



MINOCQUA J1
SCHOOL DISTRICT

HOME OF THE FIREBIRDS!

2017-2018 STUDENT HANDBOOK

THIS HANDBOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP CODE: _____

PHONE: _____

DR. JAMES ELLIS, DISTRICT ADMINISTRATOR
MR. BRENT JOHNSON, PRINCIPAL
MR. A.J. SALQUIST, ASSISTANT PRINCIPAL

MINOCQUA J1 SCHOOL DISTRICT

CREATIVE MINDS, MHLT & WOODLAND SCHOOLS

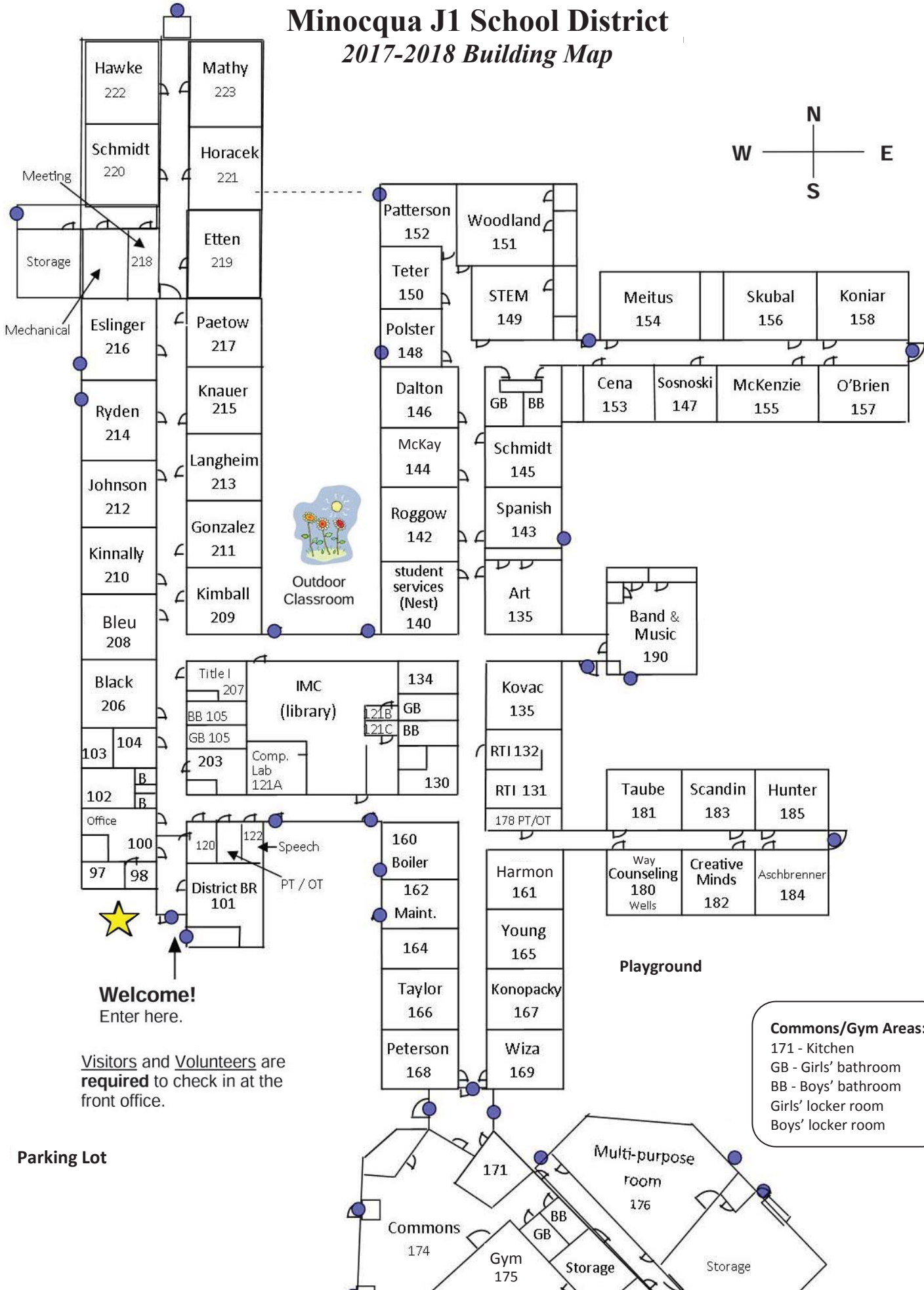
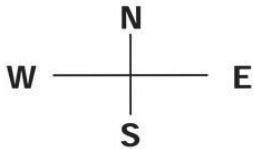
7450 TITUS DRIVE
MINOCQUA, WISCONSIN 54548

PHONE: 715-356-5206

FAX: 715-358-2649

WWW.MHLT.ORG

Minocqua J1 School District 2017-2018 Building Map



Welcome!
Enter here.

Visitors and Volunteers are **required** to check in at the front office.

Commons/Gym Areas:
171 - Kitchen
GB - Girls' bathroom
BB - Boys' bathroom
Girls' locker room
Boys' locker room

Parking Lot

Commons/Gym Areas

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Minocqua J1 School District

7450 Titus Drive, Minocqua, WI 54548 www.mhlt.org

Class Hours: 8:05 A.M. - 3:15 P.M.

School Office Hours: Monday - Friday; 7:30 A.M. - 4:00 P.M.

Phone Numbers: Minocqua J1 School District..... 715-356-5206
 Minocqua J1 Fax..... 715-358-2649
 Lakeland Area Bus Service..... 715-356-5984

Administrative and Office Staff:

Jim Ellis.....	District Administrator & Athletic Director
Brent Johnson.....	Principal
AJ Salquist.....	Assistant Principal
Gina Kolzow.....	Finance Manager
Carol Melms.....	District Secretary
Anna Gilbert	Principal’s Secretary
Diana Killian.....	Special Education Secretary
Erin Skubal.....	Student Records Secretary
Jay Christgau.....	Director of Technology
Joanne Krueger.....	Community Relations Coordinator



OUR MISSION STATEMENT:

To promote the success of each learner through the highest quality of education.

Welcome to the 2017-2018 School Year!

We hope that you find the information contained in this handbook, to be helpful in understanding both the standard procedures at the Minocqua J1 School District and the many services and programs we provide for our students.

