



MINOCQUA J1 SCHOOL DISTRICT

HOME OF THE FIREBIRDS!

2026-2027 Student Handbook

This document is provided by the Minocqua J1 School District (MJ1) to keep families with school-aged children informed of school procedures and to communicate expectations and guidelines for the education of our children. We also provide an annual notices document that provides more detail about our policies that is given to families at the beginning of each school year or upon enrollment in our district. These documents can also be accessed on our website at <http://mhlt.org/>

MINOCQUA J1 SCHOOL DISTRICT
MHLT & LAKELAND STAR SCHOOLS
7450 TITUS DRIVE
MINOCQUA, WISCONSIN 54548
PHONE: 715-356-5206
FAX: 715-358-2649
WWW.MHLT.ORG

It is the policy of the Minocqua J1 School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, color, religion, national origin, ancestry, creed, age, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

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Minocqua J1 School District

7450 Titus Drive, Minocqua, WI 54548

www.mhlt.org

Phone Numbers

Minocqua J1 School District 715-356-5206

Press 1 for 24 hour message line

Minocqua J1 Fax 715-358-2649

Lakeland Area Bus Service 715-356-5984

School Office Hours: 7:30 a.m. - 4:00 p.m. Monday - Friday

Class Hours:

All Classes Begin at 8:05 a.m.	Dismissal Times:	3:05 p.m.	4K
		3:10 p.m.	K-2
		3:15 p.m.	3-5
		3:20 p.m.	6-8

Breakfast in the commons starts at 7:20 a.m. Students should enter through the commons doors (by the flagpole) when dropped off this early.

The main entrance doors open at 7:30 a.m.

Please see the transportation overview at the end of this handbook for information about parent transportation to and from school and busing.

Administrative and Office Staff

Robert Smudde, District Administrator & Principal

Dayle VanderLeest, Director of Student Services & Principal

Denise Supinkski, Dean of Students

Edward Then, Business Manager

Aly Worthing, District Secretary & Payroll

Erin Skubal, Student Services Secretary

Kristin Kroening, Pupil Services Secretary

Mary Jo Radke, Administrative Secretary

Cole McMillion, Director of Technology

Sarah Andrews, School Nurse



Welcome to the 2026-2027 School Year!

We would like to welcome the MHLT School for the 2026-27 school year. This year we have many new things to explore and initiatives going on throughout the school year. It is now our second year of our 3K program, our new technology education room and program, as well as some changes with our busing to and from school.

The Minocqua J1 School District (MJ1) is composed of two schools: MHLT Elementary and Lakeland STAR. MHLT is a 3K-8th Grade school with an enrollment of approximately 500 students. Each school operates independently, but every staff member will do their best to ensure your child has an exceptional educational experience through their journey here at MHLT.

We hope that you find the information contained in this handbook to be helpful in understanding both the standard procedures at MJ1 and some of the many services and programs we provide for our students. We have made only a few changes to this handbook in hopes of making it more useful without being excessively long. Please read through it with your child to help them understand the routines and expectations. This handbook will be fluid, and as conditions change, so might this handbook. Feel free to call us if you have any questions, concerns or suggestions. Here is to a great 2026-2027 school year.

Never stop learning,

Robert J. Smudde
District Administrator & Principal

School Safety

The building will be locked throughout the school day and visitors to the building will be limited. School events (whether on school property or off) should be free of alcohol, tobacco, e-cigarettes, other drugs and conceal/carry weapons.

Security cameras are utilized in multiple locations both inside of the school, including classrooms, school vans, and in the outdoor areas of school grounds.

Out of concern for children with allergies, and other safety issues, students and their families should not bring pets into the building. The District may allow certified therapy dogs.

Emergency School Closure

The district uses an automated dialer and automated email messaging feature of Infinite Campus to contact parents when there are unexpected changes to the school day. Emergency school closures will also be announced through local radio and television stations. Full-day closings will be announced by 6:00 a.m. if possible. If weather conditions worsen and require us to close school early, we will use the same process to make these announcements.

