



**Mayville High School
Student/Parent Planner
2010-11**



MAYVILLE HIGH SCHOOL

500 N. Clark Street, Mayville, WI 53050
Telephone: (920) 387-7960 FAX: (920) 387-7977
Lee W. Zarnott, Principal
Rebecca Le Bouton, Dean of Students

Handbook Awareness Statement

I have read/viewed the 2010-11 Mayville High School
Student Handbook.

I understand that I am expected to follow the expectations, rules, and policies of Mayville High School as they are written the MHS Student Handbook.

It is understood that the rules and expectations on the following pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. *Action may be taken with any offense that impairs the usefulness or well being of the school regardless of the existence or nonexistence of a rule covering the offense.* All of the regulations that follow are set down in an attempt to maintain the rights of all. Even though a student reaches the age of 18, he or she is still required to follow the rules and regulations as outlined in this handbook.

First Name (Print)

Last Name (Print)

Student Signature

Date



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Telephone: (920) 387-7960 FAX: (920) 387-7977

Website: www.mayvilleschools.com

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SCHOOL COLORS, SYMBOL AND SONG

School Colors: Cardinal and White **School Symbol:** Cardinal
School Song: "Our Director"

SCHOOL CHEER

Three Cheers for Mayville High School, Cheer for our fame
We're with the Cardinals, We will win this game, U-Rah-Rah!
Fight for Mayville High School
Fight, Cardinals, Fight
Three Cheers for Mayville and the Red and White!!!

MISSION STATEMENT

(School Board Policy – 110 Admin. Dir.) As a school, our mission centers on the individual student and specifically the growth of each and every student. While many pressures and demands are placed upon high schools by society, we exist as an institution to train and educate the minds of our students and DEVELOP character.

INTRODUCTION AND WELCOME

The entire staff would like to welcome you back for the 2010-2011 school year. We hope that this school year will be an enjoyable and productive learning experience.

The information contained in this handbook is designed to assist you in adapting yourself to the school program in such a way that you attain the greatest possible educational growth. You and your parents are required to read this handbook so that together you may better understand the school process. You should acquaint yourself with the school procedures and policies to get the best from your stay here so it is very important that you read this handbook!

If, at any time, you have questions about the information in this handbook, please do not hesitate to call or stop in the office to ask for clarification. With continued cooperation and mutual understanding between your home and school, we will continue to build and strengthen our excellent educational system.

Best wishes for a successful year!!

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General Information

District Administration Contact Information

DISTRICT ADMINISTRATION

Patricia Antony
District Administrator387-7963
Ext. 101

HIGH SCHOOL

Lee W. Zarnott
High School Principal387-7960
Ext. 102

Becky Le Bouton
Dean of Students387-7960
Ext. 108

Signe Schecher
Athletic Director.....387-7960
Ext. 103

Richard Dembski
Food Services Director.....387-7960
Ext. 160

Sue Wery
District Assessment Coordinator.....387-7960
Technology Support Ext. 255

MIDDLE SCHOOL

Robert L. Clark
Middle School Principal.....387-7970
Ext. 207

PARKVIEW LEARNING CENTER

John Schlender
Elementary Principal.....387-7973

BUS GARAGE

Robert Berry
Transportation Supervisor.....387-7969

DIRECTOR OF SPECIAL EDUCATION

Christina Plasil.....387-7960
Ext. 175

SCHOOL BOARD MEMBERS

James Congdon
Norbert Dornfeldt
Richard Fink
Barb Hagedorn
David Koch
Ellie Sokoly
John Westphal

High School Staff-- The Voice Mail extension phone numbers can be accessed through the Phone System by dialing 387-7960. After dialing, wait and listen, and then enter the correct voice mail extension.

Teacher	V-Mail	Teacher	V-Mail
Miller, An Marie	135	Ransom, Louise	140
Cardinal, Shannon	129	Reak, Lynelle	134
Coaches Office	155	Renderman, Kathy	113
Computer Lab	123	Rosedahl, Troy	162
Diggins, Russell	170	Scallon, Tony	117
Dobberpuhl, Sara	139	Schabel, Jennifer	132
Fjelstad, David	136	Seiler, David	152
Garczynski, Kristine	118	Strook, Stu	155
Geiger, Cal	149	Tillema, Beth	121
Hagemann, Doris	163	Wiza, Charles	127
Heideman, Sarah	122	Wondra, Joel	138
Holappa, Judy	125		
In-School M. Koepsel/C. Wellner	145	High School Office	100
		Zarnott, Lee	102
Koepsel, Dennis	154	Principal	
Koepsel, Melissa video	116	Le Bouton, Becky	108
		Dean of Students	
Kohrt, Sandi	112	Schecher, Signe	103
		Athletic Director	
Krause-Emerick, Laura	143	Hussli, Janet	106
Kruger, Todd	148	Krapfl, Mary	105
Kuske, Jennie	120	Attendance Office	100
Kussmann, Lynn	124	Student Services	
Kutz, Michelle	147	Guidance Office	
Magalsky, Marty	184	Paszek, Chris	119
McFadden, Patrick	172	Weyer, Carol	130
Nied, Shelly	141	AODA	
		Coordinator	
Noennig, Deb	118	Maintenance	
		Jacak, Jerry	151
		Custodial Office	153

BELL SCHEDULE

1 st Hr. --	8:00 – 8:47
2 nd Hr. --	8:50 – 9:37
3 rd Hr.--	9:40 – 10:27
4 th Hr. --	10:30 – 11:17
5A Lunch --	11:17 – 11:47
5A Class --	11:20 – 12:08
5B Lunch --	12:08 – 12:38
5B Class --	11:50 – 12:38
6 th Hr. --	12:41 – 1:29
7 th Hr. --	1:32 – 2:19
8 th Hr. --	2:22 – 3:10

SPECIAL TIME SCHEDULE

Early Dismissal - 1:10 P.M.

Late Start Schedule – 10:00 A.M.

<u>PERIOD</u>	<u>TIME</u>	<u>PERIOD</u>	<u>TIME</u>
1	8:00 – 8:31	1	10:00 – 10:31
2	8:34 – 9:05	2	10:34 – 11:05
3	9:08 – 9:39	3	11:08 – 11:39
4	9:42 – 10:13	5A Class	11:42 – 12:23
6	10:16 – 10:47	5B Lunch	12:23– 12:53
7	10:50 – 11:21	5A Lunch	11:39 – 12:09
5A Class	11:24 – 12:05	5B Class	12:12 – 12:53
5B Lunch	12:05- 12:35	4	12:56 - 1:27
5A Lunch	11:21 – 11:51	6	1:30 – 2:01
5B Class	11:54 – 12:35	7	2:04-2:35
8	12:38 – 1:10	8	2:38-3:10

CLOSING OF SCHOOL BECAUSE OF WEATHER

Announcements will be carried on the following radio stations:

WBEV/WXRO - Beaver Dam	1430 AM - 95.3 FM
KFIZ/WFON - Fond du Lac	1450 AM - 107.0 FM
WBKV/WBWI – West Bend	1470 AM - 92.5 FM
WTMJ TV4 – WTMJ/WKTI620 AM
WMDC – Mayville.....	.98.7 FM
WMRH – Waupun	1170 AM

Or call the school at 387-7960. When given options, press 6 for weather.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules and expectations on the following pages are not all inclusive. The administration will take such action as is necessary and not forbidden by law or board policy to insure the discipline and orderly conduct of the school. Action may be taken with any offense that impairs the usefulness or well being of the school regardless of the existence or nonexistence of a rule covering the offense. All of the regulations that follow are set down in an attempt to maintain the rights of all. Even though a student reaches the age of 18, he or she is still required to follow the rules and regulations as outlined in this handbook.

Attendance

(School Board Policy 431) Mayville High School is a **closed campus**. Students will arrive in the school building at the appropriate time and will not leave the school building or school grounds until the end of the school day. Exceptions to this would be for students leaving school under Work Experience Programs and under special circumstances dealt with on an individual basis with the high school administration. Students who attend class get the most from their school experience. Attendance and classroom achievement are closely related. To simply pass tests is not a true indication of what a student learns. Much more learning takes place during classroom discussions, research, and related activities than takes place by taking tests. Excessive absenteeism usually leads to lower student achievement. This means that you must be in your scheduled classes each day to avoid attendance issues. Good attendance is also a must for co-curricular activity participation, which can add a great deal to the student's educational experiences. Finally, future employers require good attendance of their prospective employees.