We are sincere in our mission to provide a high quality education for your child, but we need your help. You are your child's most important teacher and play a key role in promoting your child's education. No effort goes unnoticed by your child. Any and all efforts on your part help to shape your child's attitude about school and learning. Things you can do to promote a positive attitude include: ensuring your child is present in school and on time, stressing the importance of learning, reinforcing good study habits, reading and discussing ideas with your child, celebrating effort and achievement, maintaining healthy diets and sleeping patterns, volunteering at school, attending PTO and school board meetings, participating in parent-teacher conferences, encouraging peaceful resolutions to conflicts, attending school concerts, athletic events, events, and maintaining close communication with teachers and administrators.

Please read through this handbook carefully. Discuss our expectations with your child to make sure that s/he understands what successful behavior looks like. Feel free to call us if you have any questions, concerns, or suggestions.

We are so excited about the things that are happening and evolving here at Minocqua J1 School District; we hope you are too. Let's all look forward to a year filled with new challenges, friendships, and achievements. Thank you so very much for your support.

Brent Johnson
Principal

Accurate 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 and Phone Numbers, or Health Information. The "Friday Firebird Flash" is 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. If you would like to submit news for a club or community non-profit event, please submit to agilbert@mhl.org.

Achievement Testing

The district conducts achievement testing in the core academic areas of Reading, Language Arts, and Mathematics. In addition, students are tested through ESGI (4K–1st grades), STAR (1st-8th grades), and any state mandated testing. Parents receive the test results with an explanation of how their child performed against state academic standards. In general, our students' scores exceed national and state averages.

STAR: <http://www.renaissance.com/2016/09/09/parents-guide-star-assessments/>

After School Activities

- Food and beverages are to be eaten only in the commons area and are not allowed in the gym.
- Unsupervised games, such as tag, running, or the use of balls, are not allowed in the commons area.
- Children are to be supervised in the commons area by parents during any activity.
- Students may not leave before the end of an activity unless picked up by an adult.
- On field trips, students must stay with their assigned groups at all times.

Consequences for Inappropriate Behavior:

- Student will be removed from the activity.
- Student may receive a warning, detention, or suspension from future activities, depending on the severity of the behavior.
- Parents will be notified and a referral may be made to the MPD.

At-Risk Support Services

Students may be eligible for support services under the Rehabilitation Act of 1973, Section 504. As monitored by the Office of Civil Rights, any agency receiving federal funds is required to provide supports and/or accommodations for handicapped persons. A handicap is any condition that substantially limits one or more of major life activities, including learning. Examples may include diabetes, asthma, attention deficit disorder, temporary or chronic illness and injuries. Eligibility is determined after a comprehensive evaluation is done. With parental participation, a "504" plan is developed which documents the accommodations and interventions required in the regular education program. Please contact Brent Johnson for more information.

Attendance, Absences & Tardies

Regular and prompt attendance is the responsibility of students and their parents. Students should arrive no later than 7:55 A.M. in order to be on time for the first class of the day. **We also ask that parents not drop students off at school before 7:45 A.M.** (when teacher supervision is available). If students do not take the bus home, they should be picked up no later than 3:25 P.M. unless they are involved in a supervised activity. If students are loitering on school grounds, parents will be contacted immediately to pick up their child. If no contact can be made, local authorities will be called. Excused absences include illnesses, injury, medical or legal appointments, counseling, family emergencies, or preapproval from the administration.

Students will not be excused for more than 10 days per school year, as is stated in Board Policy.

When a student is absent, the parent or legal guardian shall contact the school within 24 hours and give the name, reason for absence, and estimated length of absence. Failure to notify the school of student absences will result in the student being marked unexcused and will be called by the school. Students will not be excused for any other reasons than those listed previously. Repeated absences without proper cause may result in a referral to the Oneida County Social Services or in a citation issued for the Oneida County Truancy Court (Wisc. State Statutes 118.15, 118.16). Five or more partial or full-day unexcused absences per semester will be referred to Oneida County Truancy Court.

Make-Up Work: Parents may request assignments or other materials from the teachers for the student to complete at home (if the absences are excused). Upon return to school, students have two days to make up class work (unless special arrangements are made with the instructor and/or principal). For excused absences, teachers are available to answer questions and to give assistance, but cannot be expected to give private lessons equal to the class time lost. To some extent, the assignments and grades may be modified, since the child will miss the original instruction, discussion, and class activities planned for the group. It is recommended that examinations be taken prior to departure for approved absences.

Excused Late Arrival, Early Dismissal: For students 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. The time and reason for leaving or arriving late must be included. The student must bring the note to the office to obtain an excused pass to present to his/her teacher at the time of departure or arrival. Students will only be released to parents or an approved adult. We must have written permission from the parents for the named adult(s) to pick up their child. Please do not be offended if we ask for identification; our first priority is the safety of the child.

Tardies: Students will be assigned a tardy between 8:05 A.M. and 8:15 A.M.

Bad Weather

Please tune to the local radio and television stations for up-to-date information. School closings will be announced as close to 6:00 A.M. as possible. The district will also use an auto dialer and automated email message to contact parents. If weather conditions worsen and require us to close school early, the local radio stations will make these announcements. Please stay informed and be sure to make appropriate plans for your child in case of these types of emergency situations. Unless the temperature is below 0 degrees Fahrenheit, or raining, students will be outdoors for recess. Hats, gloves, boots, warm jackets and pants are a must during most of our school year. Mark all items clearly with the child's name and check to see that items are in satisfactory condition to keep your child protected from the elements.

Books, Computers, & Supplies

Students are expected to take good care of all school books and materials while in their possession. 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 cost of replacement of damaged or lost books is the responsibility of the student and his/her family (most textbooks cost \$50-\$75). These fines need to be paid promptly so that materials can be maintained in good order for all students. The use of computers in the classroom and computer lab is an important component of each child's education. The proper use and maintenance of this valuable equipment is the responsibility of all staff and students. Students and parents/guardians are required to sign a "Children's Online Privacy Protection Form & Internet Filtering Policy Agreement," which outlines these responsibilities

as well as the consequences for misusing and/or defacing equipment. This can be found on page 25 of this handbook, and in the middle school assignment notebook. Grade level supply lists are available in the office. 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, tee shirt and sweats for P.E. Jewelry cannot be worn during P.E.

Cell Phones & Electronic Devices

Our emphasis at Minocqua J1 School District is to use class time in the most efficient manner possible in conjunction with our goal of providing a world class education for your child. Cell phones and other electronic devices pose a distraction and hamper student attention and interaction.

