



Mayville High
School
Student/Parent
Planner
2007-08

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

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 2007-2008 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 to each of you.

Name _____
Address _____
City _____ Zip _____
Phone _____

| | | | |
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**MAYVILLE HIGH SCHOOL
2007-2008 STUDENT PLANNER
BELL SCHEDULE**

| | TUES-THURS | MON-WED-FRI |
|----|-------------------|-------------------|
| 1 | 7:43- 8:37 | 7:43- 8:39 |
| 2 | 8:41- 9:35 | 8:43- 9:39 |
| 3 | 9:39- 10:32 | 9:43- 10:39 |
| 4A | 10:36-11:29 Class | 10:43-11:38 Class |
| 4B | 11:29-11:59 Lunch | 11:38-12:08 Lunch |
| 4A | 10:32-11:02 Lunch | 10:39-11:09 Lunch |
| 4B | 11:06-11:59 Class | 11:13-12:08 Class |
| 5 | 12:03-12:56 | 12:12- 1:08 |
| 6 | 1:00- 1:54 | 1:12- 2:08 |
| 7 | 1:58- 2:51 | 2:12 - 3:08 |
| AP | 2:51- 3:08 | |

SPECIAL TIME SCHEDULE

No Activity Period Scheduled

| Early Dismissal - 1:08 P.M. | | Late Start Schedule – 9:43 A.M. | |
|------------------------------------|-------------|--|-------------|
| <u>PERIOD</u> | <u>TIME</u> | <u>PERIOD</u> | <u>TIME</u> |
| 1 | 7:43- 8:20 | 1 | 9:43- 10:20 |
| 2 | 8:24- 9:01 | 2 | 10:24-11:01 |
| 3 | 9:05- 9:42 | 4A Class | 11:05-11:54 |
| 5 | 9:46- 10:23 | 4B Lunch | 11:54-12:24 |
| 6 | 10:27-11:04 | 4A Lunch | 11:01-11:31 |
| 4A Class | 11:08-11:57 | 4B Class | 11:35-12:24 |
| 4B Lunch | 11:57-12:27 | 3 | 12:28- 1:05 |
| 4A Lunch | 11:04-11:34 | 5 | 1:09- 1:46 |
| 4B Class | 11:38-12:27 | 6 | 1:50- 2:27 |
| 7 | 12:31- 1:08 | 7 | 2:31- 3:08 |

DISCRIMINATION/HARASSMENT

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 NONDISCRIMINATION 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.

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 planner.

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 |
|---|---|

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/WKTI.....620 AM
 WMDC – Mayville98.7 FM
 WMRH – Waupun.....1170 AM
 Or call the school at 387-7960. When given options, press 6 for weather.

CLASS ADVISORS

Each student at Mayville High School is assigned, by the first letter of their last name, to a class advisor with who the student will remain through their senior year. The advisor will assist in completing large-scale administrative procedures—i.e. distributing handbooks, locker clean-out, etc.

FRESHMEN CLASS ADVISORS

| | | | | | |
|-----|-----------|----------|-----|------------|-----------|
| 103 | Nied | A thru F | 300 | Band Staff | M thru O |
| 101 | Wondra | G thru H | 110 | Kutz | P thru Sm |
| 210 | Ellington | I thru L | 215 | Burgess | So thru Z |

SOPHOMORE CLASS ADVISORS

| | | | | | |
|-----|-----------|-----------|------|----------|-----------|
| 105 | Krause | A thru F | 305A | Koepsel | Mc thru R |
| 108 | Renderman | G thru H | 219 | Hagemann | S thru St |
| 211 | Gierhart | J thru Ma | 205 | Scallon | Su thru Z |

JUNIOR CLASS ADVISORS

| | | | | | |
|-----|----------|-----------|-----|----------|-----------|
| 302 | Kruger | A thru D | 212 | Schabel | Me thru P |
| 221 | Magalsky | E thru H | 208 | Heideman | R thru So |
| 106 | Ransom | J thru Mc | 225 | Fjelstad | St thru Z |

SENIOR CLASS ADVISORS

| | | | | | |
|-----|----------|-----------|-----|---------------|----------|
| 206 | Cardinal | A thru Di | 104 | English Staff | M thru P |
| 207 | Steffeck | Do thru G | 102 | Garczynski | R thru S |
| 202 | Rosedahl | H thru L | 223 | Reak | T thru Z |

ACADEMIC GUIDELINES AND POLICIES

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:

| Class of 2008 | Class of 2009 and above |
|----------------------|--------------------------------|
| 4 English | 4 English |
| 3 Social Sciences | 3 Social Sciences |
| 2 Science | 2 Science |
| 2 Mathematics | 2 Mathematics |
| 11.5 Electives | 10.5 Electives |
| <hr/> | <hr/> |
| 24.0 Credits | 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.