The principal or designee reserves the right to refuse any absence as excused. The responsibility for seeing that a student attends classes rests with the parents/guardians and the student. *Attending class means the student is in the class or room assigned him/her at a specific time during the school day.* The student's schedule or administrative action determines where the student should be throughout the school day. The administration may modify the student's schedule for any part of any day, a number of consecutive days, or the remainder of a grading period or semester without parent/guardian consent for the purposes of discipline, safety, or quell a disruption.

Co-Curricular Participation - Students must be in school at least the last half of the day, on the day of a practice, contest, or event in order to participate in that practice, contest, or event. Students who are absent on the day of a contest must be excused by the principal or designee prior to that absence if they wish to participate in that contest. *Students who are suspended from school (in or out of school suspension) will be suspended from practices, contests, or events during the length of suspension from school.*

18 Year-Old Students (School Board Policy 448) - Students that are 18 years of age must follow all attendance procedures that are related to excused or unexcused absences as listed in this Planner and School Board Policy. An 18 year-old student may assume this responsibility if his or her parents sign an agreement. The agreement will stipulate responsibilities assumed and will indicate removal of this right if it is abused. Students may apply for Independent Status with the Dean of Students at the end of semester in which they turn 18 years old (School Board Policy 431). Parents of students who assume this responsibility are not exempt from calls by school officials for the purpose of informing them of events involving the student or gathering information related to these events. Students leaving school to vote should provide a note from the voting station with the name and phone number of a supervisor to contact. This will be used to verify your whereabouts. Students may only use study hall to leave the building to vote.

ABSENCES ARE EITHER EXCUSED OR UNEXCUSED

Parents may excuse their son/daughter for up to ten (10) days in a school year. In situations where a student has shown a pattern of accumulating excessive absences either excused or unexcused, parents/guardians/adult students will be notified in writing and/or a conference will be held to determine whether truancy charges will be filed. Student absences that are verified with third party verification are recommended when available. **Third party verification is a written note from a member of the office or the destination the student visited that caused the student to miss school.**

EXCUSED ABSENCES are granted for valid reasons when students are not in attendance. An excused absence includes absence due to student illness (E-IL), serious illness or death in the family (E-FO or E-FU), medical/dental appointments (E-ME), school sponsored activities (A-SA), pre-excused (family day) (E-FO or E-FV), college visits (E-CV), religious observations (E-SC), required court appearance (E-CT), driver exam at the motor vehicle department (E-DL), and unexpected emergencies to be determined by the school administrator or a designee when proper notification and documentation is provided. **(The codes used above are attendance codes found on all attendance reports.)**

How to get an Excused Absence

Illness and Unexpected Emergencies

1. Have a parent/guardian notify the high school attendance office by 8:30 AM (telephone number 387-7960 - press #4 for Attendance) and
2. Instruct the secretary as to the reason why the absence should be excused.

3. Without proper notification of an absence within 24 hours, the student's absence is considered either unexcused or truant, and a detention or in-school suspension may be issued.

This procedure must be followed for each day of excused absence in order for the absence to be recorded as such. If the validity of an absence is questioned, parents will be contacted by phone to establish the student's whereabouts on the date(s) in question.

Communicable Disease - Please notify the school if your child has a communicable disease and he/she will be kept home. If your child has a confirmed case of any of these diseases: measles, mumps, rubella- please call the school immediately. Chicken pox is also reportable. The district follows the guidelines for exclusion as outlined in Wisconsin Department of Health and Family Services 'Guidelines for Communicable Disease in Schools and Daycares'.

Pre-Excused absences AKA--"family days", "personal days", college visits, court appearances, religious observations, driver's license test, funerals

These are excused absences other than illness and unexpected emergencies. **A written excuse signed by a parent or guardian must be received in the office BEFORE the absence occurs.** This written excuse must be received at least 24 hour in advance of the absence. A "Pre-Excused" form will be completed in the office and taken by the student to his/her teachers for initialing. This form should be turned back into the office by the student after the student's teachers have signed it and prior to the date(s) of absence. This procedure insures that the students will have assignments and will have met the expectations of their teachers **BEFORE** their absence. In the case of illness or unexpected emergencies parents are expected to follow the procedure above for reporting the absence.

Church Attendance (School Board Policy 433.1) - Students missing school due to church service, must secure a pre-excused absence requested by the parents/guardians. An explanation as to why the student cannot attend the evening service (if available) must accompany the pre-excused absence request. A pre-excused absence will be granted to students who attend a church of their faith. If this is not adhered to, the absence will be treated as truancy. **Students must submit a signed slip from the clergy to the Main Office stating that the student was in attendance at the church service.**

Appointments—Medical/Dental/Orthodontic

Please make every attempt to schedule appointments outside of school time.

For an appointment to be termed excused,

1. A phone call/written note from the parent.
2. A written note from the professional or office that was visited upon the student's return. **If a note from the professional is not brought to the office, the absence will be unexcused.**

Illness in School - When the student becomes ill at school during school hours, the student should always come to the Main Office. The school will then:

1. Attempt to contact the parent at home or work to inform and/or release the student from school after attempting to return to the next curricular class.
2. Attempt to contact an emergency person, as previously designated by the parent. Parents/Guardians should keep the school informed of the current emergency contact person and health conditions that may affect attendance.
3. Inform the student that he/she must stay at school when the school is unable to contact the parent or emergency person.

UNEXCUSED ABSENCES (School Board Policy 431-Rule) - Absences that occur with or without parental knowledge that have not been classified as "excused" by the administration in accordance with School Board Policy are termed unexcused. Missing the school bus, shopping, oversleeping, hair appointments, car trouble, driver education class, family trips not approved in advance, gainful employment, errands, etc., are examples of absences that may be classified as "unexcused". A detention or suspension may be assigned for unexcused absences.

When a student accumulates 5 days (or 40 class periods) of unexcused absences in a semester, the student will be considered a habitual truant.

Truancy (School Board Policy 431-Rule) - Daily attendance is required by State Statute (§.118.15). All students are required to attend school regularly until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Regular attendance is an important element for success and is the responsibility of both parents/guardians and the students. Students not in attendance are considered to be TRUANT and will be followed up by an administrator.

Attendance will be taken at the beginning of each class period. Students are expected to be in their assigned seat when the class bell rings. Students who report to class after the bell will notify their teacher and the attendance should be updated immediately or soon after. Consistent or persistent violation of the school attendance policy will result in appropriate disciplinary action and legal referral for Habitual Truancy. In accordance with §.118.16(5), habitual truancy is defined as absent from school without valid excuse for all or part of any five days in one school semester.

In the case of a student being truant, the school will attempt to call the parent/guardian the day the student is truant. Also, an attendance

notification letter will be sent to the parents/guardians. Additionally, a statement quoting the state law governing school attendance will be enclosed.

Truancy violations are both counted and considered for programming over the student's high school career. All offenses of truancy and habitual truancy will be referred to the Local City Police Department at which time a local citation may be issued. Truancy that is not habitual will also be dealt with through the MHS Progressive Discipline Plan. An In-School Suspension will be assigned to students who are truant. Parents of students who are truant will be contacted by phone and/or letter. If necessary, a parent conference will be requested by the building principal or designee to discuss the following programming options:

- A) Educational counseling
- B) Evaluation of the student for possible learning problems
- C) Evaluation of the student for possible social problems
- D) Home visitation/Home Bound Instruction
- E) Parent input in person or by telephone
- F) School records
- G) Medical reasons

Leaving School - Prior to leaving school, students must obtain permission from the Main Office. Permission can be obtained with a written note and phone call from a parent/guardian prior to 8:00 AM for the request to be approved. *Each time a student leaves school WITHOUT signing-out with the Main Office, this absence will be considered unexcused and disciplinary action will follow.*

Monitoring Attendance Given that parents have 10 days to excuse their child during an entire school year, the following procedures will be used to monitor a student's attendance.

Absences due to illness (E-IL), other family circumstances (E-FO or E-FV)—vacations, hunting, college visits, driver's license tests--, and any unexcused circumstances (U-) will be counted toward a student's 10 days of absence. When a student has accumulated 10 days (or 80 class periods) of absences due to illness (E-IL), other family circumstances (E-FO or E-FV), and any unexcused absences (U-), **the only absences that will be excused will be verified medical/dental appointments (E-ME), funerals (E-FU), court appearances (E-CT), school activities (A-SA), religious observations (E-SC).**

Once beyond 10 days of absences, if a student accumulates 5 additional days (or 40 class periods) of unexcused absences in a semester, the student will be considered a habitual truant, which will lead to a truancy ticket for \$200.50.

