

# **STUDENT CODE of RIGHTS AND RESPONSIBILITIES**

**SCHOOL DISTRICT OF  
LA CROSSE**



**Dream • Believe • Achieve**

**SCHOOL DISTRICT OF LA CROSSE**  
**SEPTEMBER 1, 2015**

The School District of La Crosse does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap, or for any other reason, in its educational programs or activities.

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# **BOARD OF EDUCATION**

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## **Mission Statement**

The Board of Education is comprised of locally elected officials who establish policies to:

- Ensure quality, equitable, and innovative educational opportunities for all students.
- Ensure programs are designed to develop the student as a whole.
- Ensure resources are available to provide excellence in education.
- Ensure accountability to the public.
- Ensure effective communication and collaboration with the community.

## **Board Policies for Student Achievement (Ends Policies)**

### **District Vision**

Students will discover their talents and abilities and will be prepared to pursue their dreams and aspirations while contributing effectively to their local, national, and global communities.

### **Academic Achievement Goals**

*Students will demonstrate continuous improvement toward a high level of individual success in all required and elective academic/curricular areas using multiple measures of performance.*

1. Students will:
  - Meet achievable and developmentally appropriate goals through collaborative planning with their teachers and parents/caregivers.
  - Achieve clearly defined competence or mastery in all curricular areas as monitored by an array of quantitative and qualitative measures.
  - Develop higher order critical thinking skills.
  - Develop and exercise creativity in problem solving and self-expression.
  - Develop the curiosity, self-discipline and self-awareness necessary for life-long learning.
2. Students will show continuous improvement through multiple measures of the K-12 reading, mathematics, science, and social studies programs.

### **Involved Citizenship**

*Students will strive for mutual understanding as contributing citizens in a diverse world and global community.*

Students will:

1. Understand and exercise the rights and responsibilities of citizenship in our democratic society.
2. Volunteer time and talents.
3. Practice the shared community values of honesty, respect, responsibility, compassion, self-discipline, perseverance, and giving.
4. Clarify personal values and effectively use them in relationships.
5. Utilize critical thinking and content knowledge necessary to appreciate cultural and individual differences.
6. Demonstrate effective skills in team as well as individual endeavors.
7. Demonstrate effective and comprehensive communication skills.
8. Practice good stewardship towards the environment.
9. Develop a world view for mutual understanding.

### **Responsible Life Choices**

*Students will acquire the knowledge and skills necessary to make effective and responsible life choices.*

Students will:

1. Apply critical thinking and problem-solving skills.
2. Demonstrate creativity and innovation.
3. Show courage and commitment to their choices, values, and beliefs.
4. Understand the dynamics of change and possess coping and resiliency skills.
5. Establish good health and wellness practices.
6. Successfully manage personal resources.

## **PREAMBLE**

All the members of a school community – parents, students and staff – are part of a team working together to create an optimal learning environment through the development of democratic ideas. To achieve this goal, the extremes of regimentation and authoritarianism on one hand, and anarchy and irresponsibility on the other, must be avoided.

A student's exercise of rights and privileges in the school setting depends upon a student's age, maturity, and, to an extent, the standards of the community.

No right is absolute. Every right has its limitations. The freedom as an individual or group to exercise rights ceases when that exercise unduly infringes upon the rights of others. Since the legitimate rights of different individuals may be incompatible, it is necessary to recognize that rights must be balanced to protect as many persons as possible. *Student behavior that unduly disrupts class work, involves substantial disorder, or invades the rights of others will not be tolerated.*

Teachers and students will promote tolerance for the views and opinions of others, as well as for the right of an individual to form and hold different opinions and beliefs.

Each student has a right to an education. Discipline, as administered in the School District of La Crosse in conjunction with the home, is based on a counseling philosophy designed to produce behavioral changes that will enable students to develop the self-discipline that is necessary to function successfully in their educational and social environment. Discipline procedures are in accordance with all federal and state laws. *The major objects of discipline in the schools are to teach the following fundamental concepts for living: 1) respect for the rights, dignity, and safety of all individuals within the school and community; 2) respect for law and observance of school district policies, procedures and regulations; 3) respect for public and private property rights; 4) respect for the Core Values as adopted by the School Board in September of 1996: Honesty; Respect; Responsibility; Compassion; Self-Discipline; Perseverance; Giving.*

Students have the right to have access to all the rules, rights and responsibilities to which the student is subject. Students have the responsibility to read and abide by the policies and procedures relating to the code and the rules established by the school each year. These procedures may vary for special education students in accordance with their IEP.

This code shall be considered the general code of rights and responsibilities for all School District of La Crosse students in grades K-12. In addition to this code, students are required to observe the following rules and regulations.

1. All students involved in co-curricular activities on a voluntary basis, shall be expected to adhere to the regulations contained in the Co-Curricular Code.
2. Students eligible for and riding a school bus to and from school shall be expected to observe and adhere to the District's Bus Rider Rules and Regulations. Also, parents of bus riding students, as well as the students themselves, are required to sign the Rules and Regulations form before returning it to the school office.