All phones and devices must be left at home or turned off. Electronic device usage is prohibited from 7:45 A.M. to dismissal for all students. Any device usage between 7:45-dismissal will result in:

- 1st Offense** Removal of device and held by a teacher until the end of the day.
- 2nd Offense** Removal of device, held by Administration, and device must be picked up by legal parent or guardian at the end of the day.
- 3rd Offense** See *Behavior Flowchart* on page 20 of the Student Handbook

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

Curriculum & Instruction

Minocqua J1 School District offers a comprehensive academic program. Each student receives regular instruction in Reading, Language Arts, Mathematics, Science, Social Studies, Music, Art, Instructional Media and Library Sciences, Developmental Guidance, Physical Education and Health. In addition, students may also take STEAM (Science, Technology, Engineering, Art, Math), Spanish, Choir, Band, Computer and Multimedia Technology. Throughout the grades, there is a special emphasis on integrated units of study that revolve around selected themes. In this way, students are exposed to a wide range of concepts and skills that can be connected to learning in several subject areas. This helps students become aware of the relevance between school learning and the world around them. At Parent/Teacher conferences and throughout the year, teachers will explain the curriculum standards in further detail for each grade level.

Students must master not only subject area skills but they must also develop increasingly complex understandings of critical ideas and concepts. Higher-level thinking abilities are not reserved for the upper grades. The ability to solve problems, draw conclusions, make decisions, analyze different viewpoints and perspectives are introduced and refined from the earliest school experiences and lead to increasing students' self-discipline in thought and action.

Instructors at all levels receive advanced training and development in research-based instructional strategies. These represent a wide range of teaching approaches and methods. Teams of teachers regularly review and update subject area curriculum. As the school's instructional leader, the principal is expected to make recommendations to the District Administrator and Board of Education that promote the continued academic growth of all students. These recommendations come from an analysis of student needs, input from parents and community members, and research conducted by staff members and professional organizations.

We expect and support excellence for all our students and strive to develop programs that go beyond the basics. An excellent teaching staff, integrated technology resources, and a well-equipped facility reflects the Board of Education's commitment to providing a high quality education for our students.

Extra and Co-Curricular Activities

Minocqua J1 School District offers a variety of activities to enrich and expand students' experiences at school. Because there is no activity bus, students need to make transportation arrangements for after school activities. All discipline rules apply to these activities. The following is a list of school-sponsored activities:

- Archery Club
- Athletics: Basketball, Cross Country, Football, Gymnastics, Track, Volleyball, Wrestling
- Community Education-Student and Family Programs
- Daily Student News Broadcasts
- Drama/Forensics
- Environmental Club, grades 6-8
- Family Fun Nights
- Firebird on Fire
- Peer Mentors
- Odyssey of the Mind
- K-5 Science4Kids
- Math/Science Fair
- Future Problem Solvers
- Solo & Ensemble Music Contests
- Student Council, grades 5-8
- Summer School
- Winter and Spring Concerts
- Yearbook Staff, 8th grade

Field Trips

Permission slips, signed by parent/guardian, must be signed for each field trip. Permission slip due dates must be adhered to for planning purposes. If the parent/guardian does not sign a permission slip, the student will not be allowed to go on the field trip.

Field Trip Participation Requirements

Students who are passing all their classes may attend field trips.

Students with 2 or more major conduct referrals in that semester may not attend.

Students with 5 or more minor conduct referrals in that semester may not attend.

Students whose behavior on a previous field trip resulted in safety concerns may not attend.

Students whose behavior has led to the school making a police referral may not attend.

If a teacher is concerned about a student's participation in a field trip, that student's parent may be required to chaperone.

Student Services Team

Student referrals for academic or behavioral supports, whether generated by parents or teachers, are processed through a Student Services Team. The principal, assistant principal, school psychologist, school counselor, math and reading specialists, special and regular education teachers may be on the team. The purpose of this team is to identify student needs in order to design interventions that will improve, enhance, or enrich the student's school experience. Interventions may include changes in the curriculum or instructional approaches, a behavior intervention plan, involvement in the check-in/check-out program, alternate placement, specialized services, and/or comprehensive multidisciplinary evaluations. This includes students who demonstrate high performance or potential in intellectual, creative, artistic, leadership skills, or specific academic areas may qualify for enrichment services. A continuum of services are available. These include designing supplemental/enrichment curriculum or opportunities for an accelerated curriculum. The team meets on a regular basis and is a support for students and staff. Parents or staff may refer a child. Please contact Brent Johnson for more information.

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 effort and attitude. Report cards are issued on a quarterly basis. Beginning in 3rd grade, students receive letter grades reflecting their performance in core academic areas.

A = 90 - 100%

B = 80 - 89%

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 time and date. Phone calls, the use of the assignment notebook, and emails are all good ways to maintain an open line of communication between home and school. These are strongly encouraged because the more that teachers and parents work together, the better children do in school.

Harassment and/or Bullying Policy

The Minocqua J1 School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying behavior is continual, persistent patterns of:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibited Behavior

Bullying behavior is prohibited 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.

Procedure for Reporting/Retaliation

All school staff 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 assistant principal.

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 and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigators: District Administrator, Principal, Assistant Principal, and School Counselors.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within three (3) school days, interview the person(s) who are the victim(s) of the bullying, and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

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: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Health Services

The school nurse's 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. Parents should update their student's information every year. Please make sure that all telephone numbers, emergency contact and health information is updated at the start of the school year and any time thereafter. Any changes should be given to the school secretaries. The school nurse is able to dispense prescription medications and over the counter (OTC) medications such as Tylenol or Ibuprofen. To dispense any medication a parent MUST sign a permission form. Prescription medications MUST be brought to the nurse in the original medication bottle, and there MUST be a signed order from the physician. Parents can bring in bottles of Tylenol or Ibuprofen; if the student is unable to supply these medications the school will provide them through designated school funds. Students are NOT ALLOWED to carry prescription or over the counter medication in their backpacks. The exception would be inhalers with a doctor's order for the student to carry them on their person. The nurse's 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. Children who are ill need to be excused through the nurse in order to be sent home.

Immunizations

The law in Wisconsin requires that all students must meet the minimum required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal conviction reasons. The waiver MUST be submitted to the school 30 days after the start of the school year.

IMMUNIZATION REQUIREMENTS

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

Parents of students who are not in compliance will be notified and those students may be excluded from school or subjected to a fine of up to \$25.00 a day.

ADMINISTRATION OF MEDICATION FOR STUDENTS

Anyone administering prescription or non-prescription medication will be immune from civil liability for his/her acts or omissions, unless the act or omission constitutes a high degree of negligence. The District Administrator is immune from civil liability for the act of authorization, unless it constitutes a high degree of negligence.