Absent work/Make-Up Work

(School Board Policy 431-Rule) - Students are required to attend all their scheduled classes and study halls unless they have obtained parental permission and are approved by the principal or designee to be out of class or out of the building.

Students excused from school will be given the opportunity to make up work missed when they return to school. It is the students' responsibility to contact the teacher(s) to make arrangements for making up missed work during their absence. Examinations missed during an excused absence shall be permitted any time mutually agreed upon by the student and the teacher, but within the number of day students have been absent (plus one day). Requests for additional time will be considered on a case by case basis.

Students with unexcused absences may receive credit for the completion of make-up work only after the student has satisfied consequences imposed for the unexcused absence. The extent to which make-up work credit can be applied shall be judged on an individual basis. Students with an unexcused absence on the day of an examination shall make up the exam on the day of return.

Homework – Request for When Absent – Parents/guardians of absent students absent for three or more days should call the Main Office to request homework for the days in which the student will be absent. Requests for homework for absences less than three days should be made directly to the student's teacher(s). Calls should be made before 10:30 AM affording office staff the opportunity to contact teachers and time for teachers to gather the work and return it to the Main Office for pick-up. Requested homework can be picked-up in the Main Office between 3:10 PM and 3:30 PM.

TARDINESS

Being on time is an important element of life and school as well. Students are expected to arrive on time to both school and all of their classes.

Classroom Tardiness – Students are to be in class and prepared to start work as described by each classroom teacher when the tardy bell rings. When tardy, go directly to the class in which you are late. The teacher is the sole judge of the situation that caused the student to be late. If you have an emergency between classes, go to the Main Office or your teacher and explain the matter. Teachers may institute their own policies regarding tardiness to class if they are more stringent than the school policy above. **Individual teacher policies will be supported by the administration. Students receiving 3 unexcused tardies during periods 2 thru 7 will receive a detention.**

Late to School – Students must report immediately to the Main Office if they arrive late to school. The following procedures will be followed:

Arrival between 8:00 am – 8:15 am: Tardy unexcused; sent to class; 3+= detentions
 Arrival between 8:15 am – end of 1st hour: Tardy unexcused; ISS to the end of the hour; a detention
 Arrival after the end of 1st hour: Tardy unexcused; remain in ISS at least to the end of the hour arrived; detention; situation assessed by principal or designee to determine release back to class.

Pass procedures – Students who need to go to another room or who are required to do so by a teacher will present a pass from the teacher to a staff member.

1. It is required that you report to your assigned study halls. If you wish to go to another room or are required to by a teacher, you must do the following :
 - a. At a time prior to when the pass is needed you will request and secure a pass with the teacher’s signature that will be responsible for supervising you when you are not in study hall.
 - b. When you report to the study hall, present the pass to the study hall teacher. The study hall teacher will note that you are present and note the time you leave on the pass and dismiss you.
 - c. If a student is required to return to the study hall during any portion of a given period, the teacher should sign another pass will be written. Otherwise a student will be expected to remain in the classroom with the teacher who issued the pass.
 - d. Students must have a signed pass or a teacher’s designated pass while in the hallways. Students in the hall without a pass will receive a detention.

Locker/Restroom Passes—Each teacher will have one designated pass for student to use to go to the restroom or their locker. Only one student will be allowed to leave a classroom at a time.

Students will need to sign out of the classroom on the clipboard posted at the door and sign in upon their return.
 Faculty and Administration may limit pass privileges at any time.

Code of Conduct

DISCIPLINE

(School Board Policy 443) All students, staff, and parents/guardians in the Mayville High School Community have basic rights and responsibilities designed to maximize academic freedom and individual expression while maintaining an orderly and respectful atmosphere for all members in our learning community. Everyone has the right to speak, listen, and learn in a safe environment that is free from physical and verbal harassment and abuse. Any infringement on the rights of others is an infringement on the mission and obligation of MHS to provide all students, staff, and parents/guardians with a safe, productive, and non-threatening environment. In addition to their rights, all students, staff, parents/guardians have basic responsibilities to others, the property of others and the reputation of the MHS community. Everyone has a responsibility, to extend courtesies, to follow school rules, and to obey all laws.

When students make poor choices, they may be asked to go to the Main Office or In-school room. Staff members who send students out of their area of supervision will notify the Main Office and request an escort if necessary.

Code of Classroom Conduct Removal (School Board Policy 443-Rule) – Teachers and aides have an additional tool to remove disruptive students from the learning environment. Removal can be for the remainder of the period that day or longer. When a student is removed, the student will write his/her account of the incident and a notice will be sent home. Disciplinary action will be given in all cases where students disrupt class or cause the teacher to stop class. Students are expected to report directly to the In-School room when sent out of class. They are **not** to report to the main office.

Progressive Discipline Plan

General: The rules shown below are the foundation for effective disciplinary action and apply to all school buildings, vehicles that transport students for school purposes at all school sponsored activities, whether held on or off of school property. The administration specifically reserves the right, on an individual basis, to deviate from the disciplinary action set forth below when in their sole discretion, it is necessary for the proper and efficient operation of the school.

STEP 1 **VERBAL REPRIMAND.** A staff member may give a verbal reprimand to make the student aware of his/her behavior. The student is given the opportunity to correct the behavior. The observing staff member is the final authority in these disciplinary actions.

STEP 2 **WRITTEN WARNING.** Written warnings are issued by a teacher for either incidents that a student has failed to correct when addressed or do not require a consequence such as a detention or expected to list classroom rules in their syllabus and post them on a wall in their classroom. Warnings are submitted to the office for documentation.

- STEP 3 **DETENTION.** If the behavior was not corrected by the verbal reprimand, or by the office. Please note: Teachers are not required to verbally reprimand or warn a student before issuing a detention. The detention will be served by the end of the next school day, Monday through Friday. A letter is sent to parents/guardians to inform them of the disciplinary action taken. Teachers are encouraged to contact parents when they issue a detention. Students are expected to provide their own transportation.
- STEP 4 **IN-SCHOOL SUSPENSION.** Students who do not serve the detention will be assigned an In-School Suspension for the following day. On the third day of In-School Suspension in the semester for not serving a detention, it will result in one day of Out-of-School Suspension. Students will also be placed in in-school suspension for truancies and removal from any class where their behavior is distracting from the learning environment. Students are expected to bring materials in order to complete assignments while serving the In-School Suspension. **Failure to comply with In-School Suspension Expectations or insubordination will result in serving the remainder of the day as well as the following day as an Out of School Suspension.**
- STEP 5 **OUT OF SCHOOL SUSPENSION.** Students who fail to follow the expectations of In-School Suspension, who have had physical altercations with others, violated policy on Drugs, Alcohol, and Tobacco, refused to follow school rules, etc. will serve an Out of School Suspension for at least one day. A parent, teacher, student, administrator conference must be conducted before a student is reinstated.
- STEP 6 **EXPULSION.** The School Board may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey the rules, or finds that a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the student engaged in conduct while at school or while under the supervision of a school authority or endangered the property, health or safety of others or finds that a student while not at school or not under the supervision of a school authority engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of school authority or endangered the property, health or safety of any employee or school board member of the School District in which the student is enrolled, and is satisfied that the interest of the school demands the student's expulsion.

Suspension/Expulsion (School Board Policy 447.3) -The Board of Education may expel any student whenever it finds him/her guilty of persistent refusal to obey or neglect of the rules and is satisfied that the interests of the school demand expulsion as specified by state law.

The following list contains examples of poor student choices that may result in immediate consequences including Out-of-School Suspension and possible further disciplinary action up to and including expulsion. **Obscenity/Profanity** (whether written, spoken, or gestured), **Fighting or any physical contact, Smoking, Alcohol use or possession, Drug use or possession, Improper or Inappropriate dress, Excessive tardiness, Unbecoming citizenship, Gang activity, Harassment, Theft, Threatening the safety of others, Vandalism, Weapons, Continued non-compliance of school rules, or other as deemed by the principal or designee.**

A letter will be sent to notify the student's parents of the suspension and a Reinstatement Conference may be arranged so that the child may be re-admitted to school after an Out-of-School Suspension. The principal or designee will determine the student's preparedness and readiness to re-enter school. The suspension may be extended at this point. The superintendent receives a copy of all letters of suspension and, if necessary, confers with the principal and/or designee about the case. She may refer extreme cases of chronic misbehavior to the School Board. The School Board reviews the entire case and may compel the student and parents to appear before the school board. At that point, the school board may expel the student from school.

