

School District of Janesville

**MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK**

2017-2018 Addendum

**Compiled by the Administrative Services Department
Updated 3-28-17**

TABLE OF CONTENTS

A. Student Non-Discrimination (BP 5020, August 2014).....	3
B. Discrimination Complaint Procedures (AR 5020.2, August 2014)	4
C. Student Attendance: Middle and High School (BP 5141, Dec. 1997, AR 5141.1, November 2012).....	6
D. Student Privacy: Survey and Opinion Polls (BP 6210, July 2009).....	8
E. Student Records (AR 5500.1, April 2003)	9
F. Request to Withhold Directory Data: Release of Pupil Directory Data Information and High School Student Information to Military Recruiters and Institutions of Higher Education (AR 5500.1a, August 2003)	11
G. Special Education	12
H. Electronic Devices	12
I. Bullying Prevention (BP 5030, July 2014)	12
J. Maps	14
SCHOOL DISTRICT OF JANESVILLE POLICIES AND PROCEDURES HANDBOOK: 2017-2018 Updates.....	14
1. Guidelines For The Acceptable Use Of Technology By Students And Staff	14
2. Homeless Students: Mckinney-Vento Education For Homless Children And Youth Act	15
3. Visitors To The School.....	15
4. WEATHER – “Inclement Weather/School Closing Information Renamed “School Delay/Closing Information” (For Weather, Mechanical, Safety Or Other Reasons).....	16
5. Appendix A: Middle/High School Student Conduct Code - Revised March 2017	17
6. Appendix B: School Nutrition Meal Charge Policy	17

Removed from Handbook:

- Delayed Opening of School (merged with Weather – Inclement Weather/School Closing Information and renamed School Delay/Closing Information)
- No Child Left Behind Act of 2001
- PBIS Behavioral Referral Form

BP = Board Policy

AR = Administrative Regulation

Complete Board Policies and Administrative Regulations may be viewed on-line, at your school office, or at the Educational Services Center, 527 S. Franklin Street.

A. Student Non-Discrimination (BP 5020, August 2014)

The School District of Janesville is committed and dedicated to providing the best education possible for every student in the District consistent with applicable legal requirements, school district policy and procedures.

The right of the student to be admitted to school and to participate fully in curricular, extra-curricular, recreational, or other programs or activities and in student services shall not be abridged or impaired because of a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or because of the person's physical, mental, emotional, or learning disability.

Students who have been identified as having a disability under either the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504) shall be provided reasonable accommodations as developed through Individualized Education Programs (IEP) or 504 Plans in accordance with federal and state rules and regulations. Accommodations will be developed with the intent of providing equal access and/or participation for these students across school environments.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing by a parent/guardian and be approved by the building principal. Accommodations may include, but not necessarily be limited to, exemption from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances.

The district shall also provide for the reasonable accommodation of a student's confirmed transgender identity with regard to access to single sex-designated school facilities and programs. Requests for accommodations shall be made in writing by a parent/guardian and be approved by the building principal. Accommodations may include, but not necessarily be limited to, use of the restroom designated for the gender with which the student identifies, use of the locker room designated for the gender with which the student identifies and reasonable access to other single-sex designated school facilities and programs.

This policy does not intend to prohibit the provision of special programs or services based on objective standards of individual need or performance to meet the needs of students, including gifted and talented, special education, school-age parents, bilingual bicultural, at-risk and other special programs, or programs designed to overcome the effects of past discrimination.

Complaints regarding the interpretation or application of this policy regarding students with a disability shall be referred to the District Administrator/designee. All other nondiscrimination complaints, including harassment and bullying complaints based on other legally protected discrimination factors, shall be referred to the District Administrator/designee. All complaints shall be processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course

selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

B. Discrimination Complaint Procedures (AR 5020.2, August 2014)

Any complaint by a student or his/her parent or guardian regarding the interpretation or application of the provisions of state and federal nondiscrimination legal requirements and the District's student nondiscrimination policy shall be processed in accordance with the following complaint procedures. Complaints pertaining to students with a disability shall be referred to the District Special Education Department. Other discrimination complaints, including harassment complaints based on protected discrimination factors, shall be directed to the District Student Services Department.

These complaint procedures do not diminish or otherwise replace the rights of students or parents/guardians to pursue claims or issues through other legally-mandated procedures such as Section 504 or Individuals with Disabilities Education Act due process complaints and hearings.

Informal Procedure

The student or parent/guardian who believes there is a valid basis for a complaint shall attempt to resolve the complaint by discussing the concern with the building principal.

The Student Services Department, and/or designee, will attempt to resolve the complaint if the principal is the person alleged to have discriminated against the student. A prompt and impartial investigation will occur with a response to the complainant within seven (7) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Step One A written statement of the complaint shall be prepared with a signature by the complainant and submitted to the principal and/or Student Services Department/designee within ten (10) days after the known occurrence of the act or event. The written complaint shall be submitted to:

Title IX/Discrimination Complaint Officer
Educational Services Center
527 S. Franklin Street
Janesville, WI 53548-4779

The principal, and/or Student Services Department/designee, upon receiving such a written complaint, shall further investigate the complaint. The principal, and/or Student Services Department/designee, shall, within fifteen (15) days after the completion of the investigation, decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant and the accused.