Lockers

Students in grades 4-8 are assigned an individual locker or space. This is school property for the purpose of storing a student's outerwear clothing, books, lunch, backpacks, etc. The school retains the right to inspect and search student lockers/space when deemed appropriate by school administrators. Students are responsible for keeping the locker clean and functional. Writing on or in the locker is not allowed, nor are stickers permitted inside or out. This is considered destruction of school property and unlawful. Gym lockers are assigned to students in grades 6-8.

Lost & Found

Lost and found items are located 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 expensive jewelry or large sums of money at school. If students must carry valuables, they are encouraged to take them to the office for safekeeping. Minocqua J1 School District will not be responsible for lost or stolen items left in lockers, classrooms, cafeteria, etc.

Lunch Program

A nutritionally-balanced breakfast and hot lunch are prepared daily for students. Menus are published in the Firebird Flash, the Minocqua J1 School District Web site, and are posted in the commons. Breakfast is \$1.80 and lunch is \$2.80. Milk is included with all school lunches and is available for students with cold lunch for (\$.40). Meals must be paid in advance. These charges will be automatically deducted from the family account, so even if your child won't be taking hot lunch, please deposit money for milk. Each family has one account that includes all the school age 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. If a student's lunch account has a negative balance, the student will need to bring a cold lunch until payment is made and the account has a positive balance. Please call Mrs. Skubal if you are unsure of your balance. Although automated phone calls are made to families with low balances, we appreciate your cooperation in keeping your lunch account current so your child is assured a hot meal each day. The National School Lunch Program provides free and reduced price meals to eligible children. Households that meet Federal income guidelines should apply. Forms are available in our school office and on our school website. Please complete a family application to determine your eligibility as soon as possible. A new application is required each year to reflect current income status. All information is strictly confidential. In general the cafeteria is designated for students to eat their lunch. Students are expected to enter the lunch area quietly and calmly. Good manners are expected and will be reinforced by teachers/lunchroom supervisors. Students are expected to remain seated while eating lunch. Students are responsible for cleaning up after themselves. Students should speak with "inside" voices when in the cafeteria.

Morning Meeting

Our mission is to provide a safe and nurturing environment for each student. One of the ways in which we do this is through our Morning Meeting. Regularly, teachers and students in grades 4K-8 engage in a "Morning Meeting," the goal of which is to build positive relationships and open communication student-to-student, and student-to-teacher. Listening is the greatest gift we can give to students. During classroom meetings, teachers and classmates collaborate, listen to each other's needs and end each session feeling a sense of accountability and empathy. During this time, social topics are discussed in an environment where everyone is equal and bullying prevention is the foremost theme.

Multi-Tiered System of Support (MTSS)

Students are expected to demonstrate safety, responsibility, and respect in all areas of the building and on the bus. These core values will be taught to students at the beginning of the school year and throughout the year. Incentives for proper demonstration of these values will be provided. The goal is to teach students proper behaviors necessary as a foundation for their academic success and acknowledge those students who continually perform them. Students who consistently struggle with performing these behavioral expectations may be referred to the Firebird Learning Resource Team or collaborative service planning to ensure their success. In some cases, Progressive Discipline may be appropriate in working with students.

Expulsion

The School 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.

Prohibited Behavior

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

- Fighting, hitting, slapping, tripping, throwing objects or playing excessively rough
- Sexual assault, attempted sexual assault, or sexual harassment
- Intimidation by physical or psychological means, including racial slurs
- Being in possession or using any kind of weapon or look alike weapon—any kind of knife is considered a weapon
- Being in possession of any kind of drug or alcohol or paraphernalia for using the same—this includes matches and lighters. 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 is prohibited from 7:45 A.M. to dismissal.
- Leaving the school building, school grounds or a room in the school without permission
- Harassment and/or bullying will not be tolerated—consequences may include counseling, a parent conference, detention, suspension and/or expulsion. Incidents may be reported to law enforcement.
- Students should leave all toys or personal items not relating to education at home. MJ1 values our classroom environment to which these items pose a distraction. Should these items be seen, they will be confiscated by staff, and will need to be picked up by a parent or guardian.

Promotion of Kindergarten, 4th, and 8th Grade Students **(Policy #345.41)**

The School board enacts this policy for the promotion of all Kindergarten, 4th, and 8th grade students in the Minocqua J1 School District. A decision that a student is eligible for promotion under the minimum academic criteria listed in this policy does not preclude the District and the student's parent(s) or guardian(s) from reaching a mutually-acceptable decision to voluntarily retain the student. Wisconsin Statute 118.33(6) requires the following criteria be used for promotion for 4th and 8th Grade Students:

1. Student's score on state-required Wisconsin Forward (i.e., state required assessments) unless student has been excused from exam
2. Student's academic performance
3. Teacher recommendation (which must be solely based on academic performance)

Kindergarten to First Grade: No child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year he/she proposes to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures.

4th Grade Promotion Requirements: The district requires that students satisfy the following criteria in order to earn promotion to 5th grade (one of the two criteria must include item 1 unless the pupil has been excused from taking the examination under Wisconsin Statute 118.30(2)(b)):

1. Score at the "basic" level or above on **all** subtests of the Forward exam (i.e., state required assessments) administered to 4th grade students (unless student has been excused from the exam). New proficiency terminology might change and will need to be updated.
2. Receive passing grades in at least three of the four core academic subjects (math, science, ELA, and social studies) for the full 4th grade year **or** successfully complete the goals and objectives of the student's Individual Education Plan (IEP).
3. Receive a written recommendation for promotion from either their primary 4th grade teacher **or** IEP Team (in the case of students with an established IEP). This recommendation shall be solely based on the student's academic performance.

8th Grade Promotion Requirements: The District requires that students satisfy the following criteria in order to proceed from the Minocqua J1 School (one of the two criteria must include item 1 unless the pupil has been excused from taking the examination under Wisconsin Statute 118.30(2)(b)):

1. Score at the "basic" level or above on **all** subtests of the Forward exam (i.e., state required assessments) administered to 8th grade students (unless student has been excused from the exam). New proficiency terminology might change and will need to be updated.
2. Receive passing grades in at least three of the four core academic subjects (math, science, ELA, and social studies) **and** achieve a minimum 1.67 grade point average (on a 4 point scale) in the required subject areas for the full 8th grade year **or** successfully complete the goals and objectives of the student's Individual Education Plan (IEP).
3. Receive a written recommendation for promotion from at least four of the student's five teachers in the core academic subjects **or** IEP Team Meeting (in the case of students with an established IEP). This recommendation shall be solely based on the student's academic performance.