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.

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.

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.

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.

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.

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.

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 |

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.

- **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.

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.

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.

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.

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.

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.

Student Responsibility after Absence/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.

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.

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.

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

ABSENCES ARE EITHER EXCUSED OR UNEXCUSED

Excused absences are granted for valid reasons when students are not in attendance. An excused absence includes absence due to student illness, serious illness or death in the family, emergency medical/dental appointments, school sponsored activities, parent excused days, college days, religious observations, required court appearance, driver exam at the motor vehicle department, and unexpected emergencies to be determined by the dean of students when proper notification and documentation is provided. 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.

Medical Verification

In accordance with Mayville School District and Mayville High School Policy 431-Rule, a student who is absent without an acceptable excuse for part or all of five or more school days must obtain a written statement from a physician or licensed practitioner as to his/her medical absence.

Pre-Excused absences are excused absences other than illness and unexpected emergencies and must be **preceded** by a written excuse signed by a parent or guardian 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 below for reporting the absence.

Guidelines for Reporting an Absence

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.

Appointment - (ONLY for the time necessary for the Appointment)

For an appointment to be termed excused, it needs to be pre-arranged or the absence will be recorded as unexcused. *If a student has an appointment, two (2) forms of notification are required:*

1. A phone call from the parent.
2. A written note from the professional or office that was visited.

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.*

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.
4. Students must be in school the last 1/2 of the day on the day of a practice, contest, or event to participate in it. The principal or designee must excuse a student of a full day of absence prior to the absence if he/she is to participate in a contest or event on the day of the absence.

5. If a student is ill for three days (including parts of any day), the student may need to present a medical doctor's excuse to return to school. The need for a medical excuse will be at the discretion of the principal or designee.
6. If parents or guardians fail to obtain the required medical excuse, and the student is not returned to school, the matter will be turned over to the courts for investigation of truancy and /or neglect of the child.

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 7:43 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.*

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.

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. Students receiving 3 unexcused tardies during periods 2 thru 7 will receive a detention.

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.

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 7:43 am – 8:00am: Tardy unexcused; sent to class
- Arrival between 8:00am – end of 1st hour: ISS to the end of the hour
- Arrival after the start of 2nd hour: ISS the remainder of the school day

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.

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 recommendation for an In-School Suspension. Teachers are 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 phone call will be place by the office when a student receives a detention, and 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. After the third day of In-School Suspension in the quarter for not serving a detention, subsequent failure to serve detention will result in one day of Out-of School Suspension. A parent, teacher, student, administrator conference must be conducted before a student is reinstated. 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

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 dean of students about the case. He 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.

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.

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, a call will be made to the parent 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.

PROCEDURES and GUIDELINES

General Rules

1. Displays of affection are not allowed in the building.
2. Running is not allowed in the hallways at any time.
3. Card playing or any other form of gambling is prohibited.
4. Profanity and disrespectful statements are prohibited.
5. Fighting or other physical contact is prohibited. The school does not differentiate between a real fight and a play fight.
6. Use, possession or the sale of illegal substances (or look-a-likes) is prohibited.
7. Insubordinate statements and actions toward staff members will not be tolerated.

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.

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 which includes 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. Metal, leather or plastic items, whether attached or loose, such as collars, studded bands and chains are not to be worn while on campus or at school functions off campus

Shirts/Blouses/Tops/T-shirts: all shirts should be constructed so tops of the shoulders are covered (NO halter tops, strapless tops, spaghetti straps, or bare shoulder tops of any type will be allowed). Tops must have straps that are at least one (1) inch wide and no undergarments should be exposed. **Under no circumstances will exposed midriffs be permitted.** Blouses/shirts that expose any portion of the waist, hips, or midriff are not allowed. **Boys' shirts must have sleeves.** 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: all shorts and skirts must be no shorter than mid-thigh from the bottom of the knee. Waistline of shorts/skirts/pants must be above the hips with no underwear showing. Overly baggie/over-sized styles that may disrupt or cause injury along with jeans or pants with tears or holes above the mid-thigh are not to be worn.