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## **SCHOOL RESPONSIBILITIES OFF CAMPUS** **DURING SCHOOL HOURS**

While the legal authority of school officials does not usually extend beyond the physical boundaries of the school campus, except in cases of school sponsored activities off campus, the responsibility for supervision of students during the school hours shall be shared jointly by school personnel, parents, and the police.

Responsibilities of the schools shall include identification of students, contact with parents when appropriate, physical intervention where danger of injury exists, and contact with the police department and/or appropriate service agencies.

Community residents have a right to privacy, private property and freedom from abusive behavior. Students must not loiter, litter, trespass or create nuisance conditions for residents of the community. While schools cannot be held responsible for the acts of students traveling to or from school (except when using school-provided transportation), school personnel may take disciplinary action if the circumstances warrant. Schools have a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported. Communication between the schools, the police and appropriate service agencies will be open to the fullest extent of the law.

All questions concerning the authority and/or responsibility for the supervision of students off campus during school hours shall be reviewed as necessary by the aforementioned groups in order that a mutually acceptable decision be reached as soon as possible.

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## **DEFINITION OF TERMS**

**AUTHORIZED SCHOOL DISTRICT PERSONNEL:** Personnel of the School District of La Crosse and student teachers.

**OTHER SCHOOL DISTRICT PERSONNEL:** School social workers, psychologists, school counselors, police resource officers.

**DUE PROCESS:** The student must have had the opportunity to be informed of the provisions of the Code or of other school regulations or procedures. The student must be informed of how and when specific provisions were allegedly violated. During the expulsion process the student is entitled to the full protection of due process, including the right to legal counsel.

**EXPULSION:** Denial by the Board of Education of the right to attend classes, be on school premises or attend school-related activities.

**SEVERE AND/OR REPETITIOUS VIOLATIONS OF THIS CODE OF STUDENT RIGHTS AND RESPONSIBILITIES MAY CAUSE A RECOMMENDATION FOR EXPULSION TO BE BROUGHT TO THE BOARD OF EDUCATION.**

**GRIEVANCE:** Anyone claiming that one or more provisions of this code has been wrongfully interpreted and applied may file a grievance. A grievance is processed when the person to whom it is brought receives either verbal or written formal notice. This does not imply the grievance must be disposed of within the five (5) or ten (10) day period.

**SUSPENSION:** Temporary denial by the school administration of the right to attend class, be on school premises or attend school-related activities.

### **REVIEW OF CODE**

Each school site has a behavior committee whose goal is to discuss behavior issues which arise within that environment. Suggestions for amending this Code's language should come in writing from the behavior committee to the Associate Superintendent of Instruction. At the Associate Superintendent of Instruction's discretion, a committee may be created to consider the merits of the suggestions so presented.

### **SCOPE OF CODE**

This code applies to all students (elementary, middle school, and senior high school). Actions listed are not numbered. Though they **generally** will be administered in the order shown, their use may be determined by the severity and/or repetition of the act involved.

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## **ANONYMITY**

### **Right**

Students have a right to attend a school where all persons are known, or will identify themselves.

### **Responsibility**

Students have a responsibility to identify themselves when requested to do so by authorized school personnel or monitors.

All visitors (students or adult) during the school day, must report immediately to the office and identify themselves for permission to remain in the school or on the grounds.

### **Policy**

Persons entering a school building or school premises shall identify themselves to authorized personnel.

### **Actions**

Persons on school grounds or in school buildings – without permission – may be subject to legal actions.

## **ASSEMBLAGE**

### **Right**

Each student has the right to peaceably assemble for the expression of opinions and beliefs as long as that assembly does not disrupt normal operation of the school.

### **Responsibility**

Students have the responsibility to assemble at times and in areas approved by the building administrator. The designated times and areas shall be determined by the building administrator after reviewing the daily class schedule and facilities used for the educational program.

### **Policy**

The right of assembly should not be thought of as limitless. School officials shall not permit assemblies that disrupt the normal operation of the school or prevent any student from securing their regular access to school facilities or classes.

### **Actions**

Students not complying with the provisions of this section shall be subject to, but not limited to:

- Notification of parents
- Suspension from classes, school premises, and/or school-related activities

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## **ASSIGNED AREAS**

### **Right**

Each student has a right to an education appropriate for the student's needs and abilities.

### **Responsibility**

Students who are in the building have the responsibility to be in class or assigned areas except during pass periods, or while carrying a hall pass, if required.

### **Policy**

Students are expected to be in assigned areas indicated by their educational programs at all times.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Appropriate action
  - 1. verbal reprimand
  - 2. physical restraint
  - 3. detention
  - 4. restricted privileges
- Notification and conference with parents
- Suspension from classes, school premises and/or school-related activities
- Referral to other school personnel

## **ATTENDANCE**

### **Right**

Each student has a right to an education.

Each student has the right, within limits, to make up school work missed through absence.

### **Responsibility**

Under Wisconsin Statutes 115.82, 118.15 & 118.16, it is the ultimate responsibility of the parents to ensure regular attendance by their child/children.