Step Two If the complainant is dissatisfied with the decision of the principal, and/or Student Services Department/designee, he/she may appeal the decision by giving written notice to the District Administrator within five (5) days after the receipt of the written decision. The District Administrator/ designee shall schedule and hold a meeting with the aggrieved party within fifteen (15) days. The District Administrator shall, within five (5) days after the meeting, deliver a written response to the aggrieved party and to the accused.

Step Three If the complainant is dissatisfied with the decision of the District Administrator/designee, the complainant may appeal the decision by giving written notice, thereof to the Board Clerk within five (5) days after receipt of the District Administrator/designee's decision. The Board shall hear the appeal within fifteen (15) days. It shall make its decision in writing within five (5) days after the completion of the hearing.

Within five (5) days, copies of the written decision shall be mailed or delivered to the complainant, the District Administrator/designee, and the accused.

Failure of the complainant to act within the time specified shall mean acceptance of the decision rendered at the last step, or may indicate that the complaint is being pursued through other avenues afforded by law. Failure of the principal, Director of Student Services/designee, District Administrator/designee to act within the times specified shall cause the complainant to proceed to the next step of this procedure.

A written determination of the complaint must be made within 90 days of receipt of the written complaint unless the parties agree to an extension of time. An explanation of the complainant's right to appeal the District's decision to the State Superintendent of Public Instruction within 30 days of the decision must be stated in the letter.

Step Four If the complainant is still dissatisfied, further appeal may be made within thirty (30) calendar days to the State Superintendent of Public Instruction.

A complaint or appeal based on Title IX, Title VI, Section 504, or the Americans with Disabilities Act may be made to the U.S. Office for Civil Rights – Region V in Chicago.

Complaint Procedure -- Federal Programs

Discrimination complaints relating to programs specifically governed by federal law or regulation [e.g. Education Department General Administrative Regulations - EDGAR complaints] shall be referred directly to the State Superintendent of Public Instruction.

Complaint Procedure – Special Education

Discrimination complaints relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a student with a disability shall be

processed in accordance with established appeal procedures outlined in the District's special education handbook.

Complaint Procedures -- Section 504 Complaints

Discrimination complaints relating to discrimination prohibited by Section 504 of the Rehabilitation Act of 1973 shall be processed in accordance with the established complaint procedures unless the student or parent/guardian requests an Impartial Due Process Hearing in place of the grievance procedures. Impartial hearings shall be conducted in accordance with established procedures that entitle the student or parent/ guardian and his/her counsel, if any, to full participation including the right to present evidence.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records shall be kept for each complaint filed and, at a minimum, include the following:

1. Name and address of the complainant and his/her title or status,
2. Date the complaint was filed,
3. Specific allegation made and any corrective action requested by the complainant,
4. Name and address of the respondents,
5. Levels of processing followed, and the resolution, date and decision-making authority at each level,
6. Summary of facts and evidence presented by each party involved, and
7. Determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

C. Student Attendance: Middle and High School (BP 5141, Dec. 1997, AR 5141.1, November 2012)

Wisconsin has a Compulsory School Attendance Law. Accordingly, the School District of Janesville has adopted a Board Policy and Administrative Regulation consistent with the provisions of this State Law. The State Statute establishes the following definitions:

Truancy: Any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

Habitual Truant: A pupil who is absent from school without an acceptable excuse part, or all of five (5) or more days, on which school is held during a school semester.

In summary, the following provisions of the new Attendance Policy are important for parents and guardians to remember:

1. Students may not be absent without an acceptable excuse, part or all of five (5) or more days per semester. Students are limited to ten (10) excused absences per year. Excused absences within the ten (10) day limit include family vacation days and illnesses verified by the parent or guardian.
2. The following absences are always excused absences and are never counted toward student truancy:
 - a. Religious holiday which falls on a normal student school day.
 - b. Written medical excuses provided by a licensed physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner.
 - c. A death in the immediate family or funeral for close relative.
 - d. A court appearance or other legal procedure which requires the attendance of the student.
 - e. School-ordered student suspensions.
 - f. A waiver authorized by the building principal or agent in special cases where he/she determines that exceptional circumstances exist.
3. Middle and high school students who are tardy in excess of five (5) minutes will be recorded as absent for that class.
4. All students with excused absences shall make up work missed. Teachers shall grant the number of days absent plus one for make-up time. All students with unexcused absences shall not be given credit for class make-up work.
5. The school's attendance officer or principal will notify parents or guardians after a student has been absent the five allowable days during a school semester under the provisions of this policy. A letter will be sent to the parents or guardians of habitual truants when their absences warrant that designation under the provisions of the attendance policy.

A complete copy of the School District Attendance Policy 5141 and Administrative Regulation 5141.1 is available for reading at any school office or at the Educational Services Center at 527 S. Franklin Street, Janesville. **Please review your individual school's absence reporting procedures.** Questions concerning this policy may be directed to your building principal.

Parents or guardians may review their student's attendance record through the Infinite Campus system. If a parent or guardian believes their student has an error in their attendance record the parent or guardian should put in writing the date(s) they feel are in error and why they are in error. They should also include copies of any documentation from a doctor's office, etc. which could lead to correction of the error. This information should be brought to the attendance clerk at the student's school.

Students who are in the School District of Janesville under the State of Wisconsin Open enrollment program can have their open enrollment terminated at the end of the attendance semester or school year if they are habitually truant under this policy.