Recommendations must include the rationale used to justify promotion of the student. As stated in Wisconsin Statute 118.33, students who do not meet the criteria as specified in this policy may not be

promoted, even if the student's parents or guardian object to retention or if the student has been held back in prior years. The grade must be repeated as many times as it takes to fulfill the requirements. The Minocqua J1 School Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of growth.

Wisconsin Statute 118.24(2)(a) requires that the Administration shall have general supervision and management of the promotion of students, under direction of the school board. The Administration shall be responsible for the implementation of this policy and shall also develop programs to both inform students, parents and guardians of the requirements of this policy and keep parents and guardians informed of their child's progress relative to these requirements. Further, as allowed under Section 118.24(3), the Administration shall determine whether a student has satisfied the criteria of this policy and achieved promotion or must be retained.

Special Education

Upon request, the Minocqua J1 School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Mr. Johnson, School Principal, at (715) 356-5206, ext. 2112.

Student Dress Code

It has long been the philosophy of the Minocqua J1 School District that the public school system is responsible for the total development of each child enrolled within its schools.

This total development includes the training of students in social standards, ethical conduct, good manners, etc., as well as the teaching of academic subjects.

With this philosophy in mind, the Board of Education has approved the following dress code. 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.

These guides apply to all students enrolled in Minocqua J1 Schools. Sponsors of extra/co-curricular activities may, at their discretion, establish grooming guides for students involved in such activities that are more stringent. Decisions regarding dress and grooming are school decisions and the decision of the principal is considered final.

Student Dress Guidelines

1. Students may not wear hats, caps, hoods, or other headgear in the school building during regular school hours.
2. Students may not be in school with hairstyles and jewelry that constitute a disruption to the learning environment. Chains attached to clothing are prohibited.
3. Coats and jackets are prohibited during the school day.
4. Clothing items which are controversial, advertise alcohol, tobacco, drugs 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 waistline.
7. Shorts, skirts, and dresses may be worn but must reach at least fingertip length when arms are extended. Tight-fitting shorts or "short shorts" will not be allowed.
8. No pajamas.

Girls Additional Guidelines: Low-cut apparel is not allowed, and the following are unacceptable: clothing designed with shoulder straps less than 1 inch wide, bare midriffs, halters, or bare backs.

Boys Additional Guidelines: Shirts are to have sleeves.

Student Non-Discrimination Policy

Our school district is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire school body.

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

In keeping with the requirements of State Statutes, the school district shall strive to remove any level of discrimination in admission to any school class, program, or activity; standards and rules of behavior, including student harassment; disciplinary actions; including suspension and expulsions; instructional and library materials used in the district; methods, practices and materials used for testing, evaluating, and counseling students; opportunity for participation in athletic programs or other extracurricular activities; and in school sponsored food service programs.

Complaints regarding the interpretation or application of the district's student nondiscrimination policy shall be referred to the District Administrator, Minocqua J1 School District, 7450 Titus Dr., Minocqua, WI 54548. All complaints will be processed in accordance with established procedures.

PUPIL AND EMPLOYEE EQUAL EDUCATION OPPORTUNITY AND NONDISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation of application of the district's student and employee non-discrimination policy shall be processed in accordance with the following grievance procedures:

STEP 1: Any student, parent, or employee of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, religion, or physical, mental, emotional, or learning disability in school programs or activities shall set forth the particulars of the alleged discrimination in writing to the District Administrator or designee within twenty (20) days of the event.

STEP 2: The District Administrator or designee, upon receiving such a written complaint, shall, within a reasonable time, undertake and complete an investigation of the complaint. Within twenty (20) school days after completion of the investigation, the District Administrator or designee shall decide the merits of the case, determine the action, if any, to be taken, and report in writing the findings and the resolution of the case to the complainant.

STEP 3: If the complainant is dissatisfied with the decision of the District Administrator or designee, he/she may appeal the decision by giving written notice thereof to the Board of Education within five (5) days after receipt of the District Administrator or designee's decision. The complainant can request to meet with the Board within ten (10) days. The complainant doesn't have to wait until the next Board meeting. The hearing may be in executive session if the Board properly determines it. The Board shall make a decision in writing within (10) school days after completion of the hearing. Copies of the written decisions shall be mailed or delivered to the complainant and the District Administrator or designee.

STEP 4: If the complainant is dissatisfied with the Board's decision, he/she may appeal the decision in writing to the State Superintendent of Public Instruction. Failure of the complainant to act shall mean acceptance of the decision rendered at the last step. Failure of the District Administrator or designee to act within the times specified shall cause the grievance to proceed to the next step in the procedures. The time parameters may be modified by mutual agreement of the parties.

Religious Accommodations

Minocqua J1 School District will provide reasonable accommodations and/or equivalent curriculum With regard to activities that are not in accordance with a family's religious beliefs provided that the teacher/coach/coordinator receives a request outlining the reasons and necessity for an alternative activity from a parent/guardian.

Student Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Minocqua J1 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Minocqua J1 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Minocqua J1 School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight & height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, 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. ¹

If you do not want the Minocqua J1 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15.

The Minocqua J1 School District has designated the following information as directory information:
[Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing and e-mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level, and dates of attendance
- The most recent educational agency institution attended
- Student ID number, user ID, or other unique/personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN, in whole or in part, cannot be used for this purpose)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.

Student Support Services

The Minocqua J1 School District offers programming with the mission and purpose of maximizing the potential of all students and reducing barriers to learning. MJ1 builds on individual strengths and delivers needs-based programming to acquire educational, career, and personal/social competencies. They work with teachers, parents, administrators, and outside agencies to meet the needs and provide support for the students of MHLT, Creative Minds, and Woodland schools. This is accomplished with the following supports and programs:

- Individual Counseling
- Small Group Counseling
- Social/Academic Instructional Groups
- Large group guidance activities and programs
- Conflict Mediation
- Crisis Intervention and Support
- Check-in/Check-out facilitation
- Community Resource Referrals
- Parent Support

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 (going to a birthday party, making arrangements with friends, etc.) will be denied. Students and parents are expected to make arrangements prior to coming to school. If parents need to get a message to their child during the school day, please call the office by 2:30 P.M. and be sure to provide specific information. Messages are distributed to students at 10:45 and 2:45 each day.