### **Policy**

The parent of a student is responsible for calling school promptly to report an absence, its cause and, if required, for sending written information upon a student's return. The building administrator is responsible for determining whether an absence is excused or unexcused. (See Administrative Policy JEA)

Generally, absences will be excused when a student is not in proper mental or physical condition to attend a school program or when absence is arranged with school personnel beforehand by the parent.

### **Actions**

If a student is not present and the reason for absence has not been reported, school personnel will try to contact the parent.

In the event the reason for absence cannot be ascertained, the absence will be marked as unexcused.

Students accumulating unexcused absences may be subject to:

- Notification of parents
- Conference with parents
- Ticketing
- Referral to appropriate service agencies

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## **BUS RIDERS SAFETY AND COURTESY RESPONSIBILITY**

### **Right**

Students have the right to experience safe practices and courteous conduct at all times when coming to, waiting for, riding on or leaving a bus.

### **Responsibility**

All students have the responsibility for exercising safe practices and courteous conduct at all times when coming to, waiting for, riding on or leaving a bus.

Students have the responsibility to know and follow all bus riding procedures.

All students have the responsibility for following correct procedures relating to field trips and/or co-curricular activities.

### **Policy**

Students are expected to:

- Be on time at the designated school bus stop.
- Stay off the road/street at all times while waiting for the bus.
- Not move toward the bus until the bus has been brought to a complete stop.
- Stay seated until the bus has come to a complete stop.
- City Riders—When dropped off in the afternoon, step onto the sidewalk immediately after exiting the bus. If crossing the street, wait until the bus leaves the area and then proceed to cross after checking for traffic.
- Rural Riders—Wait until the driver signals to cross the road. Cross the road at least ten (10) feet in front of the bus.
- Be courteous to fellow students, the bus driver and attendant.
- Assist in keeping the bus safe and clean.
- Keep all parts of the body inside the bus at all times.
- Sit in the seat facing forward at all times.
- Adhere to seating assignments as needed.
- Keep backpacks, coats, and all other objects out of the aisles.
- Talk quietly and use appropriate language.
- Not throw anything while on the bus or out of the bus window.
- Refrain from fighting, harassing and bullying.
- Not possess weapons, dangerous objects, and weapon look-alikes on the bus.
- Not tamper with the bus or any of its equipment. Damage to seats or other equipment must be paid for by the offender.
- Not use or possess alcohol, tobacco, other drugs or illegal substances on the bus at any time. Any student suspected of being under the influence or possession of alcohol, drugs, chemicals, tobacco, or illegal substances will be reported by the bus driver to the appropriate school officials.
- Be absolutely quiet when approaching a railroad crossing stop.
- In case of an emergency, remain in the seat unless given other instructions.

In addition for field trips, students need to:

- Obey all rules which have been established for general bus use.
- Comply with rules and directions given by adult chaperones.
- Comply with any special rules designated at the trip destination.

### **Actions**

Students violating bus rules shall be subject to, but not limited to:

- Appropriate action by the bus driver and/or attendant.
- Notification to the building principal via a "Bus Conduct Report" filed by the bus driver. Parents will then be notified.
- Ordinarily the first offense will result in a warning, and subsequent offenses may result in a denial of riding privileges for a period to be determined by the building principal. If the initial offense is serious, it could result in immediate suspension from riding the bus.
- Revocation of riding privileges will occur only after parents and the student have been notified.

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## **FACILITIES (including Vandalism)**

### **Right**

Students have the right to request the use of school facilities.

### **Responsibility**

Students using school facilities have the responsibility to abide by the guidelines set forth for use of school facilities.

### **Policy**

The School Administration has the right to draft guidelines for use of school facilities and has the right to expect them to be used with care.

Persons causing damage to school facilities shall be required to pay for such damage, as defined in Wisconsin Statute 895.035.

Vandalism is a crime. Any and all acts of vandalism shall be reported to the appropriate law enforcement agency. The administration, faculty and staff of the respective schools shall cooperate with the authorities to ensure that all acts of vandalism are prosecuted to the limit of the law.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Notification of parents
- Restitution for damages
- Suspension from school for the purpose of parental conferences
- Referral to the police
- **EXPULSION**

## **GAMBLING**

### **Right**

Students have the right to attend a school free from influences of wagering and/or gambling.

### **Responsibility**

Students have the responsibility to refrain from bringing in items to school that are used to conduct or engage in wagering or other games of chance.

### **Policy**

Games of chance shall not be permitted in any district school nor shall school organizations use games of chance in raising monies no matter the worthiness in use of such monies.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Appropriate action by school authorities
  1. verbal reprimand
  2. physical restraint
  3. detention
  4. restricted privileges
- Notification of parents
- Suspension from classes, school premises, or school-related activities
- Referral to proper authority

## **GRIEVANCE/GRIEVANCE CONFERENCE**

### **Right**

Each student has the right to due process in the application of the rights and responsibilities of this code.