D. Student Privacy: Survey and Opinion Polls (BP 6210, July 2009)

Curriculum Research/Pilot Projects

The Board of Education encourages research activities by the school system and urges application of research findings to instructional and managerial processes. The District Administrator is authorized to provide educational research services.

Services of internal and external researchers (1) make it possible for the Board and District Administrator to examine problems and plans in the light of current research, (2) provide guidance to the staff in helping individuals and groups carry out well-planned investigations, and (3) maintain liaison with educational research agencies. Research will be undertaken with approval of the District Administrator.

The Board also encourages action research in the form of experimental and pilot projects. As used here, "research or experimental program" means any program or project designed to explore or develop new content or unproven teaching methods or techniques.

Experimental and/or pilot projects may be recommended by staff members or curriculum committees. Experimental programs may be established in the area of instruction if approved by the principal of the building in which the program will be instituted, the District Administrator, or the Board if the research is other than routine. Proposals will include plans for evaluation of the program.

Survey and Opinion Polls

Surveys and polls which assess student attitudes or opinions regarding race, creed, sex, or other potentially controversial matters must be approved in advance by the District Administrator or a designee. The District Administrator will consult with the Board as he or she finds advisable. Building principals will approve in advance all other student surveys and opinion polls, referring questions to the District Administrator when in doubt.

No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional materials used in connection with the survey or any instructional material used as part of the educational curriculum for the student. Requests to inspect a survey or instructional materials should be made to the building principal and/or his designee. Survey inspection requests should be made prior to the date on which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

This policy shall be published annually in student and staff handbooks, which are distributed to students, parents/guardians and employees in the District.

E. Student Records (AR 5500.1, April 2003)

Parents (both custodial and non-custodial) have well defined legal rights to their child's school records and related information; and have a right to attend parent/teacher conferences, unless there is a specific legal injunction prohibiting such access. All such inquiries related to access to student records should be directed to the building principal. Teachers may not give out copies of records without the approval of the building principal. Patient health care records shall be maintained separately from other pupil records.

Primary responsibility for maintaining the confidentiality of pupil records shall rest with the District Administrator or his/her designee.

1. Progress Records shall be maintained confidential except that:
 - a. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of such records.
 - b. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, such records shall be made available to the person named in the permission.
 - c. The judge of any court of this State or of the United States shall, upon request, be provided with a copy of such records of a pupil who is the subject of any proceeding in such court.
 - d. Such records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection.
 - e. Such records may be made available to professional staff members employed in the school, which the pupil attends.
 - f. Information contained in such records may be provided to any public officer as required under Chapters 115 to 121 of the state statutes. The Department of Public Instruction shall be provided with any information contained in a record that relates to an audit or evaluation of a federal or state supported program or that is required to determine compliance with Chapters 115 to 121. (Section 118.125(2)(g) 1 and 2 of the state statutes.
 - g. Such records may be used in connection with the suspension or expulsion of the pupil or by an IEP team under Wisconsin Statutes Chapter 115.

2. Enrollment Cards, Patient Health Care Records and Behavioral Records shall be maintained confidential except that:
 - a. An adult pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown such records in the presence of a person qualified to explain and interpret the records. Such pupil, or parent or guardian, shall, upon request, be provided with a copy of such record.
 - b. Such records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under Wisconsin Statutes 115.28(7) to hold a certificate, license or permit. Patient health care records may be released to others only with the informed written consent of the parent or legal guardian.
 - c. Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission such portions of such record as determined by the person authorizing the release.
 - d. Such records shall be provided to a court in response to subpoena by parties to an action for in camera inspection, after notification has been given to the student, if an adult, or the parent or guardian of a minor student.
 - e. Information in such records may be provided to the Department of Public Instruction or any public officer if that information is required under Wisconsin Statutes, Chapters 115 to 121.
 - f. Such records may be used in connection with the suspension or expulsion of the pupil or by an IEP team under Wisconsin Statutes Chapter 115.
3. A student record noncompliance complaint may be filed with the Family Policy Compliance Office of the U.S. Department of Education.

Challenge to Records Content

If an adult pupil, or the parent or guardian of a minor pupil, believes such pupil's records contain information that is inaccurate, misleading or otherwise in violation of such pupil's rights, the pupil, parent or guardian, may so notify the District Administrator in writing specifying the offending information.

Within 15 calendar days after receipt of such notice, the District Administrator or his/her designee shall give the pupil, parent or guardian an opportunity to discuss the matter. After consideration of the views of such pupil, parent or guardian, the District Administrator or his/her designee shall make a determination as to whether and in what respect the information complained of should be corrected or deleted and so notify the pupil, parent or guardian in writing. Such notice shall be given within 20 days after such discussion is concluded.

If a pupil, parent or guardian is not satisfied with the decision of the District Administrator or his/her designee, such pupil, parent or guardian shall have a right to a hearing before the Board of Education as to whether the information complained of is inaccurate, misleading or otherwise in violation of such pupil's rights, provided, however, in order to exercise such right, such pupil, parent or guardian must notify the Clerk of the Board of Education in writing within 20 days after receipt of the decision of the District Administrator or his/her designee.

If the Board of Education determines not to amend the record, the pupil, parent or guardian will be given the opportunity to place his/her own statement in the file.

