



STUDENT RESPONSIBILITIES HANDBOOK

2024-2025

The School District of Mauston endeavors to provide a positive learning environment for all students. The Student Responsibilities Handbook is the guideline for proper behavior and conduct, as well as consequences when the guidelines are not followed. The Mauston Board of Education approves this handbook.

Created August 2018
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Approved by the Board of Education
August 2024

Dear School District of Mauston Families:

The School District of Mauston is committed to partnering with families to support successful learning for all students. When we work together, we are more likely to optimize academic and social-emotional growth and achievement for all students.

One of the District's firm beliefs is to have a safe and positive learning environment for all students and staff. Our schools and classrooms must be welcoming and secure with the best interests of all students in mind. This Student Responsibilities Handbook represents the District's commitment to a comprehensive set of procedures that define student responsibilities for securing that positive learning environment.

This Handbook serves as a resource for students and families in understanding how responsibilities and expectations align with District policy and procedures. We ask that our families review the Handbook with your student(s). In addition, your student's school will review the Handbook with them as well.

I am confident that when we work together, all of us can develop and guide responsible lifelong learners who will grow to be confident, self-directed, self-disciplined, cooperative, and respectful young adults.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel Heesch". The signature is fluid and cursive, with a prominent initial "J" and "H".

Joel Heesch
Superintendent of Schools

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Mission

Our mission is statement of our highest aspirations. Your School of Choice where students, educators and community members embrace high expectations in academics, arts, extracurricular activities, and community engagement to best prepare each learner to achieve success in the world of work, college, and life.

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DISTRICT POLICIES STUDENTS NEED TO KNOW

Below is a summary of the School District of Mauston's policies that define student rights and responsibilities. Complete texts of these policies are available on the District's website at www.maustonschools.org or upon request from a school office.

Administration of Medication/Emergency Care

The District acknowledges that students may require a prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse or other trained school employees. The District strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian on file in the health office. (Policy 5330)

Assessment/Grading

The District provides a system of assessing student achievement that can help the student, teachers, and parents properly judge how well the student is achieving the goals of the District's program. Each school program level will establish grading criteria. The criteria will reflect the age of the student and the level of content learning. (Policy 5421)

Attendance

Students are required to attend all assigned classes every day school is in session unless the student has been excused from attendance because the student has already completed state and District standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. Each school has established attendance procedures that support regular school attendance. These procedures will be shared by each school and require the support of students and families. (Policy 5200)

Corporal Punishment

Corporal punishment is prohibited. No employee or agent of the District will engage in or cause the infliction of corporal punishment on any student. (Policy 5630)

Criminal History Background Checks

The District places a high priority on ensuring a safe and healthy learning environment for students and staff. This priority includes requiring all applicants who have been offered District positions to complete a criminal background check as part of the process for determining employment. This process meets legal requirements. (Policy 3121 & 4121)

District-Sponsored Trips

The Board supports and approves student field trips and travel beyond the classroom and area of competition that is properly planned, well organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance or make up work missed in classes from which they are absent. All trips and travel require parent/guardian authorization. (Policy 2340)

Dress and Grooming

The School District of Mauston believes that student dress needs to support equitable educational access and not reinforce gender stereotypes. Student dress and the administration's response will not increase marginalization or oppression of any group based on race, gender, gender identity, gender expression, ethnicity, religion, sexual orientation, household income, or cultural observance. (Policy 5511)

Emergency Nursing Services

The District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities. Emergency student information, first aid supplies, and appropriate and accessible space will be available for the rendering of emergency nursing services. (Policy 5310.01)

DISTRICT POLICIES STUDENTS NEED TO KNOW (Continued)

Nondiscrimination and Access to Equal Educational Opportunity

The District provides equal educational opportunity for all students and does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity operated by the District on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, pregnancy, status with regard to public assistance, disability, sexual orientation or age. (Policy 2260)

Nondiscrimination on the Basis of Sex in Education Programs or Activities

The Board does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. The Board is committed to maintaining an education and work environment that is free from sex discrimination (including sex-based harassment), responding promptly and effectively when it has knowledge of conduct that reasonably may constitute sex discrimination, and addressing sex discrimination in its education program or activity. The Board will provide persons who have experienced sex-based harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education program or activity. (Policy 2264)

Programs for Students with Disabilities

The District provides a continuum of special education services during the regular school year. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child. The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with nondisabled children. The Board further supports the State and Federal requirement that a continuum of alternative placements is available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA). (Policy 2460)

Homeless Students

Students in homeless situations in our District have access to the education and other services they need to meet state and District standards. (Policy 5111.01)

Homework/Academic Practice

The District acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. The number, frequency, and degree of difficulty of academic practice assignments will be based on the ability and needs of the student and take into account other activities that make a legitimate claim on the student's time. (Policy 2330)

Immunization

Students are required to provide proof of immunization or appropriate documentation exempting the student from immunizations and other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. (Policy 5320)

Personal Communication Devices

Students may use personal communication devices (PCDs) in limited forms at school as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, and during after school activities at school-sponsored functions. PCDs are not to be used while in restrooms or locker rooms. (Policy 5136)

Promotion, Placement, and Retention

The District is dedicated to the total and continuous development of each student. Students will be placed at the instructional level best suited for their academic, social, and emotional needs. Students will usually progress from level to level on an annual basis. Exceptions may be made when they are in the best educational interest of the student. Exceptions will be made only after consultation with the student's family. (Policy 5410)

DISTRICT POLICIES STUDENTS NEED TO KNOW (Continued)

Responsible Use of Technology and Internet Safety

Students may access online resources from their classrooms via the Internet. Procedures and guidelines have been established for access to the District's networks and acceptable and safe use of the Internet. The administration will supervise the guidelines. Parents or guardians must give approval for their child(ren) to access Internet resources and students must agree to follow the acceptable use procedures. Consent forms are required and both the child and parent must sign them. (Policy 7540.03)

Search and Seizure

The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. School authorities may search school property used by students, such as lockers and desks, for the safety and wellbeing of the students in their care. The Board directs that routine inspections be done at least annually of all such storage places.