### **Responsibility**

Any student who thinks this code has been wrongfully interpreted or applied may request a meeting time and place with the school building administrator in order to discuss a grievance. One faculty member and/or the student's parents may be present at such a meeting.

The exact grievance procedure will be explained to the student at the time of the grievance.

### **Policy**

Any student directly affected by a decision which is felt to be wrongfully interpreted or applied may individually put such grievance in writing and submit it to the building administrator.

Any grievance not brought up within five (5) school days after the occurrence of the event or incident is waived.

### **Actions**

Upon request, a meeting will be set up within five (5) school days by the building administrator to hear and discuss the grievance.

Action will be initiated following such a conference.

## **GRIEVANCE APPEAL PROCEDURE**

### **Right**

A student has the right to appeal the decision of a grievance conference.

### **Responsibility**

A student who is dissatisfied with the decision of a grievance may appeal to the Superintendent of the School District of La Crosse.

### **Policy**

In the event a student appeals the decision of a grievance conference to the Superintendent, the Superintendent will appoint a neutral hearing examiner who will hear the grievance and make a final decision within ten (10) days.

### **Actions**

Upon request, a meeting will be scheduled within five (5) school days to hear and discuss the appeal. A final decision will be made by the hearing examiner.

The following people may be present during the final appeal hearing:

- Building Administrator or designee
- Involved school district personnel
- Involved case worker(s)
- Parent
- Involved student
- Witnesses (when appropriate)
- Counsel (if required)

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## **ILLEGAL SUBSTANCES AND DANGEROUS DRUGS**

### **Right**

Students have the right to be free from the influences or related problems associated with the uses of illegal substances and dangerous drugs.

### **Responsibility**

Students have the responsibility to abstain from the use or possession of illegal substances or dangerous drugs.

### **Policy**

**The use or possession of alcohol or other drugs (including look-alikes resembling controlled substances) or illegal substances on school premises or at school functions is prohibited.** This includes the unauthorized possession of prescription and/or over-the-counter medications.

No student may appear at any school or school sponsored function under the influence or possession of alcohol, drugs, chemicals or illegal substances. Students and non-students may not sell or give such substances on school premises and within 1,000 feet of any school district property. This also includes riding in or otherwise within 1,000 feet of a school bus. Wisconsin Statute 961.495

Parents wishing to have their child use medication or have medication in their possession during the school day must follow appropriate nursing services procedures as obtained through the building administrator's office.

### **Actions**

Students violating this section will be subject to, but not limited to:

- **AUTOMATIC REFERRAL TO THE POLICE**
- **NOTIFICATION OF PARENTS**
- Appropriate action by school authorities
  - ⇒ referral for special assistance such as counseling
  - ⇒ referral to proper agency
  - ⇒ suspension from classes, school premises, and/or school-related activities
  - ⇒ **EXPULSION**

## **LEAVING THE BUILDING OR GROUNDS WITHOUT PERMISSION**

### **Right**

Students have the right to be free from exposure to the dangers involved in leaving school premises without permission.

### **Responsibility**

Students have the responsibility for following the procedures as outlined for the school in which they are enrolled.

### **Policy**

Each school shall inform students of procedures pertaining to the times they are expected to be on the school grounds or in the school building. At the high schools, Responsibility/Release Privilege is available to juniors and seniors who meet specific criteria.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Appropriate action by school authorities
  - ⇒ verbal reprimand
  - ⇒ physical restraint
  - ⇒ detention
  - ⇒ restricted privileges
  - ⇒ notification of parents
  - ⇒ suspension from classes, school premises, and/or school-related activities

## **PERSON (Weapons, Profanity, Behavior)**

### **Right**

Students have the right to feel safe in school which means they should be able to attend school without fear of threat, harm, harassment or bullying.

### **Responsibility**

Students have the responsibility to conduct themselves in such a way that respects the safety, rights, and dignity of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, ridicule, harass or bully others. It is the responsibility of all school staff members, students and concerned individuals who observe or become aware of acts of bullying to report these acts in writing, confidentially (where possible) to a school administrator. (Please see "Allegation of Bullying Incident" reporting form on your school's website.) All submitted reports will be carefully reviewed and appropriately addressed.

### **Policy**

Inappropriate physical and verbal behaviors that violate another student's right to feel safe in school will not be tolerated. Repeated physical and/or verbal behaviors may be considered **bullying**. The School District of La Crosse views bullying as "being exposed, repeatedly or over time, to negative actions by one or more people". (See Addendum A: Administrative Policy JICK). 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. Educational environments include, but are not limited to, every activity under school supervision.