Students wearing inappropriate attire will be issued a detention and asked to modify their attire to comply with our dress code. Students who are unable to adjust their attire will be placed in In-School Suspension for the remainder of the day.

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).

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.

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.

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.

Harassment - 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.

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.

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.

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, and other electronic communication or entertainment equipment. Radios may not be played on the bus at any time (Reference:

1989 Wisconsin Act 120). Violators will be dealt with through the high school's progressive discipline plan. In all cases, the electronic device will be confiscated.

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 and in the cafeteria.

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 for 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 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 in 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.

Cafeteria/Lunch – Deposits to Meal Accounts must be made prior to 9:00 AM to be available for current days meal. Deposits are made in the Main Office. 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 - \$2.00
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 quietly to the cafeteria and line up in an orderly manner. Running, pushing and loud talking will not be tolerated. You will adhere to the four minute passing time.
3. Long tables - No more than (12) per table.
4. Round and square tables - No more than (8) per table.
5. 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 - Activity Periods - Activity periods are scheduled on Tuesday and Thursday between 2:51 PM and 3:10 PM. Class/club meetings must be scheduled one week in advance. Students attending meetings during Activity Period must sign in with their advisor/coach and are to remain for the entire activity period. It is the responsibility of students to ensure they are signed in and accounted for during Activity Period. All absences during Activity Period that cannot be verified will be issued a detention.

Passes for early dismissal, lockers, and restrooms will not be given during this time. Jackets, books, and back-packs are to remain in the student's locker.

Weight training and extra curricular activity cannot be scheduled during activity period. Students who are not participating in an activity meeting will remain in their seventh hour class.

Food and Beverages - *Food and beverages are not allowed in classrooms and halls.* 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 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.

Computer Network Guidelines (School Board Policy 363) - The computer network of the School District of Mayville is a valuable tool in the learning process. Network usage by students shall be based on a specific planned educational purpose and shall take place in a supervised setting such as a classroom, computer lab or a media center. Student use of this tool is a privilege and not a right. As a result, the School District is authorized to limit student access to the network due to inappropriate use or abuse of the network and its equipment. Students who physically damage or alter the hardware, software, or network in any way or inappropriately uses them are in violation of district guidelines and are subject to any or all of the following consequences. Students who abuse this technology will be denied access to the use of school computers and be subject to disciplinary action from school. Students will be responsible for financial remuneration for damages incurred.

Examples of inappropriate use and abuse (School Board Policy 363-Rule):

1) Sending or displaying offensive messages or pictures, 2) Using obscene language, 3) Harassing, insulting or attacking others, 4) Damaging computers, computer systems or network, 5) Violating copyright laws, 6) Using another's password, 7) Trespassing in another's folders, work, or files, 8) Intentionally wasting limited resources, 9) Employing the network for commercial purposes or personal reasons, 10) Accessing unauthorized chat rooms and e-mail, 11) Use of personal program disks without permission from staff, and 12) Any tampering with system set-up, software, hardwired files, or inappropriate use of the Internet. *The list is not meant to be inclusive.*

Parents/Guardians have the right to deny to students under their control access to the internet and/or the computer network and computer technology. This request must be in writing. Please call the school with your concerns.

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 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.

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.

Medication (School Board Policy 453.4 and 453.4-Rule) - When it becomes necessary for a student to take medication prescribed by a physician, the student must have a Medical Consent Form on file. This form is available in the Main Office during regular business hours.

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.

All medicine must be stored in the office. Students are not to keep medicine in their locker or on their person. Exception to this rule is with the use of an inhaler. Students with asthma may secure their medication. State law requires parents/guardians to complete and return to the school a Medical Consent form describing the required medication, its dosage and time of delivery.

Pass procedures – Students who need to go to another room or who are required to do so by a teacher will have their **Student Planner signed by a staff member**. Your **Student Planner** will be the only pass accepted.

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 by using **your Student Planner as a pass**.
 - a. At a time prior to when the pass is needed you will present your Student Planner and secure 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 your Student Planner to the study hall teacher. The study hall teacher will note that you are present and note the time you leave in your Student Planner 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 in the Student Planner. Otherwise a student will be expected to remain in the classroom with the teacher who issued the pass.
 - d. The Student Planner is used as a pass to move through the building.

Study Halls - Students must be in study hall when the bell rings. Students must have their **Student Planner** signed as a 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 their assigned room.