School administrators may also search a student's person or personal property if the administrator has reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student or others. An administrator should request consent to search a student's personal property, but may proceed with the search if consent is not given.

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent for the search of the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle, which may include containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the Safety Resource Officer or law enforcement agency for assistance in conducting any search. The Board directs the school principals to provide students with written notice of Policy 5771 at least annually. (Policy 5771)

Selection of Instructional Materials and Equipment

The Superintendent or designee is responsible for the selection and maintenance of all educational and instructional materials and equipment. In addition, s/he shall periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school improvement process. Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence. (Policy 2521)

Student Activism

The District encourages students to express opinions and ideas, take stands, and support policies, publicly or privately, orally, and in writing. Such expression should not interfere with the educational program or present a health or safety hazard. Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school regulations. (Policy 5720)

Student Groups

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the school administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established aims which are educational in nature. The Board will not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board. (Policy 5840)

DISTRICT POLICIES STUDENTS NEED TO KNOW (Continued)

Student Fund-Raising

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or an activity connected with the schools. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Fundraising by approved school organizations, those whose funds are managed by the District may be permitted in school by the Principal. Fundraising off school grounds may be permitted by the Superintendent and/or designee. (Policy 5830)

Student Records

The District recognizes its responsibilities in regard to the collection, maintenance, and dissemination of student educational records and data. District policy defines the procedures and practices for protecting the privacy of student information following state and federal laws (Policy 8330)

Student Use of Motor Vehicles

Students who use motor vehicles are responsible for the use of motor vehicles for travel to and from school. Provided that students are licensed drivers, the District will permit the use of motor vehicles by students that have been given permission for a motor vehicle on school grounds, in accordance with the rules of the District. The Superintendent shall establish standards for the granting of permits which shall contain the warning rules infraction may result in the revocation of the permit. (Policy 5515)

Use of Tobacco and Nicotine By Students

The District is committed to providing students, staff, and visitors with a tobacco, nicotine, and smoke-free environment. The Board prohibits students from using or possessing tobacco or nicotine and any drug delivery system in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events. (Policy 5512)

Volunteers

The Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities. Any individual who volunteers to work in the schools or on any school-sponsored activity shall submit to a criminal history records check, before being allowed to participate in any activity or program. To serve as a volunteer, an individual will be required to complete an annual Volunteer Application, which will be submitted to the respective building administrator. (Policy 8120)

Video Surveillance and Electronic Monitoring

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the student handbooks, and staff via the Employee Handbook, of the use of video surveillance/electronic monitoring systems in their schools. (Policy 7440.01)

Wellness

The District recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. The school environment should promote and protect a student's health, well-being, and ability to learn by encouraging healthy eating and physical activity. The District encourages the involvement of students, parents, teachers, food service employees, and other interested persons in implementing, monitoring, and reviewing District nutrition and physical activity policies. (Policy 8510)

SCHOOL DISTRICT OF MAUSTON'S COMMITMENT TO ANTI-HARASSMENT & BULLYING PREVENTION

A safe and civil environment is needed for students to learn and attain high academic standards, and to promote healthy human relationships. The following sections are only summaries of the District's policies and complete policies are accessible online.

Policy 5517 – Student Anti-Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the District.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Policy 5517.01 – Bullying

Bullying may be a repeated behavior and involves an imbalance of power. Bullying behavior includes, but is not necessarily limited to stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

SCHOOL DISTRICT OF MAUSTON'S COMMITMENT TO ANTI-HARASSMENT & BULLYING PREVENTION (Continued)