Expectations and Rules

Academic Dishonesty – MHS promotes and expects ethical behavior from all members of its community. Honesty and integrity are valued at MHS in all of our classrooms, programs, and activities. Dishonest and unethical behavior, such as lying or cheating, will not be tolerated at any time by anyone.

Cheating is defined as: a) copying someone else's work, such as an assignment, quiz, or test, and submitting it as your work; b) allowing another student to copy your work; c) utilizing aids such as notes or crib sheets to assist in completion of a quiz or test when such aids are not authorized by the teacher; d) copying source material or not crediting sources in an attempt to present another's work as your own on a class assignment; or e) doing work for someone else.

Consequences for Academic Dishonesty

First incident in a school year: Office referral, teacher will call the parent/guardian, and a grade of zero on the assignment, quiz, or test.

Second incident in the same class: Office referral, parent conference, and the student removed from class with a grade of F.

Second incident in other than same class: Office referral, parent conference, a grade of zero on the assignment, quiz, or test, and In-School Suspension assigned.

Third incident in the school year: Office referral, parent conference, a grade of zero on the assignment, quiz, or test, and Out-of-School Suspension from school. Consequences for further incidents will be determined by the teacher and building administrator.

Alcohol and Drugs (School Board Policy 443.4) - The use and/or possession of alcohol and the use and/or possession of illegal drugs (those not prescribed by a physician) and/or drug paraphernalia during school hours, on school property or during school related activity is strictly

prohibited. Any student in violation of this rule will be subject to the procedures of our school district's AODA policy (443.4-Rule).

Alcohol and Other Drug Abuse (School Board Policy 443.4 & 443.4 Rule) - The district shall assist students, parents and staff to be aware that a community procedure is available to deal with the problems, which are created by drug and alcohol use and abuse. Student's parents and faculty will be informed that use of alcohol or other drugs may lead to chemical dependency. The district will participate in a community program, which will focus on prevention of drug and/or alcohol problems.

School Board Policy – Student Alcohol and Other Drug Abuse

Students have a right to attend school in an environment that is free of the non-medical use of alcohol, drugs and other controlled substances. Therefore, the use, possession, manufacture, sale or intent to sell or transfer alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs in or on school property, in any district-owned or contracted vehicle or at any school-sponsored event is prohibited. The possession of drug paraphernalia is also prohibited.

Violation of this policy will lead to school disciplinary action, up to and including expulsion, and referral to law enforcement agencies for prosecution.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by e.g., a law enforcement officer, trained school district employee, and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

Enforcement Procedures for Student Alcohol and Other Drug Abuse Policy Violations

Students who violate the District's student alcohol and other drug abuse policy shall be subject to:

1. Referral to the Mayville Police Department for prosecution under applicable laws and/or municipal ordinances.
2. Referral to in-school alcohol and other drug abuse counseling program.
3. School disciplinary actions as follows:
 - a. **Use, Possession or Being Under the Influence of Alcohol or Illegal Drugs or Possession of Drug Paraphernalia** – Students found using, possessing or being under the influence of alcohol or illegal drugs or possessing drug paraphernalia in violation of Board policy shall be subject to disciplinary action deemed appropriate by the building principal. Such disciplinary action shall include suspension from school and, depending upon the circumstances involved in the particular policy violation, a recommendation for expulsion.
1st Violation = 5-day suspension with recommendation for AODA assessment.
2nd Violation = 10-day suspension with recommendation for expulsion
 - b. **Manufacture, Sale or Intent to Sell or Transfer Alcohol or illegal Drugs** – Students found manufacturing, transferring, selling or intending to sell alcohol or illegal drugs in violation of Board policy shall be suspended from school and recommended for expulsion. Wisconsin laws shall control when determining intent.
 - c. **Failure to Submit to Required Breath Test for the Presence of Alcohol** – Students who refuse to submit to a breath test to determine the presence of alcohol in their system may be subject to disciplinary action deemed appropriate by the building principal, including suspension from school.

All disciplinary actions taken shall be consistent with legal requirements and established Board policies and procedures.

Suspicion of possession If a student is suspected of being in possession of alcohol, illegal drugs or drug paraphernalia in violation of the Board's student alcohol and other drug abuse policy, searches may be conducted in accordance with established Board policies and procedures. Any alcohol, illegal drugs or drug paraphernalia found shall be confiscated by school officials.

Backpacks/Purses—Backpacks, purses, and any other type of bag are not allowed during the school day. They should remain in your locker until the end of the school day.

Bus Rides for Co-curricular activities-- In the event of a student problem, the advisor/coach of the activity is responsible for student behavior. In such an instance, the following procedure will be used:

- FIRST INCIDENT - Verbal reprimand.
 - SECOND INCIDENT - Written warning. This will be written on the school bus discipline form. A meeting will take place between the Director of Operations, athletic director, principal, coach/advisor and the student.
 - THIRD INCIDENT - Student is suspended from next event/activity. A meeting will be held with the above mentioned people.
 - FOURTH INCIDENT - Removal from the sport/activity.
- The appeal process will be through the transportation committee.**

Card Playing -- Card playing or any other form of gambling is prohibited.

Displaying Inappropriate Material (School Board Policy 449) – Students may not draw or display symbols, pictures, or words on their lockers,

books, school supplies, Student Planner, and clothing that are prohibited by school rules or School Board Policy or would offend or discriminate against others. Items that can not be cleaned will be confiscated and may need to be replaced at the student's expense.

Displays of Affection -- Displays of affection are not allowed in the building.

Dress and Grooming Code (School Board Policy 443.1) – It is important to dress in a manner that reflects the focus on instruction and student performance that Mayville High School values. The student dress code is designed to reduce distraction and disruption and maintain an academic focus in the classroom and on school grounds. Dress should not jeopardize the safety and learning environment of themselves, students, staff or others within the school. Examples of prohibited dress include, but are not limited to the following:

Outer wear:

Prohibited-- jackets, hats or headgear, swimsuits, bathrobes, pajamas or other items designed for private use, togas, leotards or spandex type clothing unless they are properly covered by another outer garment. (May be allowable on specified Spirit Days.)

Accessories:

Prohibited-- Metal, leather or plastic items, whether attached or loose, such as collars, studded bands and chains

Shirts/Blouses/Tops/T-shirts:

Must have...

- 1) straps that are at least one (1) inch wide
- 2) All undergarments covered
- 3) Necklines that keep cleavage covered
- 4) Length of shirts that cover the midriff—NO exposed hips, midriffs, or waists.
- 5) No shirt can display words or symbols that reference alcohol, tobacco products, drugs, vulgar, obscene, violent or demeaning messages, or products that target an adult age-group market.

Shorts/skirts/pants:

Must be...

- 1) Mid-thigh length or longer—Short shorts and mini-skirts are not appropriate.
- 2) Above the hips with no undergarments showing.
- 3) Free of holes or tears above mid-thigh.

Dress Code Consequences...Students wearing inappropriate attire...

1st violation—Modify attire to comply with the dress code;

2nd violation—Modify attire and a detention will be issued;

3rd violation and all subsequent violations—Modify attire and an In-School suspension will be served.

The Administration will provide appropriate attire for students to wear. If students are not willing to wear the provided attire, students will be placed in In-School Suspension for the remainder of the day or until the attire can be modified with appropriate attire from home .

Electronic Devices and Radios (School Board Policy 443.5) - Students are prohibited from using or possessing personal electronic devices during the normal school day while on premises that are owned, rented, or under the control of the Mayville School District. This includes, but is not limited to cell phones, personal radios, tape/CD/DVD players/recorders or tapes/CD's, headphones, walkmans, televisions, two-way radios, pagers, hand-held electronic planners, lap tops, laser pointers, and other electronic communication or entertainment equipment. The principal or designee reserves the right to modify these expectations as necessary. Radios may not be played on the bus at any time (Reference: 1989 Wisconsin Act 120).

Violators of this policy will be dealt with as follows:
(In all cases, the electronic device will be confiscated.)

1st Violation—Written warning

2nd Violation—Detention issued

3rd Violation—In-School suspension and parents must pick up the device

4th and above Violation—One day Out-of-School suspension and parent must pick up the device.