- 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 per the teacher's dismissal.
- 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.

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.

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.

SERVICES

Bus Riders – The Mayville Public School system requests that parents and the public be aware of recommended behavior of their children riding school buses.

A list of regulations, approved or endorsed by AAA, the Department of Public Instruction and the School District are as follows:

1. Keep hands and head inside the bus at all times.
2. Help keep the bus safe and clean. Horseplay will not be tolerated.
3. Loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Keep bus equipment in good condition. Damage to seats, etc. will be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Do not leave books, lunches or other articles on the bus.
7. Keep books, packages, coats and other items out of the aisles.
8. Remain in the bus during road emergencies.
9. Don't throw items off the bus.
10. Always remain in your seat while the bus is in motion.
11. Always be courteous to fellow pupils, bus driver and passing vehicles and

- pedestrians.
12. Be absolutely quiet when approaching a railroad crossing.
 13. Parents/guardians will be notified of misconduct on the bus. Riders may lose their privilege to ride the bus.
 14. Follow all instructions given by the driver.
 15. Do not use obscene and vulgar language or actions while on the bus.
 16. The following items can not be transported on the bus; live animals, glass articles, matches and lighters.
 17. Drivers may assign seats. You must sit in a specific spot if told to do so by a driver.
 18. Food and beverages are not to be consumed while on the bus.
 19. Radios and "Boom" boxes are not to be placed/played on the bus. Personal radios and players may be used with a headset only.
 20. Bus riders will not be able to leave the bus at stops other than the rider's final destination unless written consent is received by the parent/guardian or if the parent/guardian removes the rider from the bus in person.

Be informed that MISBEHAVIOR WILL NOT BE TOLERATED. Pupils who misbehave can be suspended from school and can be denied the right of riding the bus.
See school bus discipline guidelines below.

BUS DISCIPLINE

It is the feeling of the School District of Mayville, that in order to have a successful bus operation, an organized procedure for handling school bus discipline is important. With that in mind, the following guidelines will be used for handling discipline problems on a bus:

- Step 1: School Bus Driver Discipline. Normal discipline administered on your buses.
- Step 2: Completing a School Bus Incident Report to Parents--The first formal notification between school and parents regarding problems the student is having. Any further Incident Reports will involve the Principal, Transportation Supervisor in conjunction with the school bus driver.
- Step 3: Second Offense Incident Report--Automatic 3-day suspension from riding school bus and a meeting between parents, the Principal and the Director of Operations.
- Step 4: Third Offense Incident Report--Automatic 10-day suspension from riding the school bus.
- Step 5: Fourth Offense Incident Report--Automatic 20-day suspension from riding the school bus.
- Step 6: Should there be an additional incident, denial of transportation may occur.

CO-CURRICULAR TRIP DISCIPLINE PROCEDURES

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.

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.

Community Assistance Program for Chemical Dependency - The Council of Prevention of Drug and Alcohol Abuse has been established to increase awareness and help coordinate school and community resources. High school students may contact the high school guidance department for information or assistance.

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.

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 7:43 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 and her aide may limit a student's access to the library and its material as needed based on that student's behavior.

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.

Rooters' Bus – On occasion, buses are arranged by the school to transport students to contests.

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.

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.

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 that 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.

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.

POLICIES

Electronic Devices (School Board Policy 443.5) – The Board of Education believes that student use of personal electronic devices during the normal school day is generally disruptive in the educational environment. Therefore, students are prohibited from possessing 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, and other electronic communication or entertainment equipment during the school day. Students who bring any of the above listed items to school do so at their own risk and must store the equipment in their locker during the school day. In addition, students shall not use cell phones in any restroom, locker room or shower room while at school or while at a school-sponsored activity, where others have a reasonable expectation of privacy.

This prohibition may be modified by the building principal or his/her designee if the student provides evidence that such a device is required for medical, school, educational, vocational or other legitimate use.

Students who bring cellular telephones to school are responsible for keeping their telephones turned off and stored in their school locker during the school day, which includes the full period of time between the beginning of the first class and the end of the last class of the day, unless there is an emergency situation that jeopardizes the safety of students and staff. In addition, all other forms of personal communication devices as mentioned above must be stored in the student's locker during the school day.

Students shall not turn on or use cellular telephones while being transported to and from school or school-sponsored activities for field trips unless they receive permission from the supervising teacher, coach, or bus driver, or there is an emergency situation (as

defined by school personnel) that jeopardizes the safety of students, staff, chaperones, or the bus driver.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures.