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

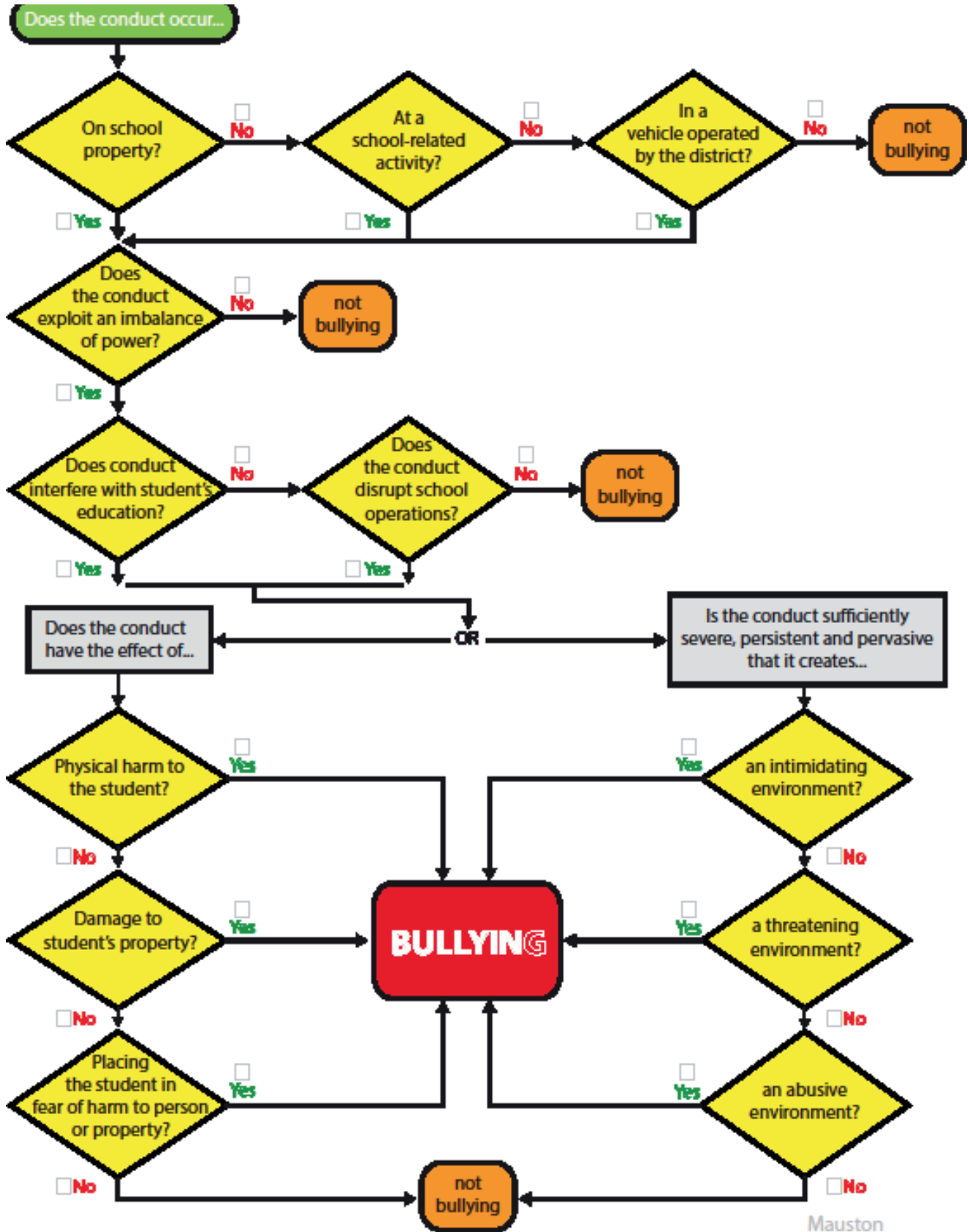
Policy 5516 – Student Hazing

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. Hazing is strictly prohibited in school facilities, on school property, and at any District-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or the Superintendent.

Bullying Flow Chart



STUDENT BUS RIDER RESPONSIBILITIES

The School District of Mauston is committed to providing a safe and enjoyable riding experience for its bus riders. The School District of Mauston is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The District's student bus rider responsibilities section has been established by the District. Please review this information and discuss it with your child(ren). The District provides this information so your child(ren) clearly understands bus behavior expectations.

Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

Bus Schedules

Bus schedules are mailed from JEVCO to each home in early August. In the event there is a question about the bus route, please contact JEVCO Transit at 608-847-7493.

Student Safety Training

JEVCO provides students with school bus safety training in the fall. Some schools complete bus safety training at other times during the school year as well.

4K and Kindergarten Students – End of Day Drop

Students in 4K and Kindergarten are required to have a parent/guardian or a designated individual at the bus stop at the end of the day when students are returning home. If a parent/guardian or designated individual is not present, all attempts will be made to contact the family. If a parent/guardian or family contact is not reached, it is possible local law enforcement may be contacted to intervene.

Student Bus Rider Responsibilities

The District's goal is to provide safe and enjoyable transportation for our students. This occurs when we work in cooperation with students, parents, teachers, and drivers. For the safety of all riders, please review the following rider responsibilities with your child(ren) before the school year begins.

A. Going to the Bus Stop

- Use sidewalks where provided.
- If there are no sidewalks, walk single file on the left shoulder of the street facing traffic.
- Cross streets only at corners.
- Use a direct route, but avoid crossing yards or empty lots.
- Arrive at your bus stop no more than five minutes before the scheduled stop. The bus driver cannot wait for late students.
- Be aware of suspicious individuals on foot or in motor vehicles. Report these persons to you bus driver or school principal. Even if you have missed the bus, do not accept rides from strangers.

STUDENT BUS RIDER RESPONSIBILITIES (Continued)

B. Waiting at the Bus Stop

- Wait away from the traffic. Stay at least five feet off the road or street.
- Respect the property of others while waiting at the bus stop. Do not pick flowers, disturb shrubs, throw stones or snowballs, litter, etc.
- Use appropriate language at all times.
- Respect other students by not pushing, shoving, or fighting.
- Stay back from the street until the bus is stopped. A push at the middle or end of the line can send the front person into the bus or under its wheels.
- Older students should be helpful to younger ones.

C. Boarding the Bus

- Wait until the bus has stopped and the door is opened before starting to board.
- Board the bus single file.
- Continue to show respect for others by not pushing or shoving.
- Use the handrail to keep from slipping, falling, or tripping.
- Greet the bus driver.
- Move directly to your seat and sit down.
- Put large items (e.g. musical instruments, packages) in the seat area or under the seat, but not in the aisle.