Student Contact Information

Keeping up-to-date information on our students is extremely important. Please let the office know immediately if there is a change in: family name, address, email address, guardianship, emergency contacts, phone numbers or health information. If a change of address or health condition occurs we ask that you call the school office to ensure that the school is aware of the change.

Communication Systems

Newsletters called the “Firebird Flash” are electronically transmitted through email every Friday to all parents who have provided an email address. They are also available on our website. The “Firebird Flash” contains lunch menus, upcoming events, announcements, curriculum updates and other items of interest for families. Likewise, another release of the “Firebird Community Connection” goes out on Tuesdays to highlight community-based events. If you would like to submit news for a club or community non-profit event, please submit to Mary Jo Radke: mradke@mhl.org.

School Telephone Use & Messages to Students

Students are allowed to use office and/or classroom phones in case of an emergency. Telephone use for personal reasons (*forgotten books, making plans with friends, etc.*) will be denied. Students and parents are expected to make arrangements prior to coming to school. **Parents who need to get a message to their child regarding after school plans, can leave a message on the message line (715-356-5206 and press 1) before 2:30 p.m..** Please be sure to provide specific information. Messages are distributed to students at 2:45 p.m. each day. Messages left after 2:30 p.m. will be reviewed by office staff the following day.

Supplies

Grade level supply lists are available in the office, sent in the Firebird Flash and posted on the district webpage. In addition to their classroom supplies, all students need a pair of gym shoes (no black soles) that are kept at school and used only for physical education class. Middle school students need shorts, t-shirts, sweatshirts and sweatpants for physical education.

Personal Items - Including Personal Communication Devices

Students are discouraged from bringing personal items to school. Examples of such items include toys, valuables, items that may be considered a weapon or cell phones and other electronic devices. Backpacks should be kept in the student's locker or cubby and not brought into the classroom.

Our emphasis at MJ1 is to use class time in the most efficient manner possible. Cell phones, any two-way communication devices, and other electronic devices such as an Apple Watch pose a distraction and hamper student attention and interaction as well as being against the law by [Wisconsin Act 42](#). Students should not have cell phones or devices in class. All phones and devices must be left at home or in a student's locker. Electronic device usage is prohibited from arrival to dismissal for students. Any device usage between arrival and dismissal will result in:

1st Offense: Removal of device, which can be returned at the end of the day.

2nd Offense: Removal of device, which may be picked up by parent or guardian at the end of the day.

3rd Offense: Mandatory daily hold of electronic devices for a determined period of time and a parent meeting and potential referral to law enforcement.

Minocqua J1 will not be held responsible for any lost or stolen electronic devices.

Recess

Students will be outside for recess unless the temperature or wind chill is below zero degrees Fahrenheit or it is raining. Hats, gloves, boots, warm jackets and pants are needed during most of our school year. Please mark all items with the child's name.

Lost & Found

Lost and found items will be placed in the commons area or on racks within the school. Students may check this before and after school and during the lunch hour. Items not claimed at the end of each quarter will be disposed of or given to charity. Please mark all student belongings with full names. Students and parents should use discretion in keeping valuables such as jewelry or money at school. MJ1 will not be responsible for lost or stolen items.

After School Resource Program

After School Resources meets Tuesday and Thursdays from 3:20 p.m. - 5:00 p.m. and is open to all students in fourth through eighth grade. Resource teachers supervise the program and provide assistance with homework and project completion. Students also have access to library resources and computers. A signed permission slip is necessary for participation.

Student Fees and Fines

The MJ1 School District will NOT be charging fees for any co-curricular activities, field trips, or material fees for classes. However, if damage to district property such as books or technology occurs, fines will be assessed equal to the amount of the repair or replacement of the item damaged.

Co-Curricular Activities

MJ1 offers a variety of activities to enrich and expand students' experiences at school. Please see the Co-Curricular Handbook for a list of activities and the requirements for participation.

Field Trips

Permission slips must be signed by parent/guardian for each trip that leaves school grounds. Permission slip due dates must be adhered to for planning purposes. If the parent/guardian does not sign and return a permission slip (and any related fees) by the due date the student will not be allowed to go on the trip. Please contact your child's teacher if there is a financial burden.

The District reserves the right to limit participation in field trips, especially for reasons related to the safety of the child and/or their peers.