Behaviors may include, but are not limited to:

1. POSSESSION OR USE OF ANY WEAPON OR ARTICLE AS A WEAPON TO THREATEN OR INJURE OTHER PERSONS.
2. POSSESSION OR USE OF POTENTIALLY DANGEROUS OR DISRUPTIVE ARTICLES (examples would include, but not necessarily limited to: bombs, firecrackers, and snowballs).
3. MAKING A FALSE BOMB THREAT.
4. FIGHTING OR SIMILAR BEHAVIOR which might threaten or cause bodily harm to others.
5. PHYSICAL (e.g. assault, hitting or punching, kicking, theft).
6. VERBAL (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
7. 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).
8. Between students and students, students and adults, or adults and adults.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Referral to the police
- Notification of parents
- Appropriate action by school authorities
  - ⇒ referral to other school personnel
  - ⇒ suspension from classes, school premises, and/or school-related activities: parental conference for re-admission
  - ⇒ placement in alternative educational setting
- Restitution for costs incurred
- **EXPULSION**

## **PERSONAL DRESS**

### **Right**

Each student has the right to determine personal dress within guidelines.

### **Responsibility**

Students have the responsibility to dress appropriately for school. Footwear must be worn except for approved activities. Students have the responsibility for wearing safety or special purpose equipment whenever it is required.

### **Policy**

Students are expected to dress appropriately for school. The limits that are imposed have to do with health, safety, cleanliness, and/or distracting or indecent clothing as defined by Wisconsin Statute 120.13(1).

### **Actions**

Students violating this section will be subject to, but not limited to:

- Conference with school officials and possible exclusion from classes for the day
- Parental conference for re-admittance
- Failure to wear appropriate safety or protective clothing when required will result in action to ensure the safety of the student

## **PROPERTY (School and Personal)**

### **Right**

Students have the right to use school property and equipment. They have the right to possess personal property necessary for their education and have it be safe from damage and theft.

### **Responsibility**

Students have the responsibility to use strict discretion in bringing to school items of personal property not related to the instructional program.

Students have the responsibility for reporting damage and/or theft of personal or school property to school officials.

### **Policy**

**With no exceptions, a STUDENT LOCKER is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school related materials.**

**School lockers are the property of the School District of La Crosse. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, without a search warrant and with canines if they so choose.**

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held for return to parents/guardians or turned over to the police if they are suspected of being involved in a violation of the law. Parents will be notified of items turned over to the police.

Desks, lockers, books and equipment, including computer-related technology provided for and used by students for educational purposes remain the property of the School District of La Crosse. Students are expected to pay for intentional damage, loss or theft of such school property.

School personnel (including the school resource officer) shall conduct a **SEARCH** of a student's person or personal property when reasonable suspicion exists to believe a student possesses something harmful or illegal.

No student may use an **ELECTRONIC COMMUNICATION DEVICE** or two-way communications device while in school buildings or under the supervision of school personnel unless prior authorization is granted by the building administrator.

Parents may submit a written request for their child to possess or use such a device to their building administrator. Permission may be granted in writing if the administrator determines that the device is used or possessed for a medical, educational, vocational or other legitimate reason.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Confiscation of electronic device
- Notification of parents
- Referral to other school district personnel and/or the police department
- Suspension from classes, school premises and/or school-related activities; parental conference for re-admission
- For severe or repetitious acts, removal from assigned school for special placement
- EXPULSION

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## **PUBLICATIONS**

### **Right**

Students have the right to publish newspapers, literary magazines, yearbooks, and other school sponsored publications.

### **Responsibility**

Publications with school sponsorship shall have faculty advisors and shall strive to meet high publication standards. These publications shall reflect the judgment of the student editors and their advisor, which carries the obligation to be governed by the standards of responsible journalism. Student editors have the responsibility to:

- Comply with Wisconsin and local ordinances regarding defamation, slander and/or obscenity

Publications without school sponsorship and written by district students may be distributed on the school grounds. The distributor of such publications has the responsibility to:

- Comply with Wisconsin and local ordinances regarding defamation, slander and/or obscenity
- Notify the building administrator of intent to distribute 24 hours in advance of the distribution and to comply with stated times and areas for the distribution
- List the name or names of the writers and publishers
- Print in the publication a disclaimer absolving the school and non-involved students from responsibility for the publication

### *Bulletin Boards*

Students may display written material on designated bulletin boards after securing the written approval of the building administrator.

### **Policy**

Students, through the various mass media, are exposed to diverse opinions on an infinite number of topics. Students who have facts and opinions on topics should be allowed to express them in print as well as through conversation. However, student editors and writers must observe the same legal responsibilities as those imposed upon conventional newspapers and news media. Thus, no student shall distribute in any school any student publication which:

- is obscene as to minors according to current legal definitions
- is libelous, according to current legal definitions; or
- creates a material and substantial disruption of normal school activity or appropriate discipline in the operation of the school

The building administrator may establish a publications board composed of not fewer than three (3) members of the student government to assist him/her in establishing times and places for the distribution of non-school sponsored publications.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Appropriate action by school authorities
  1. verbal reprimand
  2. physical restraint
  3. detention
  4. restricted privileges
- Confiscation of the publication
- Notification of parents
- Suspension from classes, school premises, and/or school-related activities
- Referral to other school district personnel

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## **SCHOOL WORK**

### **Right**

Each student has the right to do their own school work without fear of plagiarism.