Transportation of Students

Students are assigned a bus route and number by the Lakeland Area Bus Service. Their phone number is listed in the front of the handbook for your reference. Students are automatically assigned their home address as their primary route. In addition, each student may have one Alternate Transportation Form on file, which allows the student to be picked up or dropped off at a stop other than their home address. Students who live out-of-district may also utilize an Alternate Transportation Form, providing them with one busing option to an already-established stop. The district allows one Alternate Transportation Form for each student, and the appropriate paperwork must be filed in the school office before the bus driver will allow students to get on or off the bus at their alternate stop. Alternate Transportation Forms do not carry over from year to year, and must be submitted at least 24 hours prior to the child using that stop. Alternate Transportation Forms are available in the front office or on the school website ('For Parents,' click on 'Parent Resources,' click on 'Forms and Documents'). Families should make every attempt to ensure that any changes in plans are clearly communicated to students and school personnel prior to the start of the school day.

It is important that each student understands 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. Video cameras and recorders are installed on the buses and are used to document student behavior on the bus. Students who do not follow the bus expectations and whose behavior endangers the safety of themselves or others may face not only removal from the bus but also involvement from the local police department.

While waiting for the bus:

- a. Be at the stop at least five minutes before pick up time.
- b. Stand off the road at least six feet.
- c. Move toward the bus when it comes to a complete stop and the door opens. No pushing or shoving!
- d. Board the bus in a single line.
- e. Move directly to a seat. Younger students up front, older students in back. In some situations, students will be assigned seats.
- f. If your bus stops on the opposite side of the road, wait for the driver to signal the flashing red lights.
- e. Cross ten feet in front of the bus so the driver can see you.

While leaving the bus:

- a. If the bus stops on your side of the road, walk directly home.
- b. If the 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.

Volunteer Guidelines

The contribution of volunteers in the school setting is a reflection of a school's quality and their commitment to home-school-community partnerships. Teachers and students benefit from the unique talents, interests and efforts that volunteers offer. At Minocqua J1, we greatly appreciate and wish to foster the use of volunteers. The following guidelines are provided for your reference and reflect the district's mission to provide a high quality education in a safe and nurturing environment that promotes the success of each individual.

- Volunteers must sign in and out in the front office and wear a school badge during the time they are in school.
- Special presentations by volunteers need to be pre-approved by the principal.
- Teachers are encouraged to identify specific tasks and time lines for volunteers and have a sign-up sheet available at the fall open house. This gives parents a clearer idea of the types of activities and duties that might be of interest to them.
- The classroom teacher is responsible for all aspects of the instructional program for each student. This includes all tasks related to planning, supervision of students, instruction and assessment. These duties cannot be delegated to volunteers. Volunteers may not provide regular, ongoing instruction to students. The exceptions to this include volunteers trained and under the supervision of staff in specific programs such as Junior Great Books. In addition, teachers or district employed teaching assistants are the only people to be grading student papers and tests.
- Information regarding individual students is confidential and only shared with a student's parent or guardian. This includes unique student needs, family background information, discipline, and attendance status. Volunteers cannot access this information either verbally or through review of written records.
- Teachers should meet with volunteers to clarify these expectations and to address any of their concerns or questions. Volunteers are asked to respect teacher planning time so that their time is protected for instructional planning. Concerns regarding their child should be scheduled at a mutually agreed upon time rather than "on the spot."
- We ask that, for liability reasons, volunteers not bring younger siblings to the classroom or on field trips.

Classroom Behavior / Code of Conduct

One of the primary goals of the Minocqua J1 School District is to establish and maintain a favorable academic atmosphere for students and staff. 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 shall be expected to abide by the code of classroom conduct adopted by the Board and any other appropriate classroom rules established by the administration and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher may remove a student from class if the student:

1. violates the code of classroom conduct adopted by the Board, OR
2. is dangerous, unruly, or disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively as specified in the code of classroom conduct.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

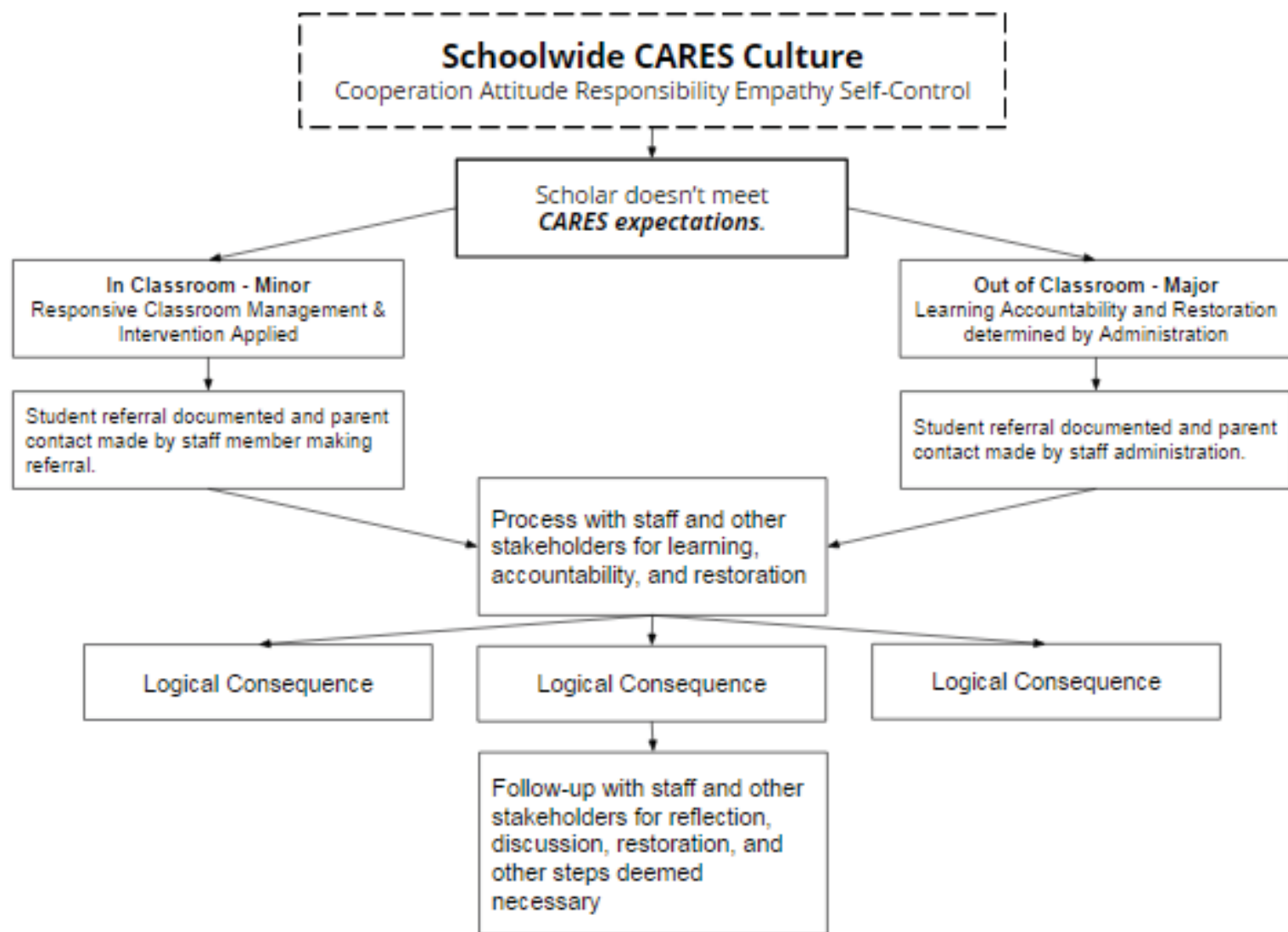
When a student is removed from class, the teacher shall send the student to the building principal or designee and inform the principal or designee of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The principal or designee shall review the situation and make a placement decision regarding the student in accordance with procedures outlined in the code of classroom conduct adopted by the Board. Parents/guardians shall be notified of the student's removal from class in a timely manner.