D. Riding on the Bus

- Follow all District policies and school rules.
- Follow the bus driver's instructions.
- Remain in your seat until the bus arrives at your stop.
- Speak in a quiet voice. Your voice should not be heard above others.
- Keep hands, feet, and objects inside the bus.
- Do not throw objects inside the bus or out the window.
- Do not use profanity, including words or gestures.
- Do not tease or harass others.
- Do not eat, drink, chew gum, or spit.
- Do not vandalize the bus.
- Use the proper door for entering and exiting. Nonemergency use of the emergency door is not tolerated.

E. Getting Off the Bus

- Wait for the bus to be completely stopped and the door to be opened before standing up.
- Stay respectful of others – no shoving or pushing.
- Walk five big steps away from the bus, turn, and look at the bus driver.
- Wait until the bus is at least a half a block away before proceeding home.
- Do not go in the back of or underneath the bus for any reason.

F. Student Consequences for Misbehavior

- Riding on a school bus is a privilege, not a right.
- The District's student behavior policies, guidelines, and rules are in effect for all students on school buses and riding to school field trips and all other after-school activities.
- If misbehavior occurs, the bus driver will give the student a verbal warning.
- If misbehavior continues, the bus driver will complete a bus incident report. JEVCO Transit will notify parents/guardians of bus incident reports. The building administrator will contact the parent/guardian about the consequences to be administered. Consequences will be administered per the District's discipline policy.

STUDENT DRESS CONDUCT

The School District of Mauston believes that student dress needs to support equitable educational access and not reinforce gender stereotypes. Student dress and the administration's response will not increase marginalization or oppression of any group based on race, gender, gender identity, gender expression, ethnicity, religion, sexual orientation, household income, or cultural observance.

- As a basic principle, certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, midriffs, and breasts are fully covered with opaque (neither transparent nor translucent) fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
- Students must wear while following the basic principle:
 - A shirt, AND
 - Bottom: Pants/Sweatpants/Shorts/Skirt/Dress/Leggings, AND
 - Shoes. There may be specific requirements due to student safety regarding appropriate footwear in certain classroom settings.
- Students may wear, as long as these items do not violate the basic principle:
 - Religious headwear
 - Fitted pants, including opaque leggings, yoga pants, and "skinny jeans"
 - Athletic attire
- Students cannot wear:
 - Hats and Hoods
 - Items with violent language or images (e.g. weapons)
 - Images or language depicting drugs or alcohol (or any illegal item or activity)
 - Hate speech, profanity, pornography
 - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
 - Swimsuits (except as required in class or athletic practice)
 - Accessories that could be considered dangerous or could be used as a weapon
 - Any item that obscures the face or ears (except as a religious observance or health reasons*)
 - Visible underwear (visible waistbands or straps on undergarments worn under clothing are not a violation)
 - Attire with a gang-related association
 - Tank tops with less than two finger width straps, including spaghetti straps, halter tops, tops with no straps

Body markings or tattoos that do not meet the above standards must be fully covered. The wearing of outer garments and headwear will be permitted in school vehicles and at school activities when appropriate.

Please see Mauston School Board Policy 5511 for the Dress and Grooming Policy.

STUDENT DISCIPLINE POLICY & GUIDELINES

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board shall require each student of this District to adhere to the respective student handbook for each school and the Student Responsibilities Handbook promulgated by the administration.

The District requires that each student:

- conform to reasonable standards of socially acceptable behavior;
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others;
- obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate guidelines for student conduct that carry out the purposes of this policy and:

- are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- do not discriminate among students;
- do not demean students;
- do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- relate in kind and degree to the infraction;
- help the student learn to take responsibility for his/her actions;
- be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall communicate the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the District policies.

The School Principal shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Every student and employee of the School District of Mauston is entitled to learn and work in a safe school environment. To ensure this safe environment, the District and each school have established clear student discipline practices and consequences appropriate to behaviors.

DISCIPLINE GUIDELINES

Students are expected to behave in accordance with federal, state, and local laws; District policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state, and local laws will be reported to local law authorities.

The following are districtwide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on District property or participating in a school-sponsored activity. These guidelines and the potential consequences also apply to student behavior that has a nexus to school property or the student's status as a District student. Listed are the infractions and the recommended consequences; although all determinations will be made on a case-by-case basis.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent will have a conference with the principal and/or other appropriate employee(s) to communicate that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his or her return if he or she commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. These discipline guidelines are based on policies, located on the District's website. The District reserves the right to modify the consequences specified in the guidelines to account for individual circumstances that mitigate or exacerbate the seriousness of an infraction.

ATTENDANCE

1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the School Board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance provides. Attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental notification will occur when a student is determined to be truant by the school.

Please refer to the District's attendance policy (Policy 5200).

CHEMICAL INFRACTIONS

2. ALCOHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance, or drug paraphernalia is prohibited while on District property, participating in a District-sponsored activity, or traveling in a District vehicle.

Grades	First Offense	Second Offense	Third Offense
Grades 4K-2	**	**	**
Grades 3-5	**	School Counselor Intervention 1-3 Day Suspension Police Referral with Department of Human Services Referral	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral
Grades 6-12	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral

(**) Indicates disciplinary action assigned by building administration.

DISCIPLINE GUIDELINES (Continued)

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance, or controlled substance on District property while participating in a District-sponsored event or traveling in a District vehicle is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 4K-2	**	**	**
Grades 3-5	**	School Counselor Intervention 1-3 Day Suspension Police Referral with Department of Human Services Referral	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral
Grades 6-12	1-3 Day Suspension Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral

(**) Indicates disciplinary action assigned by building administration.