### **Responsibility**

Students have the responsibility to do school work to the best of their ability as assigned by their teachers so that it reflects the merit of their own thinking, skill and material organization. Students have the responsibility of refraining from presenting school work as their own which is the result of cheating or plagiarism. Students have the responsibility of not allowing other students to use their school work for purposes of cheating.

### **Policy**

Each school shall inform students of the value and purpose of doing school work honestly to the best of their ability.

### **Actions**

Students violating this section shall be subject to, but not limited to:

- Conference with school officials
- Notification of parents
- Grade reduction
- Parental conference
- Suspension from classes, school premises, and/or school-related activities; parental conference for re-admission
- Restrictions from participation in co-curricular activities

## **SOLICITATION OF FUNDS**

### **Right**

Students have the right to solicit funds in the school or on the school grounds so long as the solicitation does not disrupt the normal operation of the school.

### **Responsibility**

Solicitation of funds requires the following student responsibilities be assumed:

- Notification of the building administrator 24 hours in advance of the solicitation and compliance with the times and areas for solicitation approved by the building administrator
- That solicitation for religious and/or political causes are not permitted
- That solicitations not involve games of chance or other actions which violate other sections of the code

### **Policy**

Student or student group attempts to raise funds can be viewed as a part of the total school operation. Such solicitations shall not interfere with the educational progress of a student nor shall pressures be brought to bear upon a student who does not wish to contribute or purchase during the solicitation.

Solicitations for religious and/or political causes are specifically prohibited.

### **Actions**

Solicitation of funds not in accordance with this section shall be confiscated and returned to the original donors whenever possible. When donors cannot be identified, monies shall be turned over to the Board of Education.

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## **STUDENT COUNCIL**

### **Right**

Each student has the right to be represented by a student council or student government association. This right shall not preclude the student council or government from itself establishing membership qualifications.

### **Responsibility**

Students have a responsibility to utilize their student council or government for their representation in student affairs.

### **Policy**

The establishment and effective operation of a school council or government can provide students with practical experience in the democratic process of our society. Schools may not establish student governments that prohibit participation or membership on the basis of sex, creed, color, or religious preference. Nor may schools permit student governments which violate state statute governing "secret societies".

### **Actions**

Organizations which violate this section shall be disbanded and students involved shall have appropriate action taken against them.

This can include, but not be limited to:

- Verbal reprimand
- Physical restraint
- Detention
- Restricted privileges

## **STUDENT VEHICLES (Motor Vehicles, Bicycles, Other)**

### **Right**

Students have the right to choose their own means of transportation to and from school.

### **Responsibility**

Students electing to use their own transportation or those who are not eligible for district provided transportation have the responsibility of being familiar with, and abiding by, the established laws of the city and state and regulations of the school relating to the use of vehicles.

### **Policy**

**School officials, including police resource officers, may search any vehicle owned or operated by a student on school grounds at any time without notice, without student consent and without a search warrant if they have reasonable suspicion that there is evidence of a crime or infraction of a school rule or contraband in the vehicle.**

All users of motor vehicles and bicycles are subject to rules designated by the individual school as well as to all state and local traffic regulations. This includes, but is not limited to:

- Respecting the right-of-way of pedestrians and other vehicles
- Parking only in designated school areas
- Obtaining parking stickers as appropriate
- Following the designated traffic pattern

### **Actions**

Students violating this section will be subject to, but not limited to:

- Notification of parents
- Suspension of riding or driving privileges for a given period of time
- Revocation of riding or driving privileges
- Suspension from classes, school premises and/or school-related activities
- Referral to police

## **TECHNOLOGY/INFORMATION RESOURCES**

### **Right**

Students have the right to use school technologies and the network resources for appropriate educational purposes.

### **Responsibility**

Students have the responsibility to use these resources appropriately and follow the specific conduct as outlined in Policy and Regulations below.

### **Policy**

The School Administration policy will guide the use of all technology; the School Administration expects compliance to said policy by all students.

Students will be made aware of all related policies and procedures at the beginning of each school year.

Desks, lockers, books and equipment including technology used by students for educational purposes remain the property of the School District of La Crosse. Students/Parents/Guardians are expected to pay for intentional damage, loss or theft of such school property.

### **FOR PARENTS:**

- Students have use of computers/information/technology (e.g. hardware, software, Internet) at school district sites during school hours (or extended hour programs) via district provided accounts. This use is a privilege, not a right.
- Students shall be under faculty/staff supervision while online and shall follow appropriate use guidelines.
- Students will be accessing online services and web sites that may require them to utilize personal information or accounts authorized by the school district or their classroom teachers for the benefit of teaching and learning.
- Students' web access is monitored and filtered for inappropriate use. Due to the nature of Internet resources, not all content can be filtered at all times. However, the district makes every effort to protect children from inappropriate content.
- Student generated content on servers/computers/other media may be inspected, monitored, or viewed by authorized staff.
- Student may be allowed to take district-owned devices home to extend their learning day.
- Personal computing/electronic devices are allowed for educational need and purpose. Each school will set its guidelines for use of these devices in the building and in the classrooms. The school and/or district is not responsible for the loss or damage to any personal electronic device that a student voluntarily chooses to bring to school.
- Students shall use technology and information resources for educational use, consistent with the educational goals and mission of the school district. Examples include hardware and software such as word processors, spreadsheets, web tools, etc. Misuse of these resources may result in the loss of access privileges, school disciplinary action, fines, or legal consequences.

