-11:30 K-2
11:35-12:00 3-5
11:50-12:20 PK
12:00-12:25 HS
12:25-12:50 MS

5th 11:35-12:50
6th 12:55-1:40
7th 1:45-2:30
8th 2:35-3:20

WEDNESDAY SCHEDULE

1st 8:15-8:50 (35)
2nd 8:55-9:30 (35)
3rd 9:35-10:10 (35)
4th 10:15-10:50 (35)
5th 10:55-11:30 (35)
6th 11:35-12:45

LUNCH
10:55-11:30 K-2
11:30-11:55 3-5
11:35-12:05 PK
11:55-12:20 HS
12:20-12:45 MS

7th 12:50-1:25 (35)
8th 1:30-2:05 (35)

Early Dismissal
1st 8:15-8:39
2nd 8:44-9:08
3rd 9:13-9:37
4th 9:42-10:06

5th 10:11-10:34
6th 10:39-11:02
7th 11:07-11:30

LUNCH **11:05-11:30 K-2**
11:35-12:00 3-5
11:50-12:20PK
12:00-12:25 HS
12:25-12:50 MS

8th 11:35-12:50

TWO HOUR LATE START

1st 10:15-10:50
2nd 10:55-11:30

LUNCH **11:10-11:35 K-2**
11:35-12:00 3-5
11:40-12:10 PK
12:00-12:25 HS
12:25-12:50 MS

3rd 11:35-12:45
4th 12:50-1:15
5th 1:20-1:45
6th 1:50-2:15
7th 2:20-2:45
8th 2:50-3:20

MIDDLE SCHOOL SCHEDULES

	MUSIC/SH	Period 1	Period 2	Period 3	LUNCH	SPECIALS	Period 4	WT
Regular	8:15-9:00	9:05-10:10	10:10-11:18	11:18-12:25	12:25-12:50	12:55-1:40	1:45-2:50	2:50-3:20

	MUSIC/SH	Period 1	Period 2	Period 3	SPECIALS	LUNCH	Period 4	WT
Wednesday	8:15-8:50	8:52-9:46	9:46- 10:40	10:40-11:32	11:35-12:25	12:25-12:50	12:53-1:45	1:45-2:05

	MUSIC/SH	Period 1	Period 2	LUNCH	Period 3	Period 4	SPECIALS	WT
Two Hour Late Start	10:15-10:50	10:52-11:39	11:39-12:25	12:25-12:50	12:50-1:37	1:38-1:50 2:16-2:50	1:50-2:15	2:50-3:20

	MUSIC/SH	Period 1	Period 2	Period 3	SPECIALS	Period 4	WT	LUNCH
12:50 Dismissal	8:15-8:39	8:41-9:26	9:26-10:11	10:11-10:39 11:04-11:21	10:39-11:02	11:21-12:05	12:05-12:25	12:25-12:50