Lengths of Time Records are to be Kept

1. A Pupil's Progress Record shall be kept for 75 years after the pupil is no longer enrolled in any school in the School District and then be destroyed.
2. A Pupil's Enrollment Card and Behavior Record shall be destroyed one year after the pupil graduated from or last attended the school, unless the pupil, if an adult, or the parent or guardian, if a minor, specifies in writing that such records may be kept for a longer period of time, provided, however, in no case shall such records be kept for more than 25 years after the pupil is no longer in any school in the District.

Transfer of Records to Another School or School District

A Pupil's Enrollment Card, Progress Record and Behavior Record shall be transferred to another school or school district upon written notice from an adult pupil, or the parent or guardian of a minor pupil, that the pupil intends to enroll in such other school or school district or upon written notice from such other school or school district that the pupil has enrolled.

F. Request to Withhold Directory Data: Release of Pupil Directory Data Information and High School Student Information to Military Recruiters and Institutions of Higher Education (AR 5500.1a, August 2003)

In the course of a school year, groups of students are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, for teacher training, etc.

The resulting photo and/or videotape may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community, to instruct students or staff members, or, to orient new parents, staff and students. The final product could also take a variety of forms, photo displays, slide presentations, newspaper articles, pamphlets or video programs.

Wisconsin statutes provide that schools or school districts may legally release:

A pupil's name	Major field of study
Address	Participation in officially recognized activities and sports
Telephone listing	Weight and height of members of athletic teams
Date and place of birth	Dates of attendance
Photographs	Degrees, honors, and awards received
Grade level	Name of the school most recently previously attended by the pupil

The School District of Janesville will consider videotapes the same as photographs.

Such information may be withheld if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older) to do so. If it is your wish NOT to allow the above information to be released, and if you are the parent, legal guardian, or eligible student, you must annually acknowledge the "Release-to Withhold Directory Data" within Infinite Campus. If we do not have

your acknowledgement of the request to withhold information within 14 days of the distribution of this handbook, we can then assume, according to state statutes, that the directory data listed above may be released if requested.

Please understand if you request to withhold directory data your child **will not** have his/her picture or name in school yearbooks or student newspapers, sports programs, awards programs, music/drama programs, The Janesville Gazette (news stories, graduation issue) etc. There can be no exceptions.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Act of 1965 to provide military recruiters and institutions of higher learning, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent, we are required to provide this. This is a separate form (See Administrative Regulation 5500.1b and/or Administrative Regulation 5500.1c) that must be annually signed within 14 days of registration and is available at the high school offices.

G. Special Education

The School District of Janesville provides special education services for students who are impaired in the area of speech and language, specific learning disabilities, cognitive disabilities, physically handicapped, emotional behavioral disabilities, hearing or vision impaired, autism, traumatic brain injury, or other health impaired. If you believe your child may qualify for any of these programs, please contact your child’s teacher, the building principal, or the District Special Education Department at 743-5061. Special education policies and procedures are also available for review.

H. Electronic Devices

Authorized electronic devices may be used with Administrator approval; however, they are prohibited in locker rooms and restrooms unless powered off in accordance with State Statute 175.22. Unauthorized devices are prohibited on school premises or at any school-sponsored activity. Personally owned electronic devices may be searched as permitted by law. Please refer to Board Policy 6724 and the related Administrative Regulations for the complete policy on Instructional Technology and the Acceptable Use Policy for Technology.

I. Bullying Prevention (BP 5030, July 2014)

The School District of Janesville Board of Education strives to provide an educational environment where every student feels safe, respected and welcomed. The Board also strives to provide an educational environment where every staff member can serve students in a atmosphere that is free from significant disruptions and obstacles that impede learning and performance. Bullying can have harmful social, physical, psychological and/or academic effects for those who engage in these behaviors, victims of such behaviors, and bystanders who

observe acts of bullying. The District prohibits any form of bullying behavior by students towards other students, school employees, volunteers, or any other person(s).

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. Bullying is a form of victimization and is not necessarily a result of or part of an on-going conflict. Bullying is defined as any conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause physical injury, emotional distress or property damage. Bullying includes, but is not limited to, behaviors motivated by an actual or perceived distinguishing characteristic or factor including sex, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability or handicap. Bullying may also be motivated by any other distinguishing factor such as gender identity, physical appearance, or social, economic or family status.

Examples of acts of bullying include physical intimidation, force or assault, humiliation, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening or menacing looks or gestures, spreading cruel rumors, and social exclusion. This includes acts of cyber-bullying that involve sending or posting inappropriate, insulting or threatening messages or images through electronic communication systems such as the Internet, e-mail, cell phones or other personal devices.

Bullying is prohibited on District grounds, at District-related activities, or on transportation to and from school or District-sponsored activities. Harassing bullying behavior is prohibited in all educational environments, regardless of whether the facility or location is owned, leased, or otherwise used or provided by the District.

Acts of bullying that originate off school premises and outside of the school's control may be subject to the provisions of this policy and related procedures if the conduct is determined to be substantially disruptive to the educational process and the day-to-day operations of a school. This includes, but is not limited to, threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on any vehicles used for transportation to and from school and school-sponsored activities.

All complaints about bullying shall be promptly investigated. The District shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as practicable and in a manner consistent with the Board's legal obligations to investigate, take appropriate action, and conform to discovery or disclosure requirements. Disclosure of information related to the complaint shall be made only to those with a legitimate need to know. All records generated as a result of the complaint and appeal processes shall be maintained as confidential to the extent permitted by law.