The district shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school.

Blood Borne Pathogens (School Board Policy 453.3 Rule -1) – The district has on file a Blood Pathogen Exposure Control Plan. This plan details specific methods and procedures for notifying school authorities and the handling and cleaning of spilled bodily fluids. When students become aware of bodily fluids, they must avoid these spills and immediately notify the Main Office.

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

1. Students who violate the District's student alcohol and other drug abuse policy shall be subject to:
2. Referral to the Mayville Police Department for prosecution under applicable laws and/or municipal ordinances.
3. Referral to in-school alcohol and other drug abuse counseling program.
4. 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.

- 1) 1st Violation = 5-day suspension with recommendation for AODA assessment.
 - 2) 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.

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.

Closed Campus (School Board Policy 431 and 431-Rule) - All students shall be in school from the time the school day begins until the end of the designated school day. This will include noon hour. In those exceptional instances, the principal may permit a student to leave the building or grounds during the noon hour. The principal/designee shall review individual requests for the student who desires to leave during the noon hour. Administrative Directive - Closed Campus - July 7, 1986

School Attendance (School Board Policy 431 and 431-Rule) - Student Attendance, is designed to create a closed campus concept for the schools of the School District of Mayville. It is the intent of this policy that, by and large, all students will arrive in their school building at the appropriate time, and will not be allowed to leave the school building or grounds, other than for recognized school activities, until the end of the day. The following are exceptions to this policy:

1. **Work Experience Programs** - 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.
2. **Special Circumstances** - Students may be released from study hall time for personal or family business in an emergency or irregular situation. In order to be released, students would have to have brought a note from the parent requesting that they be allowed to leave. This is to handle special circumstances and must be dealt with on an individual day to day basis. There will be no long-term arrangements made to allow people to leave the school building or grounds.
3. **Illness** - Students will, of course, be allowed to return home should they become ill while at school. However, before students are released to go home, there must be contact made with the home to assure that there is

someone there. It is a poor practice to send ill students home when there is no one there to supervise them. Should there be no one at home, other arrangements, such as grandparents, etc. may have to be made. If there can be no arrangements made for supervision of the student away from the school, the ill student is not to be sent home, but is to be kept in the school sick room until appropriate arrangements can be made.

Items 1 and 2 above are to be considered a privilege for the students.

These are not rights of the students. Any misuse of this privilege will result in the student losing it for the remainder of the school year.

Sexual harassment (School Board Policy GBA) - 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

Inspection of student records (School Board Policy 347) - Notice of parents/guardians or adult's rights to inspect student records. Parents/guardians and adult students shall have the right to the following concerning their student's records:

- A. The right to inspect, review and obtain copies of student records.
- B. The right to request the amendment of the student's records if they believe the records are inaccurate or misleading.
- C. The right to consent to the disclosure of the student school records, except to the extent that state and federal law authorize disclosure without consent.
- D. The categories of student record information, which have been designated as directory data and the right to deny the release of such information.
- E. The right to file a complaint with the Family Policy Compliance Office of the United States Department of Education.

Parents/guardians and adult students wishing to review student records shall make the request of the student's building principal. The principal shall, at an appropriate time and place, make such records available to the parent/guardian or adult student.

Directory data may be disclosed to any person providing that the parent/guardian or an adult student has not specifically, in writing informed the school that they refuse to permit the district to designate as directory data that information concerning their student.

Directory Data (§. 118.125(1)(b)) - The following will be included as directory data: the student's name, address, telephone number, date of birth, place of birth, major field of study, participation in an officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees, awards received, and the name of the school most recently attended by the student.

If the parent/guardian or adult student believes that information contained in the student records is inaccurate, misleading, or otherwise in violation of the student's rights of privacy, they may request the district to amend those records. Requests to change or limit the release of directory data should be made within 14 days of the first day of class (§. 118.125(2)(j)). Requests should be made in writing to the school principal, who shall, within a reasonable amount of time after receiving the request, amend the records in accordance with the request and inform the parent/guardian or student of such decision, or shall determine that the records will stand as written. If the school principal refuses to amend the records, the parent/guardian or adult student may request a hearing on the matter by filing a written request with the District Administrator.