Attendance

Regular and prompt attendance is the responsibility of students and their parents. If a student is going to be absent, please call the message line at 715-356-5206, press 1. Students should arrive no later than 8:00 a.m. in order to be on time for the first class of the day. School starts at 8:05 a.m. Parents may drop off their child at the school starting at 7:30 a.m. Unless they are involved in a supervised activity, students who do not take the bus home should be picked up no later than 3:25 p.m. We will attempt to contact families of students who do not get picked up after school. If no parent contact can be made the local authorities will be called for assistance.

A student may be excused by their parent for part, or all, of ten (10) days in a school year, per policy #5200. Examples of parent-excused absences include appointments (medical, dental, and legal) that cannot be scheduled outside of the school day, to attend a funeral, legal proceedings that require the student's presence and vacations. Whenever possible, advance notice should be given to the school via a written note sent with your child or through a phone call to provide the name of the child, the anticipated dates of the absence and the reason for the absence. Failure to notify the school of student absences will result in the student being marked unexcused.

Students are eligible for additional medically-excused absences with a note from a physician. Repeated absences, without proper cause, may result in a truancy referral to the Minocqua Police Department (Wisc. State Statutes 118.15, 118.16).

There may be times that a family with multiple students in the district would like to have their child attend an event for one of their siblings, such as a concert that occurs during the school day. In order for the student to attend these events, the parent should make the request in the school

office and sign their child out, as they will be absent from class during that time. Students can be signed back in by the parent if they would like the child to return to class once the event is done.

Tardies:

Middle school students are considered tardy to class if they arrive after the bell. Middle school students who are repeatedly tardy in a semester will receive a lunch detention starting with the fifth tardy.

Excused Late Arrival or Early Dismissal:

For absences in which students are arriving late (after 8:05 a.m.) or leaving the building early, parents are required to sign the logbook in the front office. Notification for early departure should be in writing and should include the time and reason. Students will be called to the office for early pick up once the adult has arrived at the building and will only be released to parents or an approved adult. Parents must give permission for other named adults to pick up their child. Please do not be offended if we ask for identification; our first priority is the safety of the child.

Make-Up Work:

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and exams missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what must be made-up. (Parents of younger children can make that request for their child.) Teachers shall have the discretion to assign substitute coursework and exams. Teachers shall also have the discretion to specify where and when coursework or exams shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Appropriate School Behavior

MJ1 strives to provide a high quality education in a safe and nurturing environment that promotes the success of each individual. We seek to empower students and Firebird faculty to contribute to their world's future in a positive way and encourage visions of a brighter tomorrow. This involves fostering respect for diversity and promoting universal values such as honesty and integrity. However, there are times when student behaviors do not reflect our mission. MJ1 employees watch for, try to prevent and address instances of inappropriate behavior. "The Nest" is a room designated to support students in need of sensory or behavioral support during the school day. This space may be used to help students get back on track and ready to learn. Please see the *Code of Conduct Overview* in the back of this handbook for more information about our efforts to promote positive behavior and the consequences for inappropriate behavior.

Student Dress Code

It has long been the philosophy at MJ1 that the public school system is responsible for the total development of each child enrolled within its schools. This includes the training of students in social standards, ethical conduct, good manners, etc., in addition to the teaching of academic subjects. With this philosophy in mind, the Board of Education has approved the policy 5511 - Dress and Grooming. The dress code has been adopted on the premise that students who dress and groom themselves neatly, and in a respectful and appropriate manner, are likely to be successful. This dress code is established to teach hygiene, be safe and develop an awareness that there are distinct occasions appropriate for formal and informal attire.

Clothing fabric should cover all private parts, should not be see-through and cannot depict alcohol, tobacco, drugs or obscene slogans, symbols or innuendos that are not appropriate to school. Hats, caps and hoods should not be worn in school but can be worn outside.