4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an "over the counter" medication must do so in a manner consistent with District policy (see Policy 5330 - Administration of Medication/Emergency Care). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any "over-the-counter" medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 4K-2	**	**	**
Grades 3-5	**	School Counselor Intervention Police Referral with Department of Human Services Referral	3 Day Suspension School Counselor Intervention Police Referral with Department of Human Services Referral
Grades 6-12	1-3 Day Suspension Police Referral	5 Day Suspension Police Referral	Pre-Expulsion to Expulsion Recommendation Police Referral

(**) Indicates disciplinary action assigned by building administration.

5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with District policy (Policy 5330 - Administration of Medication/Emergency Care). Selling, distributing, delivering, exchanging, or intending to sell, deliver, exchange, or distribute any prescription medication is prohibited.

Grades	First Offense	Second Offense	Third Offense
Grades 4K-2	**	**	**
Grades 3-5	School Counselor Intervention Police Referral with Department of Human Services Referral	School Counselor Intervention 1-3 Day Suspension Police Referral with Department of Human Services Referral	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral
Grades 6-12	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral

(**) Indicates disciplinary action assigned by building administration.

DISCIPLINE GUIDELINES (Continued)

6. TOBACCO AND OTHER ILLICIT SUBSTANCE DELIVERY SYSTEM USE OR POSSESSION Possession or use of tobacco is prohibited, including e-cigarettes and any nicotine or other substance abuse delivery systems or device. Students who congregate in an area where tobacco or other illicit substance use has recently occurred (e.g., bathroom stall) will each be considered to have been using the tobacco or other illicit substance.

Grades	First Offense	Second Offense	Third Offense
Grades 4K-2	School Counselor Intervention	School Counselor Intervention	Same/Next Day Dismissal School Counselor Intervention
Grades 3-5	School Counselor Intervention	Same/Next Day Dismissal School Counselor Intervention	1-2 Day Suspension School Counselor Intervention Police Referral with Department of Human Services Referral
Grades 6-12	1 Day Suspension Police Referral with Department of Human Services Referral	2-3 Day Suspension Police Referral with Department of Human Services Referral	3-5 Day Suspension Police Referral with Department of Human Services Referral

DANGEROUS AND/OR NUISANCE ITEMS

7. FIREARMS

Wisconsin state law requires that school boards must expel for a period of at least one year, a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The school board may modify this expulsion requirement on a case-by-case basis.

Grades	First Offense
4K-12	Expulsion Recommendation Police Referral with Department of Human Services Referral

8. FIREWORKS

Possession, distribution, or use of any type of fireworks (i.e. sparklers, firecrackers, smoke bombs) or ammunition is prohibited. The use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of "Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items."

Grades	First Offense	Second Offense	Third Offense
4K-5	**	Same/Next Day Suspension School Counselor Intervention	Same/Next Day Suspension School Counselor Intervention
6-12	1-3 Day Suspension	3-5 Day Suspension Police Referral with Department of Human Services Referral	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral

(**) Indicates disciplinary action assigned by building administration.

9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include but are not limited to, lighters, squirt guns, video games, snaps, and stink bombs, etc.

Grades	First Offense	Second Offense	Third Offense
4K-5	Confiscate Item	Confiscate Item Parent/Guardian Phone Call 1 Day Suspension	Confiscate Item Parent/Guardian Conference 1 Day Suspension
6-12	Confiscate Item Parent/Guardian Need to Pick Up Item	Confiscate Item Parent/Guardian Need to Pick Up Item 1 Day Suspension	Confiscate Item Parent/Guardian Need to Pick Up Item 3 Day Suspension

DISCIPLINE GUIDELINES (Continued)

10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal, or could possibly cause harm are prohibited. If it is discovered that a student has accidentally brought such an item to school, the student may not be considered in possession of a weapon. Nonetheless, because students are responsible for what they bring to school and possession of these items are prohibited, the consequences outlined below apply. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with District policy.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	1 Day Suspension	3 Day Suspension
6-12	1 Day Suspension	3 Day Suspension	Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral

11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION, AND OTHER DANGEROUS ITEMS The possession, real or implied, of weapons, explosives, incendiary devices, ammunition, or other items considered dangerous, illegal, or which could cause harm, destruction, or disruption is prohibited. The possession of imitation, non-working, or self-created weapons (i.e. 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition, or other items considered dangerous, illegal, or which could cause harm, destruction, or disruption is prohibited.

Grades	First Offense	Second Offense
4K-12	3-5 Day Suspension Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral

DRIVING INFRACTIONS AND TRANSPORTATION

12. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on District property in such a manner as to endanger people or property is prohibited.

Grades	First Offense	Second Offense
9-12	Police Referral	Parking Permit Permanently Revoked Police Referral

13. TRANSPORTATION

All rules that apply to school and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with District policies (Policy 8600 – Transportation and Policy 5600 – Student Discipline). Students endangering persons or property may lose bus riding privileges immediately and for an extended period.

Grades	First Offense	Second Offense	Third Offense	Fourth Offense
4K-12	Reteach Conference with Student Parent/Guardian Contact	Reteach Conference with Student Parent/Guardian Contact	1-3 Day Bus Suspension Parent/Guardian Contact	3-5 Day Bus Suspension Parent/Guardian Contact

If for 30 days, the student displays appropriate behavior, the consequences may begin at the first offense.