If the investigations finds bullying has occurred, school officials shall take prompt and necessary action up to and including behavioral interventions and support, disciplinary action, and/or referral to law enforcement officials or social services. Consequences shall be unique to the nature of the behavior, the developmental level of the student, and the history of problem behaviors. Remedial measures shall be designed to correct the problem behavior, prevent other occurrences, and protect the victim.

The District shall also take appropriate action against any student or District employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such behavior.

Employees found to have facilitated or participated in bullying behavior against students or to have been aware that bullying was taking place and failed to report the behavior are considered to be in violation of the prohibition expressed by this policy and may be subject to disciplinary action.

This policy shall be distributed annually to all students enrolled in the School District, parents/guardians, and all District employees. It shall also be distributed to organizations in the community having cooperative agreements with the schools. The District shall provide a copy of the policy to any person upon request.

Records shall be maintained on the number and types of reports made, and sanctions imposed for violations of this policy in accordance with established procedures.

J. Maps

For safety reasons school maps are no longer provided. If you need a school map please contact your Building Principal for checkout procedures.

SCHOOL DISTRICT OF JANESVILLE POLICIES AND PROCEDURES HANDBOOK: 2017-2018 Updates

1. Guidelines For The Acceptable Use Of Technology By Students And Staff

Please refer to Board Policy 6724 and Administrative Regulations 6724.1, 6724.2, and 6724.3 for the complete guidelines for acceptable use of technology.

If a technology device is damaged, School District of Janesville administration reserves the right to charge a student or parent/guardian the full cost for repair or replacement when the damage occurs due to negligence or misuse. Examples of negligence or misuse include, but are not limited to:

1. Leaving technology devices or equipment unattended, or unlocked
2. Lending technology devices or equipment to others
3. Using technology devices or equipment in an unsafe environment
4. Using technology devices or equipment in an unsafe manner

The final determination of costs of repairs or replacement will be determined by the Chief Information Officer.

2. Homeless Students: McKinney-Vento Education For Homless Children And Youth Act

Students who lack a fixed, regular or adequate nighttime residence are protected by the McKinney-Vento act. Although eligibility is determined on a case-by-case basis by the homeless liaison, the following situations often qualify.

- Sharing the housing of others due to loss of housing or economic hardship
- Living in a motel, hotel, or campground due to lack of alternative adequate accommodations
- Living in an emergency shelter or transitional living program
- Abandoned in a hospital
- Living in a vehicle or RV, park, public space, abandoned building, substandard housing, bus or train station or other place not designed for or ordinarily used as a regular sleeping space
- Unaccompanied youth who are not in the physical custody of a parent or guardian, runaways, and youth denied housing by their parents.

Students who qualify for McKinney-Vento have the following rights:

- Immediate enrollment: Even without the required documents
- School choice: Students may stay at the school attended when they became homeless or they may enroll in the school in the area where they are currently living.
- Free lunch: For the entire school year
- School fee waivers: When requested by parents and verified by student services staff
- Transportation: If the student is living outside of the attendance area of the school he or she is attending, transportation can be provided.

If you believe that your student may qualify, please contact your school social worker or guidance counselor, the homeless liaison at 743-5070 or the Education for Homeless Children and Youth social worker at 751-7779.

3. Visitors To The School

The administration and staff welcome families, community members and other interested persons who wish to visit schools in our district. However, the administration needs to balance the desires of persons wanting to visit a school with its responsibility to provide an environment which is conducive to learning and protective of the safety and welfare of students and staff. The principal or designee may place restrictions on a visitor to the school or prohibit access to the school if the principal/designee has credible information that the visitor may be a threat to the safety of students or staff or as required by law or court order. Registered sex offenders who wish to visit schools including parent/legal guardians must submit a Sex Offender Notification form to the Office of Administrative and Human Services at the Educational Services Center, obtain approval, and follow the procedures as required by that office. The principal or designee may order removal of persons who the principal/designee believes are: disturbing the school's educational programs, on school premises for the purpose of committing an illegal act; and/or making threats or engaging in other intimidating acts. The principal may order the removal of persons who do not report to the school office, identify themselves, state the purpose for entry upon school property or who enter school property for improper reasons. The principal/designee will contact local law

enforcement authorities if necessary. Please refer to Board Policy 1240 and Administrative Regulation 1240.1 for the complete policy and regulations on visitors to our schools.

4. WEATHER – “Inclement Weather/School Closing Information Renamed “School Delay/Closing Information” (For Weather, Mechanical, Safety Or Other Reasons)

Should it become necessary to delay the start of school or to cancel school, the School District of Janesville will use the Infinite Campus Messenger system as our primary means of notification to parents and guardians. These messages are sent as a Priority message. We urge parents/guardians to make sure their contact information is always current and correct in the system.

In order to keep district telephone lines open for general operations, please do not call the district or your school for closing information/confirmation. In addition to using directing messaging to parents and guardians through Infinite Campus Messenger, the School District of Janesville utilizes many other forms of public communications to post or announce closing and delays, including: WCLO AM 1230 radio and other local radio stations; the Janesville Gazette; local and regional television stations; the School District of Janesville Facebook page (<https://www.facebook.com/SDJK12/>); and the district website (<https://www.janesville.k12.wi.us>). If the closing and delay information is related to inclement weather, the district will communicate to the public the night before (if possible) or no later than 6:00am on the day of the closing or delay.