School Issued Materials

Students are expected to take good care of all school books and materials. This includes covering textbooks, not writing on pages, nor tearing and bending pages, keeping books clean and handling them for the purpose of learning. The replacement cost of damaged or lost books and or technology is the responsibility of the student and his/her family. These fines need to be paid promptly so that materials can be maintained in good order for all students. The use of computers is an important component of each child's education. The proper use and maintenance of this equipment is the responsibility of all. Students and parents/guardians are required to sign a "Children's Online Privacy Protection Form" which outlines these responsibilities, as well as the consequences for misusing and/or defacing equipment. (See back of handbook.)

Library Books:

The Minocqua JI Board believes that school instructional material centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. (*Policy 2522*) For more information about our material selection process, contact our school librarian.

Lockers:

Students are assigned an individual locker or cubby. This is school property for the purpose of storing a student's outerwear clothing, books, lunch, backpacks, etc.. Students are responsible for keeping their storage space clean and functional. Writing on or in a locker is not allowed, nor are stickers permitted inside or out. This is considered destruction of school property and unlawful. Students who wish to decorate the inside of their lockers may do so as long as it does not violate school rules and items are attached with magnets and not adhesives. The school retains the right to inspect and search student desks, cubbies, storage areas and lockers.

Middle school students will also be issued a combination lock. Teachers will ensure students know how to use their locks and get to their next class during passing time so that they will be prepared for their transitions between classes at Lakeland Union High School. All students will be asked to keep their lockers secured with only school-issued locks.

Teacher Requests

As professional educators who spend a great deal of time with your children our teachers meet at grade levels to group children for the next school year. We take into consideration academics, teaching style, group dynamics, personalities, and other factors when we hand-place your child with a particular teacher. The practice of teacher requests by parents and guardians can be problematic when we are working to create the best learning environments for all of our students. Therefore, we do not take parent requests for specific teachers. To provide time for students to enroll or transfer during the summer months, the lists are not finalized until August.

Grading

Students are evaluated against district and state academic standards on a variety of assessments. Our goal is for all students to master essential skills and concepts for each grade. At the classroom level, teachers maintain records of daily progress, performance on tests and projects, and information about employability skills such as effort and attitude.

Grades 4K-2 use standards-based grading that is reflected in a report card for each semester. Beginning in third grade, students receive letter grades reflecting their performance in core academic areas. These grades receive report cards on a quarterly basis.

A = 90 - 100%

3.5-4.0 GPA: High Honors

B = 80 - 89%

3.0-3.49 GPA: Honors

C = 70 - 79%

D = 60 - 69%

F = 59% & lower

Parents may request a conference with their child's teacher by calling the teacher directly to schedule a meeting. Phone calls, notes in the assignment notebook and emails are all good ways to maintain an open line of communication between home and school. Ongoing communication is encouraged. The more that teachers and parents work together the better children do in school.

Volunteer Guidelines

MJ1 welcomes the contribution of volunteers in the school setting and community. It is a reflection of a school's quality and their commitment to home-school-community partnerships. Most volunteer opportunities are posted on the Firebird Flash. If you are interested in becoming a volunteer, please contact the office for more information. To become a volunteer during the school day or for a school-based event you will need to complete some paperwork, including a background check, which could take a couple of days to complete.

Please visit our school website to view the process of signing up to be a volunteer and fill out the " You will have the opportunity to fill this form out during school registration but it can also be filled out anytime during the school year by visiting our school website at

<https://www.mhlt.org/students/visitors-and-volunteers-.cfm>.

Food Service

All families are encouraged to apply for free/reduced price meals. Those who are eligible for free and reduced meals will receive their lunches based on their eligibility.

Students purchasing a la carte:

- Extra Entree
 - : \$3.00
- Milk
 - : \$0.75
- Rice Crispy Bar
 - : \$1.65
- Bottled Juice
 - : \$3.00

Full price lunch is \$3.90.

Full price breakfast is \$2.00.

Families are asked to keep funds in their account to cover these expenses. Each family has one account that includes all school-aged children in the family. This is a debit rather than a credit account. Please log into your Infinite Campus Parent Portal to make online payments or check your balance.

A nut-free table is provided for students with allergies. This table is sanitized between uses.

Students should not be ordering lunch or other food that will be delivered to the school. Office personnel may refuse such deliveries. Prearranged deliveries will be allowed, provided that a parent has coordinated the delivery ahead of time with the classroom teacher, as part of a class celebration.