DISCIPLINE GUIDELINES (Continued)

14. VEHICLE, UNAUTHORIZED PARKING

Parking a vehicle in an unauthorized area and parking illegally is prohibited.

Grades	First Offense	Second Offense	Third Offense
10-12	Student Conference	Student Conference Police Referral	Police Referral

PHYSICAL INFRACTIONS

15. ASSAULT

Committing an act with the intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-2	School Counselor Intervention Parent/Guardian Contact	Same/Next Day Suspension	1-3 Day Suspension Parent/Guardian Contact
3-5	School Counselor Intervention Parent/Guardian Contact	1-3 Day Suspension Police Referral School Counselor Intervention	3-5 Day Suspension Parent/Guardian Conference Pre-Expulsion to Expulsion Recommendation Police Referral with Department of Human Services Referral
6-12	1-3 Day Suspension Police Referral	3-5 Day Suspension Police Referral	Pre-Expulsion to Expulsion Recommendation Police Referral with Department of Human Services Referral

16. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

Grades	First Offense	Second Offense
4K-12	Pre-Expulsion to Expulsion Recommendation Police Referral with Department of Human Services Referral	Expulsion Recommendation Police Referral with Department of Human Services Referral

17. FIGHTING

Engaging in any form of fighting where blows occurred is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-2	Same/Next Day Suspension Parent/Guardian Contact	1-3 Day Suspension Parent/Guardian Contact	1-3 Day Suspension Department of Human Services Referral
3-5	Same/Next Day Suspension Parent/Guardian Contact	1-3 Day Suspension Parent/Guardian Contact	3-5 Day Suspension Department of Human Services Referral
6-12	3 Day Suspension Police Referral	3-5 Day Suspension Police Referral	Pre-Expulsion to Expulsion Recommendation Police Referral with Department of Human Services Referral

DISCIPLINE GUIDELINES (Continued)

18. PUSHING, SHOVING, KICKING, AND SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	School Counselor Intervention Parent/Guardian Contact	1-3 Day Suspension Parent/Guardian Conference (To Be Completed by a Teacher and/or Principal)
6-12	1 Day Suspension	3 Day Suspension	3-5 Day Suspension Police Referral

(**) Indicates disciplinary action assigned by building administration.

19. SEXUAL MISCONDUCT

Engaging in sexual intercourse or sexual contact with another person including touching of the clothing covering a person's intimate parts, removal, or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments is prohibited. This category includes indecent exposure, which is also prohibited. This may include the movement of clothing to expose genitals, buttocks, midriffs, and breasts. This category includes both consensual and nonconsensual sexual intercourse or sexual contact.

Grades	First Offense	Second Offense	Third Offense
4K-2	School Counselor Intervention Parent/Guardian Contact	School Counselor Intervention Parent/Guardian Conference	1-3 Day Suspension Parent/Guardian Conference Department of Human Services Referral
3-5	Same/Next Day Suspension School Counselor Intervention Parent/Guardian Conference	1-3 Day Suspension School Counselor Intervention Parent/Guardian Conference	3-5 Day Suspension Police Referral with Department of Human Services Referral
6-12	Contingent on Investigating the Incident, May Include: 1-10 Day Suspension Expulsion Recommendation Police Referral	Contingent on Investigating the Incident, May Include: 1-10 Day Suspension Expulsion Recommendation Police Referral	Contingent on Investigating the Incident, May Include: 1-10 Day Suspension Expulsion Recommendation Police Referral

20. DRESS RESPONSIBILITIES

Student dress needs to support equitable educational access and not reinforce gender stereotypes. This category involves students adhering to the "must wear", "may wear", and "cannot wear" guidelines that support the Dress and Grooming Policy (Board Policy 5511).

Grades	First Offense	Second Offense	Third Offense
4K-2	**	**	Parent/Guardian Conference (To be Completed with a Teacher or Principal)
3-12	Student Conference	Student Conference Parent/Guardian Contact	Parent/Guardian Contact Student is in the Office Until Suitable Clothing is Obtained

(**) Indicates disciplinary action assigned by building administration.

PROPERTY INFRACTIONS

21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to District property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grades	First Offense
4K-12	10 Day Suspension Pre-Expulsion to Expulsion Recommendation Police Referral with Department of Human Services Referral

DISCIPLINE GUIDELINES (Continued)

22. BREAKING AND ENTERING

Entering a secured District location, after school hours, using an unauthorized mechanism of entering is prohibited.

Grades	First Offense	Second Offense
4K-12	3-5 Day Suspension Police Referral	Suspension Pending Pre-Expulsion to Expulsion Recommendation Police Referral with Department of Human Services Referral

23. ROBBERY OR EXTORTION

Taking property from another person by use of force, the threat of force compelling acquiescence, or under false pretenses is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-2	**	School Counselor Intervention Parent/Guardian Conference	1-2 Day Suspension Department of Human Services Referral
3-5	**	Same/Next Day Suspension School Counselor Intervention Parent/Guardian Conference	1-2 Day Suspension Department of Human Services Referral
6-12	Contingent on Investigating the Incident, May Include: 1-3 Day Suspension Police Referral	Contingent on Investigating the Incident, May Include: 3-5 Day Suspension Police Referral	Contingent on Investigating the Incident, May Include: Suspension Pending Pre-Expulsion to Expulsion Recommendation Police Referral

(**) Indicates disciplinary action assigned by building administration.

24. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage, or destroy any security system of the District is prohibited. This action includes, but is not limited to, the disabling of or tampering with a District security monitoring system or an automatic locking door apparatus.