Explosives – The use or possession of explosives or devices or materials that detonate are expressly prohibited. Additionally, it is the obligation of any student having knowledge of another student or person whom possesses or intends to detonate a device or material that explodes to report this information to school authorities immediately.

Gang Activity (School Board Policy 443.7) – Our school does not tolerate gang insignias, graffiti, dress, gestures or other activities associated with these groups. Any physical attribute that deters from the established grooming code will not be tolerated. School board policy governs all responses to gang activity. Police intervention may be warranted in all instances of gang activity.

Harassment, Bullying (School Board Policy 411.2)

- a. The District expects and will encourage students and parents/guardians who observe or become aware of an act of harassment and/or bullying by students to report it to the building principal or designee for further investigation. They will be supported by involved staff members in reporting the bullying/harassment to the proper authorities.
- b. The District requires staff members who witness or become aware of an act of student harassment and/or bullying to take immediate, appropriate steps to intervene. First, they need to remove the student doing the bullying/harassing from the classroom, hallway or area by sending him/her to the principal's office. Second, they need to report the incident to the building principal or designee. Third, they need to make sure that that victim feels safe.
If a staff member's safety is a concern, additional assistance should be sought immediately by contacting the building principal or designee. If a staff member believes that his/her intervention has not resolved the matter, or if the harassment and/or bullying persists, he/she shall report the harassment and/or bullying to the building principal or designee for further investigation.
- c. Upon learning about a harassment and/or bullying incident, the building principal or designee shall investigate. This investigation may include interviews with students, parents/guardians, and school staff; along with a review of school records. Local law enforcement may assist in the investigation.
- d. Consequences for students who harass and/or bully others, or retaliate against another student for reporting these behaviors or participating in a related investigation, shall depend on the results of the investigation. Students who are found to have retaliated will be subject to more serious consequences. Depending on the severity of the incident, the building principal or designee will also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement as appropriate; and developing a supervision plan with the parent/guardians.

The following disciplinary actions will be taken as appropriate in relationship to established District policies and state law. Parent/guardian notification will take place after each step listed below:

- (1) Official warning to cease the offending behavior and detention issued.
- (2) Short-term in-school suspension
- (3) Out-of-school suspension
- (4) Expulsion

Remedial action will also be taken and may include:

- Restitution and restoration
- Meetings involving school staff and/or local police
- Behavioral management plan
- Student counseling with guidance or other pupil services staff
- Parent conferences including development of a supervision plan as appropriate

Students who have been bullied will be supported by:

- (1) Offering an immediate opportunity to discuss the experience with a guidance counselor or other staff of their choice.
- (2) Offering on-going support with the goal of restoring self-esteem and confidence.

Harassment, Sexual (School Board Policy 411) - Harassment of a student by a student or group of students is not appropriate in our school. If you are a target of harassment or know of someone who is, report it to a teacher, counselor, or administrator.

Sexual harassment can be verbal, non-verbal, and/or physical in nature, and is any unwanted attention of a sexual nature in the workplace or school.

Federal guidelines describe sexual harassment as follows: Unwelcome sexual advances; request for sexual favors; and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. "Generalized sexist statements and behavior convey insulting, degrading, and/or sexist attitudes";
2. Seductive behavior, including "unwanted, inappropriate, and offensive physical or verbal sexual advances;
3. Sexual bribery including "solicitation of sexual activity or other sex-linked behavior by promise of reward";
4. Sexual coercion includes "coercion or sexual activity or other sex-linked behavior by threat of punishment and;
5. Sexual assault includes "assault and/or rape".

There is something you can do. If you observe sexual harassment, don't stand by. Either discuss the incident with the person committing the harassment or report to your counselor, teacher, or administrator immediately. Only with the cooperation of all of us can we eliminate sexual harassment.

If you feel you are the victim of sexual harassment, you do not have to tolerate being a victim of sexual harassment. The most ineffective way of handling the problem is to ignore it. Immediate and direct action by the victim is needed to stop unwelcome behavior. Tell the harasser that you don't like it, that you don't want to hear it, and to stop it. If the harassing conduct continues or, at any time, if you desire, you can report the sexual harassment to your principal, counselor, teacher or the district administrator.

Sexual harassment is sex discrimination and is prohibited by School Board Policy and by local, state, and federal laws. It is outside

the scope of one's rights to sexually harass anyone. The School Board may discipline, including expulsion, any student who has sexually harassed another person in the school. If the harassing conduct continues or, at any time, if you desire, you can report the incident to your principal, counselor or the district administrator.

Sexual harassment is sex discrimination and is prohibited by School Board Policy and by local, state and federal laws. The School Board may discipline, including expel, any student who has sexually harassed another person in school.

Complaint Procedure

The complainant shall sign a written complaint and file it with the principal or counselor (1) within 30 days after the alleged act(s) occurred or (2) within 30 days of the last occurrence of an ongoing condition. District Administrator's Office, 234 N. John St., Mayville, WI 53050 Telephone: 387-7963

Parent Notification (Calls to Parents) – School officials have a right and need to run an orderly school environment and will contact parents or legal guardians when needed. Calls will be made to inform parents/guardians of any student concern unless the parent or legal guardian designates a different contact person (designee) and provides both home and work numbers. The designee will have the authority to make decisions concerning the student in discipline matters, attendance, illness, etc. while the student attends school and school functions. This request must be in writing to the principal.

Parking of Automobiles and Motor Bikes - All vehicles used by students for transportation to and from school **MUST** be registered in the Main Office. A parking permit sticker must be purchased each school year to every vehicle parked in the North lot. If multiple vehicles are used, only 1 permit is necessary; however, every vehicle must be registered. A \$30.00 fee will be assessed and can be paid during Student Registration, during the first week of school, or at a time in which the student decides to operate his/her car for the first time. The school does not guarantee the availability of a parking space for every student wishing to park at school. ***Parking privileges can be revoked.***

Cars found in the lot without a permit will be considered non-compliant, and a municipal ticket of \$25.00 may be issued by the Mayville Police Department.

Searches of Vehicles. The School District of Mayville reserves the right to search vehicles parked on school property when there is reasonable suspicion. Vehicle inspections completed within the parameters set by district policy may be conducted by school authorities, without notice, without student consent, and without a search warrant. **Periodic Canine searches in conjunction with the Mayville Police Department may also occur. The contents of the vehicle are the responsibility of the student who drove the vehicle to school.**

The North lot is used for student parking during the school day, as well as evening and weekend activities. All vehicles, including motorcycles or motorbikes **MUST** be parked in the lined parking stalls. If they are not, tickets may be issued. There is to be no driving around the school building including the bus port area. Students should not drive erratically or recklessly. The police department will be notified of instances of poor driving. Students are not allowed to park in staff parking areas. These stalls are numbered. Students should not park in numbered stalls. Students parking in numbered stalls may be issued a ticket from the Mayville Police Department. The following five points are important to remember.

1. No car will leave the parking area during the school day unless the owner has a Pass from the principal or designee (Policy 431) or is participating at an approved Work Experience placement.
2. Students are to obey all state and local traffic laws. Please observe extra caution when our school buses are arriving or departing.
3. You will operate your car at a controlled speed of 15 miles per hour or slower in the parking area.
4. The speed limit in a school zone is 15 mph when school is in session, this includes driving or leaving school at any time during the day.
5. Student access to their vehicles will be restricted once they have arrived to school.

Respectful Behaviors—As a member of the Mayville High School community, you are expected to treat everyone with respect. Therefore...profanity and disrespectful statements are prohibited; fighting or other physical contact is prohibited(The school does not differentiate between a real fight and a play fight.); Insubordinate statements and actions toward staff members will not be tolerated.

Running in the Hallways --Running is not allowed in the hallways at any time.

Smoking, Possession, Use of Tobacco (School Board Policy 831 and 831-Rule) – The use or possession of any tobacco product on school property (campus, sidewalks, parking lots, etc.) and at a school function or school sponsored event in any locale (Firemen's Park, etc.) is absolutely prohibited. Violation of this rule will lead to school suspension and/or a local citation for smoking in public areas. Use or possession of tobacco products is a violation of our Co-Curricular Code and could result in suspension from these activities.

Theft - All thefts should be reported to the office as soon as possible. The student should ask for and fill out a report.

Threats of Violence – Any verbal or written threat of possible violence that could affect the health and safety of our student body, staff or school will not be tolerated. Students should report any information involving violence or harm to a teacher or an administrator at Mayville High School immediately. Bomb threats and other acts of violence are subject to board policies, police intervention and could lead to suspension and possibly further disciplinary action up to and including expulsion.