Asbestos - As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Mayville School District has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Mayville School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. Furthermore, the district has completed its' 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance. This past year Mayville School District conducted the following with respect to its asbestos containing building materials:

**Implemented in our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc will accomplish this under contract. Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Mayville School District has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and time table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to your Account Manager under contract with MacNeil Environmental, Inc., Burnsville, Minnesota, at 800/232-5209, or by contacting the Mayville School District.

STAFF

Voice Mail extension numbers - 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 |
|----------------------|--------|---------------------------|--------|
| Burgess, An Marie | 135 | Plasil, Christina | 120 |
| Cardinal, Shannon | 129 | Ransom, Louise | 140 |
| Coaches Office | 155 | Reak, Lynelle | 134 |
| Ellington, Brent | 124 | Renderman, Kathy | 113 |
| Fjelstad, David | 136 | Rosedahl, Troy | 162 |
| Garczynski, Kristine | 118 | Scallon, Tony | 117 |
| Geiger, Cal | 149 | Schabel, Jennifer | 132 |
| Gierhart, Clay | 114 | Seiler, David | 152 |
| Hagemann, Doris | 163 | Steffeck, Peg | 121 |
| Heideman, Sarah | 122 | Strook, Stu | 155 |
| NEW English Staff | 139 | Tighe, Janet | 112 |
| Holappa, Judy | 125 | Library | |
| Hughes, Deb - Speech | 175 | Tillema, Beth | 123 |
| In-School | 145 | Wellner, Carol | 144 |
| J.Tighe/M.Koepsel | | Wondra, Joel | 138 |
| Justman, Megan | 170 | | |
| Koepsel, Dennis | 154 | High School Office | 100 |
| Koepsel, Melissa | 116 | Zarnott, Lee | 102 |
| video | | Principal | |
| Kohrt, Sandy | 112 | Le Bouton, Becky | 108 |
| Kruger, Todd | 148 | Dean of Students | |
| Kuske/Krueger | 166 | Schecher, Signe | 103 |
| Kussmann, Lynn | 127 | Athletic Director | |
| Kutz, Michelle | 147 | Hussli, Janet | 106 |
| Magalsky, Marty | 184 | Krapfl, Mary | 105 |
| McFadden, Patrick | 172 | Attendance Office | 100 |
| Nied, Shelly | 141 | | |
| Noennig, Deb | 143 | Student Services | |
| Noennig, Tom | 174 | Pazsek, Chris | 119 |
| Football coach | | Weyer, Carol | 130 |
| | | Guidance Office | |
| | | Gifted & Talented | 115 |
| | | Maintenance | |
| | | Jacak, Jerry | 151 |
| | | Custodial Office | 153 |

Performance Activities, Club, Dance Courts, and Organizations

Academic Decathlon. Academic Decathlon consists of a team of 9 students who compete with other teams by taking tests that involve study in 6 areas, Mathematics, Science, Economics, Music, Art and Language and Literature. The team is comprised of three levels of academic achievement. Scholarship is a student who has a grade point average of 3.76 – 4.0. Honors is 3.0 to 3.75 and Varsity is under 3.0.

Art Club. Art Club is open to all students, even those not enrolled in an Art class. The club will do fundraisers to bring in a resident artist or take field trips to museums and galleries. The club is special because it promotes working together, school spirit and community involvement with the arts. A community Art Show is also sponsored by this club and the Vocal and Instrumental Clubs.

Athletics. The athletic program is an integral part of our high school curriculum. As such, it provides certain opportunities and emphasizes definite aims difficult to duplicate in other high school activities. Students are taught to accept decisions and responsibilities. Athletics provides for rapid physical development, and gives participants satisfaction in accomplishment that few other activities match.

Class and Club Officers . These individuals are selected by members of a class or club to provide leadership in planning class or club activities and representing the class or club in the community.

Dance Courts. Membership on a dance court is a privilege as it is a high profile position within our school. Students who are elected to court represent both their class and their school. Written and pictorial records are kept by the school and published in the Rocket. Students court members also have responsibilities including participation in half-time activities at the Homecoming game and coronation during each dance. Court members are in the public's eye, with their picture as it is printed by the press, and must represent themselves and their school well.

DECA. DECA is a dynamic, influential, student-centered organization whose program of leadership and personal development is designed specifically for students enrolled in Marketing Education. DECA members are truly unique. They are focused as a result of their DECA experiences. DECA members develop: leadership characteristics, self-confidence and self-esteem and the highest ethical standards in personal and business relationships, with social, civic and business responsibility and a healthy, career oriented, competitive spirit.