Grades	First Offense	Second Offense	Third Offense
4K-5	Same/Next Day Suspension Police Referral	1 Day Suspension Police Referral	1-3 Day Suspension Parent/Guardian Conference Police Referral
6-12	Contingent on Investigating the Incident, May Include: 1-3 Day Suspension Police Referral	Contingent on Investigating the Incident, May Include: 3-5 Day Suspension Police Referral	Contingent on Investigating the Incident, May Include: Suspension Pending Pre-Expulsion to Expulsion Recommendation Police Referral

25. THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
4K-5	School Counselor Intervention	Same/Next Day Suspension School Counselor Intervention	1-3 Day Suspension Parent/Guardian Conference Police Referral
6-12	Student Conference Parent/Guardian Contact	1-3 Day Suspension Police Referral	3-5 Day Suspension Police Referral with Department of Human Services Referral

DISCIPLINE GUIDELINES (Continued)

26. TRESPASSING

Remaining on school property without authorization is prohibited. Students are not to go into other District buildings unless they have permission from the building administrator or attending a District-sponsored event. Any student on suspension who goes to a District location without permission is subject to being charged with trespassing and an increase in suspension time and is in contrast to a possible pre-expulsion order. Admitting others through a locked or secured entrance without the permission of District employees is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	Same/Next Day Suspension
6-12	Police Referral	1-3 Day Suspension Police Referral	3-5 Day Suspension Police Referral

(**) Indicates disciplinary action assigned by building administration.

27. VANDALISM

Littering, defacing (including placement of graffiti), cutting, damaging, or destroying property that belongs to the District or other individuals/entities is prohibited. Vandalism is prohibited. Restitution, when appropriate, will be required.

Grades	First Offense	Second Offense	Third Offense
4K-2	Parent/Guardian Contact	Parent/Guardian Contact Restitution	Same/Next Day Suspension Parent/Guardian Contact
3-5	Parent/Guardian Contact	Same/Next Day Suspension Parent/Guardian Contact	1-3 Day Suspension Police Referral with Department of Human Services Referral
6-12	1-3 Day Suspension Police Referral	3-5 Day Suspension Police Referral	Pre-Expulsion to Expulsion Recommendation Police Referral

SCHOLASTIC DISHONESTY

28. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism, or collusion is prohibited. Academic consequences may also be assigned.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	Academic Consequences
6-12	Academic Consequences	Academic Consequences	Academic Consequences

(**) Indicates disciplinary action assigned by building administration.

TECHNOLOGY INFRACTIONS

29. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

The use of any photographic or recording device, film camera, digital camera, cell phone camera, and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom, or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	1-2 Day Suspension Department of Human Services Referral	3-5 Day Suspension Police Referral with Department of Human Services Referral
6-12	1-2 Day Suspension Police Referral	3-5 Day Suspension Police Referral	5 Day Suspension Police Referral

(**) Indicates disciplinary action assigned by building administration.

DISCIPLINE GUIDELINES (Continued)

30. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse. Students will follow the Responsible Use & Internet Safety Agreement.

Grades	First Offense	Second Offense	Third Offense
4K-5	Parent/Guardian Contact Network Access Limited for Two Weeks	Parent/Guardian Contact Network Access Limited for One Month	2-3 Day Suspension Network Access Limited or Monitored for the Rest of the School Year
6-12	1-2 Day Suspension Police Referral	3-5 Day Suspension Police Referral	5 Day Suspension Police Referral

31. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the school District network and technology resources is prohibited and may result in disciplinary actions, including but not limited to suspension, police referral, and recommendation for expulsion.

Grades	First Offense	Second Offense	Third Offense
4K-12	1-3 Day Suspension Police Referral Internet Privileges Revoked	3-5 Day Suspension Police Referral Internet Privileges Revoked	Suspension pending Pre-Expulsion to Expulsion Recommendation Internet Privileges Revoked

THREATENING AND/OR DISRUPTIVE BEHAVIOR

32. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating, or inflammatory or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

Grades	First Offense	Second Offense	Third Offense
4K-2	Parent/Guardian Contact	School Counselor Intervention Parent/Guardian Contact	School Counselor Intervention Parent/Guardian Contact
3-5	Parent/Guardian Contact	School Counselor Intervention Parent/Guardian Contact	1-3 Day Suspension Police Referral
6-12	Student Conference 1-3 Day Suspension Police Referral	1-3 Day Suspension Police Referral	3-5 Day Suspension Police Referral

33. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing, or conveying a bomb threat or any other type of terroristic threat pertaining to a school location or event is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	** Parent/Guardian Conference Police Referral	5 Day Suspension Parent/Guardian Conference Police Referral	Suspension Pending Expulsion Recommendation Police Referral
6-12	Suspension Pending Expulsion Recommendation Police Referral		

(**) Indicates disciplinary action assigned by building administration.

DISCIPLINE GUIDELINES (Continued)

34. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

Grades	First Offense	Second Offense	Third Offense
4K-5	School Counselor Intervention	1 Day Suspension School Counselor Intervention	1-3 Day Suspension School Counselor Intervention
6-12	Student Conference	1-3 Day Suspension Police Referral	2-10 Day Suspension Possible Pre-Expulsion Recommendation Police Referral with Department of Human Services Referral

35. DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb, others, or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous, or noisy conduct or gestures or offensive, obscene or abusive language tending reasonably to arouse alarm, anger, or resentment in others.