Weapons (School Board Policy 832) - No person shall possess or use a weapon or look-alike weapon in school or on school grounds at any time. If an individual is found with a weapon in his/her possession, the weapon will be confiscated and the incident will be referred to the police for arrest and to the school board for possible expulsion. A **weapon** is defined as any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, nunchaku, metal knuckles, chains, pepper spray, and similar items. A weapon may also be any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Other objects not normally considered to be a weapon but used in the manner defined above will also be considered a weapon.

General Expectations

Addressing Concerns. Visit the office or a counselor for the following reasons:

<p>OFFICE - IF YOU:</p> <ul style="list-style-type: none"> ➤ have been threatened ➤ are having trouble with your locker ➤ have lost personal property ➤ have a medical appointment ➤ become ill/have a health concern 	<p>COUNSELOR - IF YOU:</p> <ul style="list-style-type: none"> ➤ want help in choosing courses ➤ have a personal problem ➤ have a problem with a teacher ➤ want to know your grades from previous years ➤ think there is a mistake on your report card
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Announcements (daily) - Student groups desiring to have an announcement in the daily announcements must have their items approved and signed by an advisor, coach, dean of students, etc. Announcements must be submitted to the main office no later than 7:30 a.m. on the day of the announcement.

Announcements will only be used for school-related business, school sponsored organizations or activities. Announcements will be posted on monitors in front of the Main Office, in the cafeteria, and on the school website.

Cafeteria/Lunch – Lunch – All students must attend lunch in the cafeteria during their assigned lunch period. Students must use their I.D. or Student Planner to access their lunch account. Deposits to Meal Accounts must be made prior to 8:30 AM to be available for current day’s meal. Deposits are made in the Main Office. All deposits are to be placed in an envelope with the student’s name and parent’s name. Students are to remain on campus during their lunch period as MHS employs a closed campus. The student courtyard and intramurals are offered to students during their lunch period.

Costs: Hot lunch regular ticket - \$2.25
Hot lunch reduced ticket - .40

Please adhere to the following regulations concerning the cafeteria:

1. Cafeteria rules:
 - Do not skip place in line.
 - Carry your tray and utensils to the proper windows when finished eating.
 - Place your garbage in proper receptacles.
 - Do not throw items.
 - Do not place refuse or food under tables.
 - Stay seated until dismissed and push chairs in before leaving.
2. When the dismissal bell rings, walk out of the cafeteria in an orderly manner. Running, pushing and loud talking will not be tolerated. You will adhere to the four minute passing time.
3. Seating Guidelines:
 - Long tables - No more than (12) per table.
 - Round and square tables - No more than (8) per table.
4. Follow the directions of staff who supervise lunch.

Non-compliance with Lunch Rules Will Result In A Referral. – First offense will result in a detention and removal from the lunch room for (1) week. A second offense will result in a detention and minimum of (2) weeks removal from the lunch room. For a third offense an in-school suspension will be issued, and lunch room privileges will be lost for the remainder of the semester. Lunch room removals will be served in the in-school room. Students may purchase a lunch with their accounts or bring their own lunch.

Throwing any item during lunch will result in an automatic (2) week removal and an in-school suspension.

Shoplifting is a crime! And will result in an out-of-school suspension, and a police report filed with possible criminal charges.

Class/Club Meetings – These will be scheduled by advisors and take place before school or possibly at other times determined by the advisor.

CO-CURRICULAR ACTIVITIES (School Board Policy 321.1) - **Wednesday nights have been designated as “student free night” and no local school events or activities should be scheduled after 6:30 PM. All meetings and practices are to be completed by 9:30 PM on other days when school is held the following day.**

Students that choose to participate in sports will receive a student handbook that will contain information containing WIAA rules and the Co-Curricular Code of Mayville School District. Students who leave school early to participate in co-curricular activities should get assignments for missed classes before leaving for such activities.

NOTE: Students must be present in school at least 1/2 day on the day of a practice, contest, or event to be eligible to participate. Students who are suspended in or out of school can not participate in practice and scheduled events on the days of suspension. Students who are absent on the day of a contest must be excused by the principal prior to the absence if he/she is to participate in the contest or event. Only a parental request will be accepted.

Computer Network Guidelines—

A. ACCEPTABLE USES OF THE NETWORK

The District is providing access to its school computer systems, computer networks, and the Internet for **educational purposes only**. If a user has any doubt about whether a contemplated activity is educational, he/she may consult with the person(s) designated by the school to help them decide.

1. Students may access an Internet resource via District technology only with the proper consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where their students go on the Internet.
2. All users must abide by rules of Network etiquette – Netiquette, including being polite and using appropriate language and graphics.
3. All users must adhere to the copyright laws of the United States (U.S.C. 17) and the Congressional Guidelines that delineate it regarding software, authorship and copying information.
4. Images and school work products of K-12 students may be included on the website without identifying captions or names. Before posting a student’s photo or school work on any school-related website, appropriate written consent must be obtained from the student’s parent/guardian. Appropriate written consent means a signature by a parent or legal guardian of the student. Under no circumstances will K-12 student photos or work be identified with first and last name on a Mayville School District website, including the district, school or teacher website.
5. Any subscription to list serves, bulletin boards or online services must be approved by the District Administrator or his/her designee prior to any such usage.

Network and Internet access is provided as an educational tool. The District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such information.

B. UNACCEPTABLE USES OF THE NETWORK include, but are not necessarily limited to:

1. Use of threatening, profane, harassing or abusive language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language is permitted. Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute or redistribute jokes, stories or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.
2. Accessing pornographic or obscene materials, or other materials harmful to children.
3. Uses that cause harm to others or damage to property or jeopardizes network security. For example:
 - Do not engage in defamation (harming another’s reputation by lies).
 - Do not disclose or share your password with others.
 - Do not invade the privacy of another user, use another’s account, impersonate another user, post personal messages without the author’s consent or send or post anonymous messages.
 - Do not assume that a sender of email is giving his/her permission to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when the user knows that the individual would have no objection.
 - Do not tamper with computer hardware or software.
 - Do not load or create a computer virus or load any software that destroys files and programs (e.g., Trojan horse, time bomb), confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
 - Do not participate in hacking activities or any form of unauthorized access to other computers, networks or information systems.
 - Do not use anonymous proxies to get around content filtering.
4. Use of the network for any illegal activities. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
5. Use of the Internet for commercial, political, financial or religious purposes is prohibited. Violations shall be reported to a teacher or an administrator immediately. Students may not use the SCS or school network to sell or buy anything over the Internet.

C. INTERNET SAFETY

1. Parents/Guardians and Users. Despite the efforts taken by the District to provide for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the network and Internet and avoid these sites.
2. Personal Safety. In using the network and Internet, users should never give out private or confidential information about themselves or others on the Internet. Users should never arrange a face-to-face meeting with someone they "met" on the Internet without a parent/guardian's permission.
3. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian or the adult student. No personal addresses, phone numbers or last names of students will be permitted to be given out on the Internet.
4. Active Restriction Measures/Online Monitoring. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. As noted above, the use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of these rules. The school will also monitor the online activities of students, through direct observation and/or technological means.

D. VIOLATIONS/CONSEQUENCES

Use of the computer network and Internet is a privilege, not a right. A user who violates the District's Internet Safety and Acceptable Use Policy and Rules shall be subject to disciplinary action by the school administrator. Depending on the nature or severity of the violation, individuals may have their access to the district's computer network and the Internet restricted, suspended or terminated or be subject to other appropriate disciplinary actions, which may include restitution for damages or compensation for necessary network and/or computer restoration work by technicians. Repeated violation will be dealt with in a progressively more severe manner. Any violation of federal, state or local laws or ordinances will be in addition to district disciplinary action and will follow legal provisions as established by statute.

Student Violations:

Students are subject to the following:

First Offense: Immediate suspension from network use or access until a disciplinary conference is held with parent/guardian, student and school administration.

Second Offense: Depending on the nature or severity of the violation, individuals may have their access to the District's computer network and the Internet restricted, suspended or terminated or may be subject to other appropriate disciplinary actions.