Bringing in Snacks

If your child will be bringing a snack to share with their class we ask that you select something that is store bought (not homemade) so that the teacher can read the ingredient label in order to ensure that it is safe to serve to children with food allergies and dietary restrictions.

We encourage students to be drinking water throughout the day. Refillable water bottles are encouraged in most classroom settings.

Students should not be bringing energy drinks and other highly caffeinated beverages to school.

Health Services

Being able to respond to your child's health care needs requires access to current information such as parent/guardian phone number and emergency contacts and up-to-date health information. Please keep this information updated. If your student has a health condition such as diabetes, asthma, life-threatening allergies, or seizures, please work with your student's medical provider to fill out the corresponding health condition action plan(s). These forms can be found on the Minocqua J1 School District website and must be renewed every school year.

The school nurse or health aide is usually on campus from 7:30 a.m. - 3:15 p.m. The health office is located in room 203, which is near the front office. The nurse is available for students who are sick, injured or who may have any other health ailments. Children who are ill need to be excused through the nurse in order to be sent home.

Medications: Do not send medications with your child. Students are not allowed to carry prescription or over-the-counter (OTC) medication. Parents/Guardians must bring medication into the school and give it to the front office or district nurse. The exception would be inhalers, epinephrine such as an Epipen/AUVI-Q, and diabetic supplies for which we have a doctor's order and parent/guardian consent for the student to carry them on their person.

All prescription and over-the-counter medications given at school require parent/guardian consent and must be renewed every school year. Prescription medications require a medical provider's signature. The MJ1 Medication Consent Form can be found on the District website. Medications must be brought into the school by a parent or guardian in the original medication bottle. Medications will not be accepted if they are not in the properly labeled container, unmarked (i.e., baggies, envelope), expired, or do not have a completed signed medication consent form.

School Stock First-Aid Supplies:

The health office supplies over-the-counter first-aid items which can be use at the nurses or authorized school personales discretion including; antibiotic ointments, anti-itch creams, oral anesthetic gel, antiseptic cleansing spray, wound cleansers, sterile saline wipes, burn cream, sterile eye wash, lubricant eye drops, contact solution, sting relief, vaseline, lotion, hand sanitizer, lip balm, dental wax, peppermint, snacks, juice, bandages/band-aids, and alcohol pads. The aforementioned supplies will be used per manufacturer's recommendations based on students' needs on an as needed basis unless notified otherwise. The supplies, brands, and formulations are based on availability and can be subject to change.

School Stock Non-Prescription Over-the-Counter Medications

The school health office carries a small supply of non-prescription over-counter-medications (OTC) as a courtesy to our MJ1 families. These OTC's may be administered based on student needs on an as needed basis with parent/guardian consent which must be renewed every year. If a consent form is not on file parents/guardians are welcome to personally bring and administer the medication to the student at school. All school stock OTC medications will be administered per manufacturers recommendations. The brands, and formulations are based on availability and can be subject to change.

- Pain relievers such as: Tylenol/Acetaminophen and Advil/Motrin/Ibuprofen
- Antihistamines: Benadryl/Diphenhydramine
- Antacids/Stomach Relief such as: Tums/Calcium Carbonate ,Pepto Bismol, and Pepto Kids
- Cough drops

Immunizations:

Wisconsin state law requires all students to show that they have received the required immunizations or have a signed waiver on file at the start of the school year. The WI Immunizations Record/Waiver form can be found on the Minocqua J1 School District website. If your student has any immunizations over the summer or throughout the school year please make sure a copy is provided to the school.

Notes from your medical provider regarding the health of your child can be sent directly from the clinic or medical provider's office to the school office fax number: 715-358-2649

Please call with any questions or changes regarding the health of your child. If you have a change in address and/or phone number, please contact the school office to have this information updated. It is very important to be able to reach you when needed.

Parent Questions & Concerns

Parents and guardians are asked to first address any questions or concerns with the adult most closely related to the situation as that will be the most effective way to answer the question or solve the problem.