Decisions to delay or cancel school due to inclement weather are made in coordination with both the Janesville Transit System and the Van Galder Bus Company. They are also based on the passage of city streets, safety of rural students and information from the county highway department and city street department. The School District of Janesville also consults with a meteorologist and a team of District staff and area Superintendents before the decision is made. The final decision to delay or close rests with the Superintendent. If school is not cancelled and families do not feel it is safe for their child to come to school, it is their prerogative to keep their student(s) home. Families choosing to keep students home will need to call the student's school(s) to report their absences(s), which will be considered a principal excused absence.

The School District of Janesville does not close early in an attempt to avoid incoming snow or ice storms. This is to protect children who may get home before their families and have no home access or supervision. If a parent/guardian is concerned about incoming weather, they may come to the school to have their child released early, which will be considered a principal excused absence.

If schools are closed for weather related reason, be aware that all Preschool 4 Janesville (P4J) programs located in School District of Janesville Public Schools will also be closed. Should a decision be made to delay the start of school as opposed to closing, the School District of Janesville Public schools with P4J morning programs will be cancelled, but they will hold their afternoon sessions as regularly scheduled. If your child attends P4J at a private school location or community child care center, be sure to contact your P4J site coordinator to confirm any closings or delays.

Cancellation of Athletic or Extracurricular Events: There will be no athletic contests and no practices on days school is called off for weather reasons. The gyms will also be closed to the public on those days. On days when school is in session but weather has progressively worsened, cancellations for after school or evening athletics or extracurricular activities will be announced by 2:00 p.m. on WCLO radio that day and posted on the School District of Janesville Facebook page (<https://www.facebook.com/SDJK12/>) and on the district website (<https://www.janesville.k12.wi.us>). The School District of Janesville calendar has several days built in to accommodate weather delays/closures. However, should the district exceed those buffer days, state law requires the School District of Janesville to make-up days to meet the minimum number of hours of direct public instruction (<http://dpi.wi.gov/cal/days-hours>).

5. **Appendix A: Middle/High School Student Conduct Code - Revised March 2017**

6. **Appendix B: School Nutrition Meal Charge Policy**

**MIDDLE / HIGH SCHOOL
STUDENT CONDUCT CODE**

Revised 3/17

INTRODUCTION

The School District of Janesville believes that:

- Learning cannot take place without a safe and orderly environment.
- Every student has the right to attend school without fear of harm, physical threats, or verbal abuse.
- It is the responsibility of each school in the District to create and maintain a safe and orderly environment.
- High expectations for student behavior must be the standard throughout our schools.
- Parents, students, and teachers must work together to promote responsible behavior; effective communication between the schools, the students and parents is the best way to foster positive student behavior.
- The School District of Janesville does not discriminate against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional or learning disability.

The *Student Conduct Code* gives the rules and regulations that will help schools reach these goals.

Students are expected to abide by any and all established codes of conduct, board policies, conduct/behavior as outlined by the student handbook and as stated in rules established by building principals for each school.

DISCIPLINARY DEFINITIONS AND PROCEDURES

Students who violate the rules and regulations set forth in this manual are subject to one or more of the disciplinary actions described below.

For certain single conduct violations, the maximum consequence will be immediately applied.

Conference

A meeting with school staff.

Detention

Requiring a student to remain at school beyond the normal school day or at lunch.

***In-School Suspension**

The temporary removal of a student from his/her regular classroom to another supervised learning area **for one to five days.**

***Out-of-School Suspension**

The removal of a student from school and school grounds **for one to five days.**

***Pre-Expulsion Conference**

The purpose of this conference will be to convey to the student and parents that this is the last stop before the Board of Education. The conference will be documented with a letter to the parent/guardians from the person holding the conference. If an expulsion ultimately occurs, this letter will be used as part of the documentation.

***Expulsion**

Recommendation: The removal of a student from school and school grounds **for a time to be determined by the Board of Education.**

Mandatory Reporting of Student’s Misconduct to Rock County Department of Human Services

(RCHS) The School District is required by state law to report incidents of sexual assault to the Department of Human Services.

Reporting of Student Misconduct to Police Department

The Police Department will be contacted by the School District regarding certain incidents.

Parents will be notified of these disciplinary actions in a timely fashion.

BATTERY

According to Wisconsin State Law, Battery is: “Causing “bodily harm to another by an act done with *intent* to cause bodily harm to that person or another without the consent of the person so harmed.” This includes acts by individuals, gangs, or threat groups.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

DRUGS, ALCOHOL, TOBACCO, AND LOOK-ALIKE DRUGS

Possession, use, distribution, or sale of drugs, alcohol, tobacco, look-alike drugs or drug paraphernalia is prohibited on school premises before, during, or after school, or at any school-sponsored activity. According to Wisconsin State Law, drug/alcohol is defined as: “*Any fermented malt beverage or intoxicating liquor, any controlled substance, counterfeit substance, or look-alike substance.*”

According to Board Policy 5234, a student who shows a continuing problem or is suspected of being under the influence of drugs or intoxicants will be referred to the designated administrator or to guidance, health, or other trained staff for assessment.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Confiscate the drug, alcohol, tobacco or look-alike drug
- Contact Network Team
- Assessment
- Educational Program
- Conference
- Detention
- Parent Contact

- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

ELECTRONIC DEVICES

Authorized electronic devices may be used with Administrator approval; however, they are prohibited in locker rooms and restrooms unless powered off in accordance with State Statute 175.22. Unauthorized electronic devices are prohibited on school premises.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Confiscation
- Detention
- Parent Referral/Contact
- Police Referral
- Probation Referral
- In School Suspension
- Removal from premises

Maximum Consequences:

- Out of School Suspension
- Pre-Expulsion
- Recommendation for Expulsion

FALSE ALARMS/BOMB THREATS

Initiating a false fire alarm or initiating a false report warning of a weapon, fire or an impending bombing or catastrophe.