Dances (School Board Policy 373 and 373-Rule) - School dances are "closed" events sponsored by Mayville High School for Mayville High School students. They are not open to the public. Students may be denied admission to a dance due to disciplinary action. Student attendance is limited to those who are not suspended or unexcused absent for the entire day or any part of the day of a dance or the day before the dance for weekend dances, except when gone for a school-sponsored event, may not attend the dance. Student participation on "Court" is reserved for those in good standing as outlined in the Co-curricular Code. Students must present their student ID Card when entering. Once they leave the dance they may not return. Students wishing to bring a guest **MUST complete a Guest Pass Application**. The application must be returned or faxed to the Dean of Students for approval one week prior to the event. **Applications returned late will not be considered. No person 21 years or older will be considered.** The guest should be introduced to the head chaperone and the guest should present a picture I.D. Students who attend formal dances should wear appropriate dress. Under no circumstances will exposed midriffs be allowed at a High School sponsored dance. **NO ONE WILL BE ALLOWED INTO A DANCE WITHOUT AN ID CARD OR OTHER PICTURE I.D.**

The following guidelines will be enforced:

1. The sponsoring organization will arrange for supervision with the principal.
2. Students who enter the building must stay in designated areas within the building. Once they leave they may not return.
3. There shall be no admittance of students after 9:30 PM or other prearranged time.
4. Dances will commence at a time specified by the sponsoring organization but will end no later than 10:00 PM on a night preceding a school day or 12:00 AM on a weekend.
5. A specific dress code may be required by the sponsoring organization.

Discrimination (School Board Policy 411.2) The Mayville School District, in accordance with federal law, does not discriminate on the basis of sex, race, color, national origin, or handicap in its educational and employment policies and practices. Any grievance regarding discrimination or complaint regarding harassment should be filed in writing with Mayville High School principal or designee specifying the alleged violation. The matter will then be referred to the District Administrator.

Notice of Non-Discrimination Policy- In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1975; and all other Federal, State, school rules, laws, regulations, and policies, the Mayville School District, shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs or activities which it operates and in employment. **Discrimination complaint**

procedures–(Policy 411-Rule) Any complaint regarding the interpretation or application of the district’s student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the School District of Mayville making a complaint of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report their complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the alleged infraction. The district administrator will review the facts comprising the alleged discrimination with the building principal or other appropriate person. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
3. If the complainant is dissatisfied with the decision of the district administrator, he/she may ask for an appeal to the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.
4. If the complainant is dissatisfied with the Board’s decision, he/she may ask for an appeal to the decision in writing to the State Superintendent of Public Instruction, within 30 days.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional need shall be processed in accordance with established appeal procedures outlined in the district’s special education handbook.
6. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Food and Beverages - *Food and beverages are not allowed in classrooms.* Snacks may be kept in your locker and consumed while standing at your locker. It is permissible to have bottled water in the building until the privilege is abused. Soda, sport drinks and juice are not to be consumed in classrooms during regular school hours. These drinks will be confiscated if open or being consumed in the building when away from your locker. Place all containers and wrappers in waste receptacles. Due to the shards, chips and flying pieces of glass, glass containers pose an increased threat of injury and are not allowed in the academic areas of the building. Please keep our school clean and safe.

Health/Injury – In the event of an injury to your child, immediate first aid will be provided. School staff will contact a parent to inform them of any potentially serious injury that may not require immediate emergency care, including bumps to the head. When emergency treatment is necessary every effort will be made to contact you. If you cannot be reached, the designated emergency contact will be called. If the condition is judged to warrant immediate medical attention, we will call 911. If it is not necessary to transport the student, there will be no charge to the parent.

Library - The library is open every day from 7:43 AM to 3:10 PM. The library will not be available for students during their scheduled lunch. Students must go to the cafeteria for lunch. If students wish to use the library, they should report to their study hall, where attendance will be taken, and then they will sign out to go to the library. Students will need their Student Planner for the purpose of checking out books, magazines and reference materials. All books and back issues of magazines are checked out for two weeks and may be renewed once for another two weeks. There is a fine for each school day that books and magazines are overdue. Overdue books cannot be renewed.

Reference books (encyclopedias and books marked * or “R”) are never checked out for extended periods of time. All reserve books are released for OVERNIGHT use only. They may be checked out after school but must be returned by 8:00 AM the next morning. There is a fine for each day that these materials are late. During the school day these materials may be checked out for one class period only. A fine is given for every hour that they are overdue.

Library privileges will be suspended for students with outstanding fines and overdue materials. ***Students with fines and overdue materials will not be allowed to access any and all services provided in the library.*** The librarian may limit a student’s access to the library and its material as needed based on that student’s behavior.

Lockers (School Board Policy 446.1) - The school lockers are the property of the school. Each student is assigned a locker. This locker is for the student’s own use and the student will be expected to keep it clean at all times. The school will have periodic inspections of all lockers. Locker inspections will be conducted by school authorities, without notice, without student consent, and without a search warrant. **Students are to use their own locker and are responsible for items found within.** For reasons of security and safety students should not share a locker or its combination with another student. If students deface the locker in any manner, they will be held responsible for repair or replacement of the locker. The school will not be responsible for any loss of property out of lockers. At no time does the Mayville School District relinquish its exclusive control of lockers provided for the convenience of students.

Lost and found - The lost and found department is in the Main Office. Articles found and turned in are kept for approximately two months. Unclaimed items are donated.

Medication (School Board Policy 453.4 and 453.4-Rule) - **All students must have a medication consent form on file before medication can be administered.**

As per Wisconsin State law and Mayville District Board Policy, parents must have a completed Medication Consent form on file in the school office before any medication or prescription drug will be administered to a student. Medication must be in the original manufacturer's packaging or the properly labeled pharmacy bottle. Medication will be kept in the office. An exception would be inhalers. Students may carry their inhalers and self-administer with an order from their medical provider. Forms may be downloaded from the District web page or obtained from a building secretary.

Federal and state law prohibit schools from dispensing any medication, including aspirin or pain relieving products, without written consent of the parent, written dosage, and dispensing instructions signed by the physician. Medication must be given to the school by the parent in its original container having the pharmaceutical label with the student's name, drug, dosage, time to be given, and physician's name.

Messages – Parents and family should limit their calls and messages to students at the high school. Messages to students should be for **INCIDENTS OF EXTREME IMPORTANCE AND EMERGENCIES ONLY.** Messages from employers will not be taken.

Rooters' Bus – On occasion, buses are arranged by the school to transport students to contests/sporting events. Students will need a written note from parents giving permission to ride on the Rooter's Bus. Any students wishing to leave at the school's designated time, but not ride the Rooter's bus, will also need a note from parents granting permission to leave school at that time. Students either riding the Rooter's Bus or getting to the contest/sporting event by their own means will be released at the time designated by the Administration or designee. Leaving prior to that time will result in an unexcused absence.

Study Halls - Students must be in study hall when the bell rings. Students must have a signed pass from the assigned teacher to leave the study hall area during that class period.

Study halls are for quiet study or other activity related to school (drawing, reading etc.). Students must report to the cafeteria..

- Study hall is a time for quiet study.
- Passes will not normally be granted for the bathroom (only in emergencies).
- **Passes will NOT be given to go to lockers.** Students are to come to the study hall prepared to work and bring the appropriate materials, equipment and supplies needed.
- Students will leave study hall in an orderly manner.
- Students are to pick up all paper on and around their desks.

Staff members who monitor a quiet study hall should adhere to the following:

1. A seating chart will be used.
2. Attendance will be taken at the start of each period and sent via computer to office.
3. No students should enter or leave the study hall without a pass. The student planner should be used as a pass at all times. All students in the hallways must have a pass in their possession or they will be given a detention.

Other study hall expectations will be shared with students at the beginning of each new semester.

Visitors (School Board Policy 860) - MHS does not allow students to have visitors during school hours. This rule was instituted to insure safety for all students and to create an atmosphere that enhances good study. All visitors to MHS must first stop in the Main Office to register and receive a visitor's badge. Visitors must also return to the Main Office when they are done to sign out before leaving.

Weight Room - Students may only use the weight room under the direct supervision of an adult. Due to liability, the teacher is to be physically present in the weight room whenever students are working out.