- A. At the school building level, contact the person with whom you have a concern.
 - a. Academics: If a student is having a problem in an academic class, contact the teacher for information to help assess the facts. If the problem has not been resolved after speaking with the teacher, contact the building principal.
 - b. Extra-curricular activities/athletic programs: If a student is having a problem in an extracurricular activity, contact the coach or activity advisor. If the concerns remain, contact the athletic director.
- B. If satisfaction is not achieved from the above procedures, contact the district administrator.
- C. If you have spoken with the aforementioned personnel and feel your matter requires continued consideration, you may request that the district administrator present it as a Board of Education agenda item.



MINOCQUA J1 SCHOOL DISTRICT

HOME OF THE FIREBIRDS!

2026-2027 Transportation Overview

Each school year we see students who experience stress or anxiety because they do not know or remember their end-of-day plan. Please make every attempt to ensure that any changes to your child's regular routine are clearly communicated to your child and to the school prior to the start of the school day. Sending a note in your child's take-home folder can assist with this communication.

For Parents Who Self-Transport

Our doors will remain locked at all times on school days. Parents will not be allowed to enter the building for the purpose of walking their child to their classroom or to pick them up from their classroom. However, if you need to come into the building to drop off medication with the school nurse or to attend a before-school meeting, you can gain access to the school by stopping at the office window in the main entrance vestibule.

Morning Drop-Off Procedures

Drop off between 7:20 a.m. - 7:30 a.m. is at the commons doors, by the flagpole. All students may go to the cafeteria for breakfast in the commons from 7:20 a.m. to 7:55 a.m.

The main entrance will open at 7:30 a.m. when MJ1 personnel will be able to supervise students who get dropped off at the school. Students who arrive prior to 8:00 a.m. will go to breakfast or outside for recess until the bell rings at 8:00 a.m.

Please arrive no later than 8:00 a.m. in order to provide enough time for your child to be in their classroom for the start of the school day at 8:05 a.m.

In the main parking lot, there will be a drop-off lane that will start at the flagpole by the commons entrance. When you enter the drop-off lane pull as far up as possible. Please have students prepared to promptly exit the car before entering the drop-off lane. If possible, have your child exit your vehicle on the passenger (sidewalk) side. Once your child has exited the vehicle, follow the cars in front of you to exit the drop-off lane.

To ensure a safe and efficient drop-off procedure, please do not park in the drop-off lane in front of the school. Parking in our drop-off lane severely restricts the positive flow of vehicles into and out of our school grounds. This is also a safety concern for our students and parents. Please remember to use extreme caution whenever driving on school property.

Afternoon Pick-Up Procedures

Again this year, we will be using the south parking lot as our after-school parent pick up area. Starting at 3:00 p.m. we will begin dismissing the students, starting with 3K and kindergarten and working our way up through the fifth grade. Students in grades six through eight will be dismissed by the 3:20 p.m. bell. Please watch for your child to be exiting the doors by the commons and meet them on the sidewalk so that you can walk them safely back to your parked car. Students are not allowed to remain at school after 3:25 p.m. unless they are attending a school activity (sports, homework help or club activity) or have prior arrangements with a Firebird faculty member.

Busing Services

Bus transportation is coordinated through our school office and is provided by the Lakeland Area Bus Service. Your child's bus route and number are assigned by the bus company. Students are automatically assigned their home address as their primary route. Reminder that this year the District will be not combining routes with LUHS, and will be using common stops when applicable for the students for drop off and pick up.

If you have any concerns about your bus pick up and drop off times please contact

Lakeland Area Bus Service: 715-356-5984



Alternate Transportation Form

Each primary household is allowed to submit one Alternate Transportation Location Form so that their child can be picked up or dropped off at a stop other than their home address. An example of this would be a grandparent's home that you know your child may be frequently needing transportation to or from. Alternate transportation forms are available upon request from the Lakeland Area Bus Service.

Students with Multiple Residences

Students whose parents both reside in the district, but in different households, will be assigned two primary households. Each residence is allowed one request for alternative transportation. Therefore, these students will be allowed to have two forms on file.