Consequences:

Students who commit this act of misconduct will be disciplined in one or more of the following ways:

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

FORGERY/CHEATING/ACADEMIC DISHONESTY

Forgery/Cheating/Academic Dishonesty includes:

- Falsely using the name of another person.
- Falsifying times, dates, grades, addresses, or other data on school forms.
- Claiming or using the work or answers of another student or source as one's own.
- Plagiarizing (using the ideas of someone else as one's own ideas without acknowledging the source).
- Copying or stealing another person's work.
- Allowing another person to copy one's work.
- Doing another person's class work.
- Intentionally accessing another person's work to use it as one's own.
- Disseminating a copy of another person's work.
- Downloading information from online sources and representing it as one's own work.
- Giving or receiving unauthorized assistance on exams.
- Altering grades or other academic records.
- Submitting identical work in more than one course without the prior approval of the instructor.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Loss of Grade/Grade Adjustment
- Conference
- Verbal Warning
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

HARASSMENT/DISCRIMINATORY ACTS

Promoting negative stereotyping that degrades or flagrantly demeans any individual or group by negatively referring to the religion, socio-economic status, race, sex, national origin, creed, ancestry, marital or parental status, sexual orientation, gender identity, pregnancy, or physical, mental, emotional, or learning disability of the individual or group. Also, disturbing an individual or group by name calling, pestering, or threatening.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Educational Program
- Counseling
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

INAPPROPRIATE CLOTHING/ATTIRE

Clothing/attire is considered inappropriate if it is offensive or disruptive to the school environment as determined by staff/administration.

Inappropriate clothing includes, **but is not limited to:**

- alcohol or drug-related clothing/jewelry
- threat/hate group or gang-related clothing
- clothes that contain a message that is discriminatory
- clothing or attire that causes a distraction or is embarrassing to others
- clothes that contain a negative message about any aspect of race, religion, ethnicity, gender, sexual orientation, gender identity, national origin, ancestry, creed, pregnancy or physical, mental, emotional or learning disabilities
- hats may not be worn in the building

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Required to modify his/her attire
- Parent Contact

Maximum Consequences:

- In School Suspension
- Out of School Suspension

INAPPROPRIATE LANGUAGE

Conduct, gestures, written or spoken language that is obscene, lewd, profane, vulgar, sexual, libelous, slanderous, or suggestive. "Swear words" are an example of inappropriate language.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference.
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

INAPPROPRIATE USE OF TELECOMMUNICATIONS EQUIPMENT, NETWORKS AND SERVICES

Includes but is not limited to:

- sending or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- loading software on district owned computers
- damaging computers, computer systems or computer networks
- violating copyright laws
- using others' passwords
- trespassing in others' files or work
- intentionally wasting limited resources
- using the network for commercial or for profitable purposes
- using the network for personal, religious, political or private business
- using the network to access pornographic or other inappropriate materials
- portraying themselves on personal Internet Home Page as representatives of the School District of Janesville or an individual school
- copying or using someone else's work without their permission
- using the district's network to access or download music for personal use

Consequences:

Students who commit any of the above listed acts of misconduct will be disciplined **in one or more of the following ways:**

- Parent Contact
- Denied access to telecommunications equipment, networks and services
- Banned from bringing any software or data disks into school
- Required to pay for all property damage

- The Internet service provider will be notified
- In School Suspension
- Out of School Suspension

Maximum Consequences:

- Denied access to all district owned computer equipment, networks and services
- Appropriate law enforcement agencies will be notified
- Recommendation for Expulsion

PHYSICAL ATTACK ON STAFF MEMBER

Intentionally pushing or striking a School District staff member.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

REPEATED CLASSROOM DISRUPTION/CHRONIC DISRUPTION OR VIOLATION OF SCHOOL RULES

Repeatedly engaging in conduct on school premises before, during or after school or while under the supervision of a school authority that disrupts the ability of school authorities to maintain order or an educational atmosphere at school, in the classroom, or at an activity supervised by a school authority.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

REPEATED TARDINESS

Being late to school, class, or any other part of the student's scheduled school day. Tardy for middle/high school students is up to 5 minutes late for that class period.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Verbal Warning
- Parent Contact
- Detention

Maximum Consequences:

- In School Suspension
- Referral to Interagency Attendance Committee

SAFETY VIOLATIONS/FIGHTING

Conduct or behavior which endangers the physical health or safety of any student or school employee on school premises before, during, or after school or at any school-sponsored activity.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Verbal Warning
- Detention
- Parent Contact
- Removal from the course
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion
- Parking Permit Revoked

Maximum Consequence:

- Recommendation for Expulsion

SEXUAL ASSAULT

Sexual Assault is any act prohibited by Wisconsin Statutes, which includes "sexual contact" or "sexual intercourse" and is without the consent of the person with whom sexual contact or intercourse occurs. These terms have specific definitions in Wisconsin Statute.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- The School District, as required by law, will report all incidents of sexual assault to the Rock County Department of Human Services.
- The incident will be reported to district personnel.
- The Police Department may be contacted regarding the incident.
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

THEFT

Intentionally taking or concealing the property of another person without the person's consent.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Verbal Warning
- Detention
- Parent Contact
- Payment for any damage to or loss of the property
- In School Suspension
- Out of School Suspension
- Police Referral
- Pre-Expulsion
- Probation Referral

Maximum Consequence:

- Recommendation for Expulsion

THREATS OR INTIMIDATING ACTS

Threatening the well-being, health, or safety of an individual by verbal remarks, bullying or gestures.