Ecology Club. Ecology club is open to junior and seniors who are enrolled in or have taken environmental life science. The purpose is to learn, promote, and use sound ecological practices.

FFA. The FFA is the largest student youth organization in the United States at the secondary level. The FFA is a community-based organization for farm and non-farm boys and girls in the high school. The purpose of the organization is to educate the members and community about the agribusiness industry and increase the members' skills to obtain employment.

Forensics. Forensics involves competition with students from other middle or high schools in various speech activities. Students may compete in individual or group categories like play-acting. An organizational meeting is usually held sometime prior to winter break. The season of three or four competitions extends from February to late April. The middle school has one competition. Letters and medals are awarded for excellence in speech.

German Club. German club is a co-curricular organization for all past and present students of German as well as any other interested students. The purpose of the club is to promote the study and appreciation of the German language and culture through various clubs and activities.

Letter Winners Club. Letter Winners Club or Athletic Club consists of Varsity letter winners. They spend between \$600 to \$800 annually for MVP Plaques and the Athletic Awards Program. This money is raised through food sales at sports events. It is a service organization.

Math League. Wisconsin Math League is an organization whose purpose is to promote mathematics. Students are nominated by their teacher to compete in six contests with other schools in Wisconsin. Contests are held during Activity Period on Tuesdays.

Mock Trial. Mock Trial is an extracurricular activity for students in grades 9-12 that is run by the Wisconsin State Bar. Through involvement in this activity, students have the opportunity to learn about the law and actually practice and perform the parts of witnesses and attorneys.

M-Tech. Mayville Technology Education Club (MTEC) is a student organization dealing with the vocational education area of Technology Education, formerly industrial arts. MTEC provides services and products to the Mayville community and school district while providing the student with a valuable experience. MTEC has purchased additional equipment for the Technology Department. A scholarship has also been established for a graduating senior member. This is a unique different organization -- designed with the student member in mind

Musicals/Plays. The musical is open to music students who want to participate in several areas; stage crew, lighting, set design and building, painting, chorus, small parts and make-up. The musical leads will be selected from one of the high school choirs.

Music Groups – Requiring an Audition. If a student wishes to participate, he/she must consult either the Choir Director or Band Director and go through an audition process. Rehearsal schedules vary for each group and are determined at the start of each new school year.

National Honor Society. The National Honor Society is an organization that recognizes people who meet the qualification of scholarship, leadership, character,

and service. Admission is by invitation to those who at the end of the sophomore year have a cumulative grade point of 3.33 and are approved by the staff.

Spanish Club. As an enrichment to Spanish class, Spanish Club furthers one's understanding of the cultures of Spanish-speaking countries. The following are examples of past activities: cooking authentic dishes from the Spanish-speaking world, viewing a professional performance of traditional dances of Mexico, ordering a meal (in Spanish) at a traditional Mexican restaurant, and many others (as chosen by members).

Student Council. Student Council represents the total student body and has been established to give the student body a voice in the school's functioning. Student Council promotes school activities and stimulates school spirit. The council serves as a medium between the faculty and the student body to promote school activities, to safeguard student rights, to develop student responsibility, initiative, leadership, and to promote the general welfare of the school. Student Council is active in organizing Homecoming and Winterfest events. Freshmen elections are held in the Fall.

Volunteer Club. The volunteer club works with other organizations like homeless shelters, toys for tots, nursing homes, and other civic clubs in our community. The focus is to help people less fortunate than ourselves and give our student body an organized way to volunteer to help others and to learn the importance of volunteering and make it a life long character trait. Anyone and everyone are welcome to join!

DISTRICT ADMINISTRATION

Ronald P. Bieri
District Administrator 387-7963
Ext. 101

HIGH SCHOOL

Lee W. Zarnott
High School Principal 387-7960
Ext. 102

Becky Le Bouton
Dean of Students 387-7960
Ext. 108

Signe Schecher
Athletic Director 387-7962
Ext. 103

Richard Dembski
Food Services Director 387-7960
Ext. 160

MIDDLE SCHOOL

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

PARKVIEW LEARNING CENTER

Terri Fuller
Elementary Principal 387-7973
District Assessment Coordinator

BUS GARAGE

Robert Berry
Transportation Supervisor 387-7969

SCHOOL BOARD MEMBERS

James Congdon
Norbert Dornfeldt
Harold Hauffe
David Koch
Don Roll
Ellie Sokoly
John Westphal