In enforcing student conduct policies, rules, and codes, staff members shall place particular emphasis upon educating students in the ability to control their own behavior. Positive behavioral interventions and supports shall be utilized with students whenever possible to help maintain proper personal conduct and encourage good citizenship.

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

The code of classroom conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

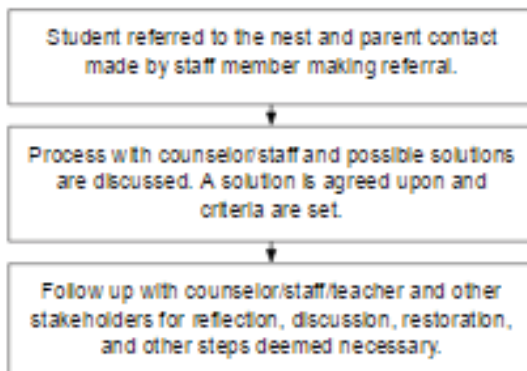
Minocqua J1 Behavioral Flowchart



The Nest

Is a room designed to support students in need of sensory, behavioral, or academic (I can't or I won't) support in the school day.

This space may be used by staff or administration to help students get back on track and ready to learn.
(Counselors, AP, and Staff)



Consequence Choice Structure (Responsive Classroom and Restorative Practices):

Choices are applied related to the behavior of concern and motivating factors. Such as:

- Loss of Privilege
- Take a Break Out
- You Break It, You Fix It (Service Learning, assigned jobs, correction of behavior through modeling or apology)
- Restorative Conference
- Other determined consequence

Our Goals:

- ★ Establish a calm, orderly, and safe environment for learning
- ★ Help children develop self-control and self-discipline
- ★ Teacher children to be responsible, contributing members of a community
- ★ Promote respectful, kind, and healthy teacher-student and student-student interactions

Minor Problem Behavior	Definition
Defiance/Disrespect/ Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests, but complies after staff intervention
Disruption	Student engages in low-intensity, but inappropriate disruptions
Dress Code Violation	Student wears clothing that is not within, the dress code guidelines as defined in the student handbook and refuses to comply with dress code
Inappropriate Language/Gestures	Student engages in a low-intensity instance of inappropriate language or gestures.
Technology Violation	Student engages in inappropriate use of technology *
Other Behavior	Student engages in any other minor problem behaviors that do not fall within the above categories

Major Problem Behavior	Definition
Defiance/Disrespect/Insubordination/N on-compliance	Student refuses to follow directions, talks back and or delivers rude interactions. Does not respond to teacher direction or requests to stop behavior
Harassment/Bullying	Student delivers disrespectful messages to another student, intended to threaten, hurt, embarrass or intimidate. Examples could include comments based on race, religion, gender, age, national origin, disability or other personal matters
Inappropriate Display of Affection	Student engages in inappropriate, consensual physical gestures or contact
Lying/Cheating	Student makes false statements or is dishonest in an academic context, i.e. copying another's work or allowing another to copy
Property Damage/Vandalism	Student participates in activity that destroys or disfigures property. Student will be accountable for replacement cost
Skipping Class	Student leaves or misses class without permission
Tardy	Student is late to class or school 3 or more times in a quarter
Technology Violation	Student engages in serious and inappropriate use of personal or school-owned electronic devices as defined in the technology acceptable use policy included in this handbook
Inappropriate Language	Student uses inappropriate language including swearing, name-calling, etc.
Other behavior	Student engages in other problem behavior not listed

* Students are responsible for all missing work during suspensions. Work is due the day student returns to class.

Major Problem Behavior	Definition	Consequence
Fighting/Physical Aggression**	Actions involving physical contact where injury may occur, i.e. hitting, punching, kicking, hair pulling, scratching, etc.	** Students violating these major offenses will start consequences at the level of a 3rd major offense or higher, depending on the nature of the violation.
Lewd and Lascivious Behavior**	Misconduct that is obscene, vulgar or indecent	
Gang Affiliation**	Students use gestures, clothing or speech that shows gang affiliation	

Majors punishable by law will be referred directly to administration and law enforcement. Behaviors that are a crime under Wisconsin law include, but are not limited to:

- ❖ " Behavior that endangers the physical safety of others
- ❖ " Being in possession of any kind of weapon or look-alike weapon, including pocket-knives
- ❖ " Being in possession of drugs, alcohol or drug paraphernalia, including matches and lighters
- ❖ " Being under the influence of any non-prescribed drug or alcohol
- ❖ " Making a bomb, fire, chemical or biological threat by any means
- ❖ " Taking, using, concealing or damaging property of others
- ❖ " Leaving the school building, school grounds or a room in the school without permission

Minocqua J1 School District Confidentiality of Personally Identifiable Information Obtained through Child Find Activities

Minocqua J1 School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year, Child Development Day in the spring of each year. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Minocqua J1 School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that Minocqua J1 School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Minocqua J1 School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Minocqua J1 School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
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- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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If you do not want the Minocqua J1 School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 15. The Minocqua J1 School District has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- | | |
|---|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Telephone listing |
| -Weight and height of members of athletic teams | |
| -Electronic mail address | -Photograph |
| -Degrees, honors, and awards received | -Date and place of birth |
| -Major field of study | -The most recent educational agency or institution attended |
| -Dates of attendance | -Grade level |

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Children's Online Privacy Protection Policy

Minocqua J1 School District

In order to protect our school's children and their privacy, the district has adopted the following policy:

- No student will be identified by his/her full name on any online publication.
- The parent(s) or student may elect to use either the student's first name or pen name for publication purposes.