Also, extorting or attempting to extort money or anything of value from a person on school premises before, during, or after school or at any school sponsored activity.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

TRUANCY

Unauthorized absence from school during any portion of the student's scheduled day.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Truancy Abatement Center
- Parking Permit Revoked
- Pre-Expulsion

Maximum Consequences:

- Lack of progress leading to failure
- Retention in the course
- Repetition of the course
- Referral to Interagency Attendance Committee for possible court action

VANDALISM/GRAFFITI

Intentional damage or defacing of property belonging to the school or others.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Payment for any damage to or loss of the property
- Detention
- Police Referral
- Probation Referral
- In School Suspension.
- Out of School Suspension
- Pre-Expulsion
- Clean, repair damaged or defaced property

Maximum Consequence:

- Recommendation for Expulsion

VERBAL ATTACK ON STAFF MEMBER

Threatening the well-being, health, or safety of any staff member with words or gestures.

Consequences:

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Conference
- Detention
- Parent Contact
- Police Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

WEAPONS

Possession or use of a weapon (defined below) on school premises before, during, or after school or at any school sponsored activity is prohibited.

Prohibited Weapons:

1. Articles designed or commonly used to intimidate and/or inflict bodily harm on other persons. This category of weapons includes, but is not limited to: firearms (loaded and unloaded), BB guns, pellet guns, look-alike weapons, toy guns, knuckles, razors, switch blades, and any other types of knives, chains, clubs or stars.
2. Articles designed for other purposes but used or intended to be used to intimidate and/or inflict bodily harm on other persons. This category includes, but is not limited to: belts, combs, jewelry, pencils, files, compasses, aerosol sprays, or scissors.

Search for Weapons:

In accordance with School Board policy, school personnel may search desks, school lockers, as well as book bags, gym bags, coats or jackets, or other personal property a student may bring onto school grounds or into a school building. Please refer to Board Policy 5270 and the related Administrative Regulations for the complete policy on Student Searches and Seizures.

Weapons Not Prohibited:

This includes all normally prohibited weapons that a student may bring to school for an authorized curricular use. Such weapons must be approved in advance by the teacher in whose class the weapon will be shown and by the building administration.

Consequences:

Consequences for possessing or using a weapon on school premises before, during, or after school, or at any school-sponsored activity are severe.

Students who commit this act of misconduct will be disciplined **in one or more of the following ways:**

- Confiscate the weapon
- Conference
- Detention
- Parent Contact
- Police Referral
- Probation Referral
- In School Suspension
- Out of School Suspension
- Pre-Expulsion

Maximum Consequence:

- Recommendation for Expulsion

POLICY OF THE JANESVILLE SCHOOL DISTRICT ON YOUTH GANGS

The School District of Janesville recognizes that a school must create and maintain a safe and orderly environment in which learning can take place.

The presence of gangs, gang affiliations and gang-related activities within a school disrupts the learning environment by threatening the safety of students, staff, and parents in the school building and causing disruption to and interference with the academic process.

The School District of Janesville bars all gangs, gang affiliations and gang-related activities from school buildings, school property, and school-related activities at all times.



SDJ School Nutrition Meal Charge Policy

Because all students in participating schools may receive reimbursable school meals, all School Food Authorities must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

If a student account balance is negative a daily reminder call to the parent / guardian will be placed asking for payment. Low balance reminder calls will begin when a student account is under \$5.00 for a full pay student and under \$2.00 for a reduced price student. These low balance reminder calls are sent on Mondays and Thursdays.

Elementary students will not be refused a meal. When an account is negative, an additional call will be made from the School Nutrition office or the Principal's office until we contact a parent / guardian and determine how and when payment will be made. If payment cannot be made, School Nutrition will notify the parent to send a lunch to school with their child as their account will be suspended until payment arrangements can be made. The parent / guardian will be asked if they would like to apply for free or reduced price meals.

Middle School and High School students must have either funds available in their account or cash to purchase foods they select for lunch. If the student does not have funds available, they must seek out the Kitchen Manager for approval to purchase a meal on credit. All credit purchases must be paid by the following school day. If a student does not have funds or the ability to make a payment they can select an alternate meal (peanut butter and jelly sandwich, fruit, and milk) at no charge. The student may request a cheese sandwich if allergic to peanuts. Alternate meals are available on two successive days for students.

Middle School and High School students will be asked to contact their parent / guardian by the Kitchen Manager when they ask for approval to receive a meal on credit. Parents will be contacted by texted message or phone call from their child's phone, or a written reminder that their child's lunch account requires payment will be sent home with student. If a parent cannot pay they must make payment arrangements with the Kitchen Manager or School Nutrition office at the Educational Services Center or the child's account will be suspended. The parent / guardian will be asked if they would like to apply for free or reduced price meals.

Charging by adults and all district personnel is not allowed at any time.

"This Institution is an Equal Opportunity Provider."