



MINOCQUA J1 SCHOOL DISTRICT
HOME OF THE FIREBIRDS!

2022-2023 Student Handbook

This document is provided by the Minocqua J1 School District (MJ1) to keep families with school-aged children informed of the procedures of our schools 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://mhl.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:

4K	7:55 a.m. - 3:00 p.m. Monday - Thursday
K-5	7:55 a.m. - 3:00 p.m. Monday - Friday
6-8	7:55 a.m. - 3:15 p.m. Monday - Friday

Administrative and Office Staff

Jim Ellis, District Administrator & Athletic Director

Dayle VanderLeest, Director of Pupil Services & Special Education

Betsy Gruszynski, Principal

Sid Hunter, Dean of Students

Gina Kolzow, Finance Manager

Carol Melms, District Secretary

Erin Skubal, Student Services Secretary

Janet Rynders, Pupil Services Secretary

Aly Boh, Administrative Secretary

Cole McMillon, Director of Technology

Pam Holtz, School Nurse



Welcome to the 2022-2023 School Year!

The Minocqua J1 School District (MJ1) experienced more changes in the 2021-2022 school year that may or may not need to continue into this year. Our hope is to return to many of our pre-pandemic practices, as well as make improvements based on what we have learned in recent years. Please be patient with this process, as many decisions may need to be made in response to unforeseen situations in individual classrooms or throughout the school, community or state.

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.

We anticipate that area health conditions may impact how we operate school again in the 2022-2023 school year. Although we will be trying our best to provide what we would describe as “normal” for as long as we can, circumstances in northern Wisconsin may cause us to make frequent and unexpected changes. We greatly appreciate your patience and understanding as we navigate these changes.

Never stop learning,

Dr. Jim Ellis
District Administrator

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, and in the outdoors areas of school ground.

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.

School Schedule

Grades 6-8 school hours: 7:55 a.m. to 3:15 p.m. Monday through Friday

K-5 school hours: 7:55 a.m. to 3:00 p.m. Monday through Friday

4K school hours: 7:55 a.m. to 3:00 p.m. Monday through Thursday

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

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 Flash” 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 Aly Boh: aboh@mhlt.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 10:45 a.m. and 2:45 p.m. each day. Messages left after 2:30 p.m. will be reviewed by office staff the following day.

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 and other electronic devices such as an Apple Watch pose a distraction and hamper student attention and interaction. 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.

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

Health Services

Being able to respond to your child's health care needs requires access to current information such as parent phone number and emergency contacts. Please keep this information updated.

The school nurse or health aid 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. The exception would be inhalers, epinephrine such as an EpiPen/AUVI-Q, and diabetic supplies for which we have a doctor's order for the student to carry them on their person.

The school nurse is able to dispense prescription medications and OTC medications such as Tylenol or Ibuprofen. To dispense any medication the school must have a permission form that is signed by a parent. Prescription medications also require a signed order from the physician. Medications must be brought to school in the original medication bottle. The health office supplies such OTC items as antibiotic cream, eye wash, contact lens solution, throat spray/lozenges, cough drops, hydrocortisone cream, Vaseline, lip balm and Orajel to be used at the nurse's discretion.

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

To speak with the school nurse: 715-356-5206, ext. 2204

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.

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. Expectations for program are as follows:

1. Students will come with the intent to do homework.
2. Students will come with all materials to do their homework.
3. Students will work quietly and not disturb others who are working.
4. Students will be in the room by 3:25 p.m. Latecomers will not be admitted that day.

Multi-Tiered System of Support (MTSS)

MJ1 implements a multi-tiered system of supports. This means providing equitable services, practices, and resources to every learner based upon responsiveness to effective instruction, intervention and enrichment. In this system, high quality instruction, strategic use of data, and collaboration interact within a continuum of supports to facilitate learner success. We provide a variety of services to meet the needs of the whole child including:

- At-Risk Support
- Gifted and Talented
- Student Services Teams
- Special Education
- Other supports and programs:
 - Individual Counseling
 - Small Group Counseling
 - Social/Academic Instructional Groups
 - Conflict Mediation
 - CESA 9 Behavior Strategist
 - Board Certified Behavior Analyst
 - Crisis Intervention and Support
 - Check-in/Check-out facilitation
 - Community Resource Referrals
 - Parent Support
 - Guidance Activities and Programs
 - WI Social & Emotional Learning

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.

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 7:50 a.m. in order to be on time for the first class of the day. School starts at 7:55 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 7:55 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.