Grades	First Offense	Second Offense	Third Offense
4K-5	** School Counselor Intervention	Parent/Guardian Contact School Counselor Intervention	1 Day Suspension School Counselor Intervention
6-12	1 Day Suspension Police Referral	2-5 Day Suspension Police Referral	2-10 Day Suspension Parent/Guardian Conference Police Referral

(**) Indicates disciplinary action assigned by building administration.

36. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

Grades	First Offense	Second Offense	Third Offense
4K-12	** Student Conference	1 Day Suspension Student and Parent/Guardian Conference	1-3 Day Suspension Student and Parent/Guardian Conference

(**) Indicates disciplinary action assigned by building administration.

37. FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, or fire alarm system is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-2	Police Referral	Same/Next Day Suspension Police Referral	2 Day Suspension Police Referral
3-5	Same/Next Day Suspension Police Referral	2 Day Suspension Police Referral	3-5 Day Suspension Police Referral with Department of Human Services Referral
6-12	Pre-Expulsion to Expulsion Recommendation Police Referral	Pre-Expulsion to Expulsion Recommendation Police Referral	Pre-Expulsion to Expulsion Recommendation Police Referral

DISCIPLINE GUIDELINES (Continued)

38. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, online gambling, video games, and other items used to promote a game of chance) is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	Same/Next Day Suspension
6-12	**	1-3 Day Suspension	3-5 Day Suspension

(**) Indicates disciplinary action assigned by building administration.

39. HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age, as defined in the District policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	1-3 Day Suspension Parent/Guardian Conference Police Referral
6-12	Contingent on Investigating the Incident, May Include: 1-3 Day Suspension Police Referral	Contingent on Investigating the Incident, May Include: 3-5 Day Suspension Police Referral	Contingent on Investigating the Incident, May Include: Suspension Pending Pre-Expulsion to Expulsion Recommendation Police Referral

(**) Indicates disciplinary action assigned by building administration.

40. HAZING

Hazing activities of any type are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Specific examples of hazing are found in Policy 5516 – Student Hazing. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grades	First Offense	Second Offense
4K-5	1-5 Day Suspension	Suspension Pending Pre-Expulsion to Expulsion Recommendation Police Referral
6-12	Suspension Pending Pre-Expulsion to Expulsion Recommendation Police Referral	Expulsion Recommendation Police Referral

41. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	Same/Next Day Suspension 1-3 Day Suspension Parent/Guardian Conference (To Be Completed by a Teacher or Principal)
6-12	Student Conference	Student and Parent/Guardian Conference	1-3 Day Suspension Police Referral

(**) Indicates disciplinary action assigned by building administration.

DISCIPLINE GUIDELINES (Continued)

42. THREATENING GROUP ACTIVITY

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-2	**	Student and Parent/Guardian Conference School Counselor Intervention	Student and Parent/Guardian Conference School Counselor Intervention
3-5	**	Student and Parent/Guardian Conference School Counselor Intervention	Same/Next Day Suspension Student and Parent/Guardian Conference School Counselor Intervention
6-12	Student Conference	Student and Parent/Guardian Conference	1-3 Day Suspension Police Referral

(**) Indicates disciplinary action assigned by building administration.

43. THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees, or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees, or other persons is prohibited. (Policy 8462.01 - Threats of Violence)

Grades	First Offense	Second Offense	Third Offense
4K-5	** Parent/Guardian Contact	** Next/Same Day Suspension	** 3-5 Day Suspension Parent/Guardian Conference
6-12	Pre-Expulsion to Expulsion Recommendation Police Referral		

(**) Indicates disciplinary action assigned by building administration.

OTHER BEHAVIOR INFRACTIONS

44. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	** 1-3 Day Suspension
6-12	Contingent on Investigating the Incident, May Include: Student and Parent/Guardian Conference	Contingent on Investigating the Incident, May Include: 1-3 Day Suspension Police Referral	

(**) Indicates disciplinary action assigned by building administration.

45. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity or forging notes is prohibited.

Grades	First Offense	Second Offense	Third Offense
4K-5	**	**	**
6-12	Student Conference	Student and Parent/Guardian Conference	1-3 Day Suspension Police Referral

(**) Indicates disciplinary action assigned by building administration.

DISCIPLINE GUIDELINES (Continued)

46. UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school or District's needs.

ACKNOWLEDGEMENT

All documents and forms are available on the District web page www.maustonschools.org for parents and students to review. If you do not have the ability to access the internet, please contact your child's school office for the following documents.

- Student Responsibilities Handbook Grades 4K-12
I acknowledge that I have read the Student Responsibilities Handbook. I acknowledge that I have reviewed and understand the policies and guidelines as they are presented on the District website. I understand that terms described within the Handbook can or may be altered, modified, changed, or eliminated at any time, if necessary.
- Field Trip Permission
Throughout the course of the school year, your child may be involved in several school-sponsored field trips. Prior to any field trips, parents will be notified of dates, times, places, and costs if applicable. I acknowledge, with prior notification, my child has permission to attend school-sponsored field trips. If I do not wish my child to participate I will inform the school in writing at the time of the field trip.
- Additional Information
I acknowledge that I reviewed and will complete those forms that are applicable, from this list. If you completed the online registration process many of these have been completed.
 - Lunch Application for Free/Reduced Price Meals (Contact the District Office)
 - Student Medication Consent Form (Available on School Website)
 - Bus Rider Information (Available on School Website)
 - School Student Handbook

I acknowledge that I have read the School District of Mauston Student Responsibilities 2024-2025 Handbook.