### **STUDENTS ARE EXPECTED TO:**

- Be responsible for your own actions when using technologies, networks, and Internet resources.
- Be aware of the need for privacy online.
- Use computers under the supervision of a teacher or staff member.
- Use resources provided for learning/curriculum such as productivity software, educational simulations/games, and Internet resources for class assignments. Other online games and simulations are prohibited.
- Work within existing Internet content filters. Absolutely no bypassing of filters allowed.
- Use the computers, cameras and other technology with care (for example, should not eat or drink near computers, intentionally cause damage, etc.)
- Not connect their own devices to the computers. Students are responsible for viruses that may be hidden on files brought in. Only district-approved equipment may be connected to district resources.
- Follow their teacher(s) instructions for use of electronic resources.

(Continued on next page)

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## **TECHNOLOGY/INFORMATION RESOURCES (Continued)**

### **STUDENTS ARE EXPECTED TO (Continued):**

- NOT share logins/passwords and NOT use another student's login/password.
- Not engage in any activities that would violate school/district policy (bullying, harassment, etc.), Internet provider policy, or state and/or federal laws including personal financial gain or illegal activity.
- Follow building discipline decisions such as removal of resource access, payment of damage to equipment or information on servers/systems, etc. as necessary.

By signing the authorization page enclosed with this handbook, we, parent(s)/guardian(s) and student, acknowledge that we have read these guidelines and understand that the intent of these regulations is to insure that student use of technology and information resources (e.g. hardware, software, Internet) in this school district are for educational purposes. We further understand that the district and/or its designee reserves the right to monitor all computer use, messaging, network, systems, and Internet related activities of the student, and that such activities are considered to be public (not private) communications.

### **Additional Guidelines: While Online, Protect Your Privacy and Yourself**

- There are many great places to gather information and collaborate with people throughout the world. Take some basic privacy precautions and you will have a great global experience!
- Never give out your last or family name, your address or your phone number on Internet web pages, blogs, social networking sites, wiki's, chat rooms, etc.
- Never agree to meet someone you have met over the Internet unless you have adult permission.
- Don't give out your login/password, user ID, etc.
- Check out the website's privacy policy to see what the website plans to do with the information you give them.
- Share your Internet communications and surfing with your parent(s)/guardian(s). If you accidentally come upon a website that makes you uncomfortable, share this with your parent(s)/guardian(s) or another adult. It may be blocked for you.
- If you are contacted by a person you do not know, do not respond or allow the person into your web/social networking space.
- Do not "lie" about your age just to get into a site.
- Think critically while online, question the information you receive, and learn the conventions/strategies of web sites.

### **Actions**

Students violating this section will be subject to, but not limited to any/all of the following:

- Suspension of use of the software/technologies
- Parent notification
- Monetary restitution for intentional damage
- Police referral

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## **TOBACCO**

### **Right**

Students have the right to be free from the influence or related problems associated with the use of smoking or smokeless tobacco.

### **Responsibility**

Students have the responsibility for abstaining from the use of smoking or smokeless tobacco on school property or at school sponsored functions. Students have the responsibility to comply with the tobacco rules established by the school building administrator or designee.

### **Policy**

The use and/or possession of smoking or smokeless tobacco is prohibited by law to students on school property or at school sponsored functions.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Notification of parents
- Suspension from classes, school premises, and/or school-related activities
- Referral to police for ticketing
- **EXPULSION**

## **TRUANCY**

### **Right**

Each student shall have a right to an education.

### **Responsibility**

Each student has the responsibility to attend school regularly.

If an open enrolled student is habitually truant, Open Enrollment status may be denied at the end of the semester/school year. Parents/guardians will receive written notification if their child is in danger of reaching habitual truancy status and will have the opportunity to meet with school building administrators to create a plan to improve attendance for the student. Students and their parents/guardians are also encouraged to log into Family Access regularly to keep track of their child's attendance.

### **Policy**

A student who is **truant** has been absent from school without excuse for part or all of one (1) or more days.

A student who is a **habitual truant** has been absent from school without excuse for part or all of five (5) or more days during a semester.

### **Actions**

Students violating this section will be subject to, but not limited to:

- Notification of the parent/guardian of student's truancy
- Conference with parent/guardian and student
- Review of student's educational program for possible modification as appropriate
- Assessment of student for learning problems and/or social problems
- Referral to police for student and/or parent ticketing
- Referral to Human Services for possible action by District Attorney

## ADDENDUM A: Administrative Policy JICK

Book 2 - Administrative Policies and Regulations  
Section J - Students  
Title Bullying  
Number JICK  
Status Active  
Legal  
Adopted July 6, 2010  
Last Reviewed July 6, 2010

### School District of La Crosse Administrative Policies and Regulations

#### **JICK**

#### **BULLYING**

##### **Introduction**

The School District of La Crosse strives to provide a safe, secure, and respectful learning environment of all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. Bullying has harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders. The district works consistently and vigorously to address bullying so that there is minimal disruption to the learning environment and learning process.

##### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

In short, the School District of La Crosse views bullying as being exposed, repeatedly and over time to negative actions by one or more people. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
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.)
4. Between students and students, students and adults, or adults and adults.

##### **Prohibition**

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. Educational environments include, but are not limited to, every activity under school supervision.

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**BULLYING - ADMINISTRATIVE REGULATIONS**

**Reporting**

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts in writing, confidentially (where possible) to a school administrator (please see "Allegation of Bullying Incident" reporting form). All submitted reports will be carefully reviewed and appropriately addressed.

**Investigating Reports of Bullying**

When it is determined an investigation is warranted, it will take place in a timely manner to verify the validity and the seriousness of the report. When appropriate, affected parents and/or guardians will be notified that a report has been made. The district shall keep the complaint confidential, where possible, to the extent required by law for both the accused and the accuser.

**Sanctions and Supports**

If it is determined that student/adult(s) participated in bullying behavior in violation of the policy, the principal and/or designee may take disciplinary action, from a verbal warning up to and including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Students/adult(s) found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior.

Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

There shall be no retaliation against individuals reporting bullying incidences. Individuals engaging in retaliatory behavior will be subject to disciplinary action; moreover, disciplinary action may also be appropriate if it has been verified that an individual has made a report for malicious purposes.

**Disclosure and Public Reporting**

The policy will be distributed annually to all student(s) enrolled in the school district and employees. It will also be made available, upon request, to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. Schools shall engage students in ongoing discussions about bullying, interpersonal skills, and the impact such behavior has on the victim, the accused, families, and school climate.

An annual summary report shall be prepared as part of the school performance state report. The annual report will be available to the public.

REFERENCE: Dr. Dan Olweus' Bullying Prevention Program

Approved by Superintendent's Advisory Team: 7/06/10  
Board of Education Informed: 7/16/10

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Help, I feel like I have been bullied.



INSTRUCTIONS: If a Kindergarten through second grade student reports they have been bullied, please assist them in completing this form.

What is your name? \_\_\_\_\_

Who hurt your feelings? \_\_\_\_\_

What did they do or say?  
\_\_\_\_\_  
\_\_\_\_\_

Please check the box (s):



hitting  
 calling



kicking



name



pushing



tripping



making fun of you

Other \_\_\_\_\_

When did this happen? \_\_\_\_\_

Where did this happen? \_\_\_\_\_

Who did you tell? \_\_\_\_\_

Has this happened before? \_\_\_\_\_

Please tell us who saw this happen.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

This matter has been reviewed and has been found  substantiated       unsubstantiated

Signature of Investigating Personnel  
Human Resources, 8/2010

Date Completed

# ALLEGATION OF BULLYING INCIDENT



The School District of La Crosse views *bullying* as exposure to negative behavior exhibited repeatedly and over time by one or more people.

This form is for use when reporting repeated bullying incidents. It may be used by school and police officials when investigating this or other related incidents.

Report Made By (PRINT): \_\_\_\_\_

Date: \_\_\_\_\_

Exact Location(s) of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approximate Time of Incident: \_\_\_\_\_

Check those that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> kicking            | <input type="checkbox"/> teasing        | <input type="checkbox"/> exclusion from game/activity |
| <input type="checkbox"/> hitting            | <input type="checkbox"/> embarrassment  | <input type="checkbox"/> name calling                 |
| <input type="checkbox"/> pushing            | <input type="checkbox"/> tripping       | <input type="checkbox"/> rude gestures                |
| <input type="checkbox"/> spitting           | <input type="checkbox"/> hate notes     | <input type="checkbox"/> spreading rumors             |
| <input type="checkbox"/> insulting          | <input type="checkbox"/> discrimination | <input type="checkbox"/> cyber-bullying               |
| <input type="checkbox"/> hazing             | <input type="checkbox"/> put downs      | <input type="checkbox"/> intimidation                 |
| <br><input type="checkbox"/> other(s) _____ |   |   |

Please identify witnesses who can support your allegation.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please describe in detail exactly what occurred, anyone who was involved, or anything else you believe might be of assistance. Details are very important.

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(If necessary, please continue report on back.)

Has an incident with the same individual happened before?  Yes  No

If yes, please describe in detail exactly what occurred, anyone who was involved, or anything else you believe might be of assistance. Details are very important.

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(If necessary, please continue report on back.)

I certify that all statements made above are true to the best of my knowledge. I understand that if I falsify this document, I can be held subject to consequences at school and by legal authorities (if applicable). I understand I should not interfere with any investigation by talking to witnesses or threatening any form of retaliation.

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Signature

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Date Submitted

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This matter has been reviewed and has been found

---

 substantiated  unsubstantiated

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Signature of Investigating Personnel

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Date Completed