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 when deemed appropriate by school administrators.

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. A \$10 replacement fee will be issued for any missing or damaged locks.

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.

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.

These following expectations are not all-inclusive. Administration will consider unusual situations and the need for any further expectations in order to provide for an orderly trip.

Academic/Curricular Field Trips

MJ1 recognizes that academic/curricular field trips may offer a wealth of concrete learning experiences for students. Therefore, we emphasize that a field trip must have an educational objective. An academic/curricular field trip is defined as an out-of-school educational experience in which the students are absent from one or more classes and links to our curriculum. Consortium-wide transition days are considered to be this type of trip. Students with an Individual Educational Plan (IEP) will be provided accommodations to access academic/curricular field trips.

The following are some of the established expectations for students to participate:

- Appropriate public behavior will be expected during the duration of the trip.
- All school rules will apply throughout the duration of the trip.
- Inappropriate behavior may result in denial of future trips.

Incentive Field Trips

Incentive activities and field trips recognize students that are modeling respectfulness, responsibility and safety. An incentive activity or trip is defined as an in-school or out-of-school experience (that may not be connected to the curriculum) in which the students are absent from one or more classes. Expectations for participation in incentives will be set by the grade level teachers and shared with students and parents ahead of time.

Food Service

The U. S. Department of Agriculture will discontinue providing free meals to all students, regardless of their income during the 2022-2023 school year. All families are encouraged to apply for free/reduced price meals. Those who are eligible will receive their meals for free this year.

However, student accounts will be billed \$.40 for milk taken with a packed lunch or for snack time and any other a la carte items that students choose. Full price breakfast is \$1.65; full price lunch \$3.00. Families are asked to keep funds in their account to cover these expenses. Each family has one account that includes all the school-aged children in the family. We prefer that students not pay on a day-to-day basis; parents are asked to pay at least one week in advance for each child. This is a debit rather than a credit account. Please log into your Infinite Campus Parent Portal or call Mrs. Skubal if you are unsure of 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.

Cafeteria Reminders for Students

Enter the lunch area quietly and calmly.

Use good manners.

Remain seated while eating lunch.

Clean up after yourself, including taking your turn to clean the table.

Speak with “inside” voices.

Bringing in Snacks

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.

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.
- That is a healthier choice such as fruit or individually wrapped cheese sticks instead of something sugary such as cookies and cupcakes.

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, instill discipline, prevent disruption, be safe and develop an awareness that there are distinct occasions appropriate for formal and informal attire.

The following guidelines are not all-inclusive. Decisions regarding dress and grooming may be determined by administration.

Student Dress Guidelines

1. Students may not wear hats, caps, hoods, or other headgear.
2. Students may not be in school with jewelry that constitutes a disruption to the learning environment. Chains attached to clothing are prohibited.
3. Coats and jackets should not be worn in the classroom during the school day.
4. Clothing items which cause a disruption, advertise alcohol, tobacco, or drugs, and/or have obscene slogans, symbols or innuendoes on them are not items appropriate for school.
5. Clothing, other articles, and other markings that are considered “gang related” are not allowed.
6. Extremely baggy clothing will not be allowed. Pants, shorts, etc., are not to be worn below the waist line.
7. Revealing clothing is not allowed. Shorts, skirts, leggings, tops, and dresses must be appropriate. Bare midriffs, halters, and bare backs are prohibited, as are pants with large or revealing holes.
8. No pajamas, except during school-directed events.

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.
 - 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.
 - 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 building principal.
- 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.

Teacher Requests

As professional educators who spend a great deal of time with your children. Our teachers meet as 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.

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 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.



MINOCQUA J1 SCHOOL DISTRICT
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2022-2023 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

MJ1 personnel will be able to supervise students who get dropped off at the school starting at 7:30 a.m. Please arrive no later than 7:50 a.m. in order to provide enough time for your child to be in their classroom for the start of the school day at 7:55 a.m. Students who arrive prior to 7:50 a.m. will go to breakfast or outside for recess until the bell rings at 7:50 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 4K and kindergarten and working our way up through the fifth grade. Students in grades six through eight will be dismissed by the 3:15 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 3:20 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.

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 in the front office or on the school website ('For Parents,' 'Forms and Documents').

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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2022-2023 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 assistant principal. 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 report the conduct to the principal or assistant principal as soon as possible. Students may also report concerns to a teacher or counselor who will be responsible for notifying administration. 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 _____