All parents who wish to have their child placed on our Do Not Photograph list must fill out the form on page 26 of this handbook. This will prohibit MJ1 staff members from using images which feature your child. Please know that your child may still be seen in photos with many children; for example, class group photos, concerts, group shots during field trips, etc.

Internet Filtering Policy

In order to ensure a safe and productive learning environment that reinforces student responsibility and critical thinking, the District may provide students with access to the Internet. This is a privilege granted to responsible students for the purpose of furthering their education. Failure to comply with school rules for Internet usage may lead to loss of or a limited access to the Internet.

Students may not:

- Attempt to access inappropriate or non-academic related websites
- Attempt to bypass staff supervision or the network Internet filter (all District owned devices that allow student access to the Internet are content filtered in accordance with CIPA and all State and Federal laws).
- Share their password or use another person's password or fail to request a password change if they know another non-staff person knows their password.
- Access personal e-mail accounts, social media accounts, chat rooms, instant messaging services, and/or free phone services from school.

Technology-Acceptable Use Policy

The Minocqua J1 School District supports the student use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. The District provides a computer network, Internet access, and appropriate devices in order to facilitate educational advancement. Access to the network, the Internet, and other technology resources are a privilege, not a right. The District reserves the right to limit or restrict access to technology resources.

1. Only school related work can be stored in a user's home directory on a local server or in the cloud using a school owned student Google account.
2. Each user will be responsible for maintaining the confidentiality of his/her password. At no time are you permitted to share your directory or password with another student. If you suspect another student knows your password you should request a new password from Network Administrator or Technology Coordinator.
3. You may only access files in your own directory on the server or in the school owned storage through Google cloud. An attempt to access another user's files or folders, whether successful or not, will result in disciplinary action. Any attempt to circumvent security measures or access information not offered for public use will be considered vandalism.
4. Any information stored on Minocqua J1 School District owned equipment is subject to review by the network director or administrative staff at any time and may be made without prior notice to the user.
5. Users may not bring any devices, disks, or players that transfer information on or off of any devices without the prior consent of the network director or administrative staff.
6. Users are expected to treat all electronic equipment with care. Abuse of the equipment can result in financial liability to the parents for repair or replacement of the damaged or missing equipment.
7. Users are not to modify, delete, or change any settings or programs on school owned devices without direct instruction from a teacher.

8. Users may not share personal information about him/her or other students on the internet, including pictures, video, passwords, full names, addresses, and telephone numbers without permission from their teacher.
9. Users may not use technology resources to bully, threaten or attack another student or staff member or to access and/or set up unauthorized blogs, social networking or other Web 2.0 sites.
10. Users must obey all copyright laws.
11. All devices must be used in the manner for which they have been designed. Students must use exceptional care when handling and using devices and immediately report any damage they cause or should discover to a staff member.
12. Students are not permitted to bring any electronic devices into the school building without prior written permission from appropriate Staff. Personal electronic devices used on school property are subject to inspection by staff.
13. Use of electronic devices in order to bully or intimidate another person, cheat on an exam, disrupt class, access inappropriate content, or participate in any illegal activity will result in disciplinary action and possibly referral to law enforcement.

This agreement is based on a Minocqua J1 School District Board policy regarding the acceptable use of technology at the school. If you would like to see the policy as it has been adopted by the Board, please contact the Minocqua J1 School District office for assistance.

STUDENT PHOTOGRAPHY POLICY

We often publish images of our students engaging in classroom and extracurricular activities; these photos may appear on our school website, Facebook page, weekly e-newsletters, and in other forms of media and publicity. We do this to highlight student accomplishments and achievements throughout the year, and to celebrate our wonderful district and its role in our Northwoods community.

While we love including these images of our bright and active students, we do not include their names with these photographs, as a way to maintain their privacy. We treat all of our images of students as private school materials, and do not give them to any other organization.

Should you, as a parent or guardian, desire that your child's image not be used for district purposes, you have the opportunity to put your child on a Do Not Photograph list. This will prohibit MJ1 staff members from using images which feature your child. Please know that your child may still be seen in photos with many children; for example, class group photos, concerts, group shots during field trips, etc.

Additionally, should you as a parent or guardian desire that your child's name not be given to the Lakeland Times after they've photographed a school event, please indicate below.

This form is NOT mandatory; you may initial one portion, both portions, or not at all. Choosing not to sign the it allows your child to continue to be photographed for school purposes only, without their name, in our publicity and communication materials. It also indicates permission for our district to give your child's name to the Lakeland Times should they photograph your child in a school event.

_____ (parents initials) *I DO NOT give the district permission to feature my child in a district photo on Facebook, in newsletters, or on our district webpage.*

_____ (parents initials) *I DO NOT give the district permission to give the Lakeland Times my child's name, should they be photographed by the paper in a school event.*

Student's name _____ **Grade** _____ **Homeroom** _____

Parent's signature _____ **Date** _____

TECHNOLOGY ACCEPTABLE USE PERMISSIONS

I have reviewed the Technology Acceptable Use Summary with my child. We understand the expectations of the school staff, administration, and school board as outlined above. My child and I agree that in accepting the privilege of the use of technology resources at Minocqua J1 School District we must follow all school policies relating to the use of technology as well as the rules listed above. We understand that failure to comply with these rules and policies will result in disciplinary actions that can include the restriction or elimination of access to these resources, restitution, and referral to the appropriate outside authorities.

I give permission for my son/daughter to use school equipment; access the school's network and the internet for school purposes.

Parent/Guardian Signature _____ Date _____

Student Name _____ Homeroom Teacher _____

If you would like to receive news from the Community Education department, the Firebird Flash (weekly e-newsletter) and your family meal account activity via email, please list your e-mail below. We will not share your e-mail address with outside sources.

Name _____ E-mail _____

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.

"We have reviewed the handbook and understand the expectations for being a responsible student and for following the guidelines as explained in the handbook."

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____