Appropriate Bus Behavior

It is important that each student is aware of the importance of, and takes responsibility for, safe bus behavior from the time they are waiting for the bus to the time they arrive home. All students are expected to keep their head, hands, arms, feet and legs inside the windows at all times. Assist in keeping the bus safe, clean and sanitary. There shall be no eating, drinking or smoking/vaping on the bus. Be courteous. Profane or obscene language is not allowed. Keep your body to yourself. Remain seated while the bus is in motion and keep the aisles clear at all times. Never tamper with the bus or any of its equipment. Do not throw anything inside the bus or out the windows.

While waiting for the bus:

- Be at the stop at least five minutes before pick up time.
- Stand off the road at least six feet.
- For bus stops on the opposite side of the road, wait for the driver to signal the flashing red lights.
- Cross ten feet in front of the bus so the driver can see you.

While leaving the bus:

- If the bus stops on your side of the road, walk directly home.
- For bus stops on the opposite side of the road, walk ten feet in front of the bus and wait for the driver's signal to cross.

Inappropriate behavior, foul language and destruction of property will not be tolerated on the bus and may result in the revocation of all bus privileges and referral to law enforcement. Video cameras and recorders are installed on the buses and are used to document student behavior.



MINOCQUA J1 SCHOOL DISTRICT
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2026-2027 Code of Conduct Overview

Expected Behavior

One of the primary goals of MJ1 is to establish and maintain a favorable academic atmosphere for everyone. Effective learning cannot take place in a classroom where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities. Students are expected to demonstrate safety, responsibility, and respect in all areas throughout the day. Students who consistently struggle with performing these behavioral expectations may be referred to a student support team to assist in their success.

Code of Classroom Conduct

Policy 5500 - Student Code of Classroom Conduct outlines that respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

Prohibited Behavior

Behavior that endangers the physical safety of others is prohibited. Any behavior that would be considered a crime under Wisconsin law is prohibited. This includes, but is not limited to, the following:

- Physical contact, throwing objects or playing excessively rough. Sexual assault, attempted sexual assault or sexual harassment.
- Intimidation by physical or psychological means, including racial slurs.
- Possession of any kind of weapon or look alike weapon. Any kind of knife is considered a weapon.
- Possession, use or distribution of any kind of drug, alcohol, tobacco, or paraphernalia for using the same. This includes matches, lighters, e-cigarettes, and vaping devices. This also includes being under the influence of any non-prescribed drug or alcohol.
- Making a bomb, fire, chemical or biological threat by any means.
- Engaging in any behavior that implies gang affiliation. This may include clothing or use of gang signs.
- Taking, using, concealing or damaging the property of others without their permission.
- Cell phone and electronic device usage (from arrival to dismissal).
- Leaving the school building, school grounds or a room in the school without permission.
- Bullying/Harassment

Bullying/Harassment

Bullying behavior is prohibited (policy 5517.01–Bullying) in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any protected class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the bullying policy shall be referred for investigation consistent with the procedures in that policy. More information about harassment can be found in policy 5517 - Student Anti-Harassment.

Reporting Concerns

All Firebird faculty members and school officials who observe or become aware of acts of bullying are required to report these acts to the dean of students. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to tell a teacher or counselor as soon as possible. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including, but not limited to reprimand, detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action. Pupil services faculty will offer support for the identified victim(s).

The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary actions on the basis of sex, age, race, religion, national origin, color, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, physical, mental, emotional, or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Expulsion

The Board may expel a student from school (as defined by Sec.13(1)Wis.Stats.) whenever it:

- finds the pupil guilty of repeated refusal or neglect to follow the behavior expectations or
- finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives or
- find that the pupil engaged in conduct while at school while under the supervision of a school authority which endangered the property, health, or safety of others, or finds that a pupil, while not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority.

Policy 5611 - Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

Students subject to suspension:

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

Students subject to expulsion:

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

MINOCQUA J1 SCHOOL DISTRICT **HANDBOOK VERIFICATION AND REVIEW**

Parents and students are to review the handbook, sign and return this to the student's classroom or homeroom teacher.

The information within this handbook is subject to change. By signing, I agree to any changes deemed necessary by administration. We have reviewed the handbook and understand the expectations for being a responsible student and for following the guidelines as explained in the handbook.

Printed Student Name: _____ Grade: _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____