Academics and Student Services

ACADEMIC GUIDELINES

Academic Standards, Eligibility, and Probation

Academic and Behavior Standards for Eligibility –

1. To be eligible to participate in co-curricular activities, a student must earn a minimum grade point of 1.5 and have no more than one failing grade.
2. Academic eligibility is determined at the end of each quarter, on the day the report cards are printed. The quarter grades and quarter grade point are used at the end of each quarter.
3. Those students who do not meet academic eligibility requirements will be ineligible for co-curricular activity participation for the following time periods:
 - a. Fall: The lesser of 21 consecutive days from the earliest allowed competition/activity event or 1/3 of the maximum games/activity events.
 - b. Winter and Spring: 15 school days
 - c. Summer: 21 consecutive days
4. A student may regain eligibility status related to the fourth quarter grading period by participating in one or more the following options:
 - a. Attend Summer School in the Mayville School District – Course pre-approval by principal or designee.
 - b. Attend Summer School at a different district (at student expense) – Pre-approval by principal or designee.
 - c. Take a correspondence course – Pre-approval by principal or designee.
5. Students involved in athletic, competitive or performance activities that are declared ineligible by the Athletic Director/Dean of Students must continue to meet and practice with the team/activity. A controlled scrimmage is considered a practice for the purposes of this code. Students may not compete in games or contests or participate in the performances for a period of at least 15 school days commencing with the ineligibility ruling or 21 consecutive days from the earliest allowed competition or activity, based on the activity or season.
6. A student may re-gain his/her academic eligibility after 15 school days or 21 consecutive days as identified in #3, if the student presents a completed student eligibility form to the Athletic Director/Dean of Students. This form must be signed by each one of his/her course teachers. At this time, the student must be earning a minimum grade point of 1.5 and have no more than one failing grade. The student will be notified by the Athletic Director/Dean of Students if eligibility has been granted or denied.

For additional information consult the Co-Curricular Code.

After School Academic Support-- Staff members will be available after school Monday – Thursday in the HS Library to provide academic support for students – assistance with homework, computer use, etc. Support is offered from 3:30 PM – 5:30 PM.

Class Schedule Changes - Students wishing to make changes in their class selections MUST request these changes TWO DAYS PRIOR to the beginning of each semester. NO student or parent request for class changes will be honored after these deadlines. Any class changes made after these deadlines MUST BE INSTITUTED by the administration to correct a student's discrepancy in his/her graduation requirements.

Early Graduation (School Board Policy 345.61) - Students who have completed seven semesters of high school attendance and meet district credit requirements for graduation may be eligible for early graduation in accordance with established procedures. For more information about early graduation contact your guidance counselor prior to the beginning of your senior year.

Fees/Collection Policy (School Board Policy 470, exhibit 1) - The Mayville Board of Education believes that all assessed fines, fees, or charges of the student body should be collected. It is also their belief that some parents may need time to make payment of these fines, fees or charges. Seniors who have unpaid fines, fees, or other charges from any school year will not be allowed to participate in graduation ceremonies.

Grade Assignments (School Board Policy 345.41) - Each student at Mayville High School is assigned to a grade and will remain with that cohort group through graduation.

Grade Values (School Board Policy 345.1) - Grade point averages can affect future employment, scholarships, and admission to work experience and college or tech schools. Your grades are important!

A+	4.00	98-100%	Outstanding
A	4.00	93-97%	Superior
A-	3.70	90-92%	Excellent
B+	3.30	87-89%	Very Good
B	3.00	83-86%	Good
B-	2.70	80-82%	Above Average
C+	2.30	77-79%	Slightly Above Average
C	2.00	73-76%	Average
C-	1.70	70-72%	Slightly Below Average
D+	1.30	67-69%	Below Average
D	1.00	63-66%	Poor

D-	.70	60-62%	Very Poor
E	.30	59% & below	Attempt-but Failed with Credit granted
F	.00	59% & below	Failure-No Credit
W	.00		Withdrawn-No Credit
M	.00		Medical Excuse-No Credit
I	.00		Incomplete-Grade
P	N/A		Credit; No Honor Points

Graduation Requirements (School Board Policy 345.6) - All students must carry at least 6 credits (not more than two study halls per year).

It is the student's responsibility to keep an accurate count of their credits and to ensure that they meet the graduation requirements. If a student owes the school district time, money, or a debt of any other kind, the student will not be allowed to take part in the graduation ceremony until the debt is paid.

A diploma will be awarded to all pupils who have successfully completed the minimum credits including all required credits and classes. Only those students that have completed the full requirements for graduation and have paid any outstanding balances will be allowed to participate in graduation ceremonies. Those expectations include but are not limited to attending graduation practice, not being suspended nor having an unexcused absence during the fourth quarter, and successfully completing the required classes outlined by board policy to graduate from the Mayville School District.

Attaining credit in the following required subjects/courses is needed to graduate:

- 4 English
- 3 Social Sciences
- 2 Science
- 2 Mathematics
- 1 ½ Physical Education
- ½ Health (taken 8th grade year)
- 10 Electives

- 23.0 Credits

To earn a (.5) credit, a course must be pursued for the entire semester. A quarter grade is simply a progress report and does not give credit. Failure in required subjects must be made up the following semester, summer school, or the following year. Students who receive an "E" grade (attempted but failed) do not have to make up the course.

Honor Roll - The honor roll list is composed of an "A" group with a 3.50 average or better and a "B" group with a 3.00 average as a minimum.

Incomplete Grades – Teachers may assign a grade of Incomplete to students in special situations with the permission of the high school administration. All incomplete work with consent of the teacher, must be turned in within two weeks after the end of the last marking period. Any incomplete work not submitted in the specified time could result in a lowered grade or failure. No incomplete grades will be given at the end of the school year.

Insurance - The school district does not provide student insurance for accidents that may occur during school sponsored activities. If you do not feel your insurance is adequate or if you don't have insurance, you may wish to purchase the student accident policy available through a private carrier.

Progress Reports – Parents/guardians of student's whose work is graded as D or F at four and one half weeks into the period, will receive a Progress Report informing them from each involved teacher. Parents can request a conference with a teacher by calling the teacher at school.

Scholarships (School Board Policy 460) - The Mayville community and school district offer scholarships each year to graduating seniors. Eligibility may vary for each as does the amount granted. A brochure is provided and is available from the high school guidance office and in the high school library.

Withdrawal from School (School Board Policy 422) - A student may complete the school year at MHS if the parents/guardians move during the second semester. The parents/guardians must provide transportation if needed. A student considering withdrawing from school must discuss this with his/her guidance counselor. All fines, fees, and obligations must be taken care of before a withdrawal from school is completed. A withdrawal can only be completed when the parent/guardian has indicated the school or program the student intends to enroll in after leaving MHS.

Work Experience Students will be excused from school for Work Experience programs. These programs are part of the school curriculum in that they carry credit. Students in Work Experience programs are allowed to leave 2 hours per day and must have approval of the Work Experience Coordinator. Students on Work Experience programs will be expected to be in school or at their place of work during the school day.

Youth Options (School Board Policy 343.42) - Mayville High School students may enroll in coursework at post high school educational institutions while attending Mayville High and receive dual credit for those courses. Mayville students interested in this option must meet the individual institution's requirements as well as our school requirements, which include:

1. Junior or senior credit status.
2. A minimum cumulative grade point average of 2.5.
3. Enrolling in a course that is not offered at our school.
4. Not taking a class through post secondary options to complete a course requirement needed for high school graduation. Complete form PI-8700A of the student's intention of enrolling in a postsecondary institution no later than March 1 for a course to be taken in the fall semester; October 1 for a course to be taken in the spring semester. Forms are available in the Guidance Office.

ALARM SYSTEMS

Fire Exit Plans - Fire drills are conducted regularly, and students should learn the fire exit plan for each room in which they spend a part of their time. The fire signal is a continuous sounding of the fire horn, which sounds until all students and teachers are out of the building. Everyone is to move quickly in a quiet and orderly manner whenever the alarm is given. The fire exit route is posted in the front area of each classroom on the inside of the classroom door. Students should walk a minimum of 100 feet from the building.

Fire Equipment - Tampering with any fire fighting or detection equipment is a serious offense as is the unjustified setting off of alarms. Violators will not only face suspension and/or expulsion from school, but a referral will be made to the legal authorities also as this is a violation of State law Chapter 941 Wisconsin State Statutes.

Severe Weather Drills - Alerts and directions for severe weather drills will be announced over the P.A. system. In the event of a tornado, students will be instructed to move from their classrooms into designated safety areas. Students will not be permitted to leave school during severe weather conditions without a release form signed by a parent and is escorted by that parent. An "all clear" will be made over the P.A. system when the danger has passed. Directions for shelter are posted inside of the classroom door at the front of each classroom. Each student needs to become aware of the emergency procedures for each class they attend. The signal to take shelter will be an announcement over the P.A. system.

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