

Menomonie High School

**“Preparing ALL students to become lifelong learners,
caring individuals, and responsible citizens.”**



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TELEPHONE NUMBERS

High School Office	(715) 232-2606 OR (715) 232-2609
High School Fax	(715) 232-2629
Administrative Service Center	(715) 232-1642
Attendance	(715) 232-2609 ext. 41001 OR (715) 232-2993
Guidance	(715) 232-2609 ext. 40137 OR (715) 232-2992
Guidance Fax	(715) 232-1834
Health Office	(715) 232-2609 ext. 40105 OR (715) 232-5452
Activities Office	(715) 232-2609 ext. 41102
School-to-Careers	(715) 232-2609 ext. 40119
Pool/Field House	(715) 232-2609 ext. 42138 OR (715) 232-1197
Food Service	(715) 232-2609 ext. 42124 OR (715) 232-2794

2017-2018 MENOMONIE HIGH SCHOOL CALENDAR OF EVENTS

September

- 1 Freshmen Orientation Day
- 4 Labor Day – No classes
- 5 First Day of School for Sophomores – Seniors

October

- 6 Homecoming
- 19-20 No School

November

- 2 High School Parent-Teacher conferences – PM
- 6 High School Parent-Teacher conferences – PM
- 22-24 Thanksgiving Day/Vacation

December

- 25 Winter Break Starts

January

- 2 School Resumes
- 11-13 1st Semester final exams
- 13 End of 1st Semester
- 15 No School

February

- 22-23 No School

March

- 12-16 Spring Break – No classes

April

- 5 High School Parent-Teacher conferences – PM
- 9 High School Parent-Teacher conferences – PM
- 20 Vacation day – No classes

May

- 25 Graduation practice
- 26 Graduation
- 28 Memorial Day – No classes

June

- 4-6 2nd Semester final exams
- 6 End of 2nd Semester – Students' last day
- 7-8 Teacher In-Service

BELL SCHEDULES

DAILY SCHEDULE

(50 min. periods)
Period 1 – 7:40-8:30
Period 2 – 8:35-9:25
Period 3 – 9:30-10:20
ELT* – 10:25-10:55
Period 4 – 11:00-11:50

A Lunch – 11:50-12:20
Period 5 – 12:25-1:15

Period 5 – 11:55-12:45
B Lunch – 12:45-1:15

Period 6 – 1:20-2:10
Period 7 – 2:15-3:05

1/2 HOUR ASSEMBLY SCHEDULE

(45 min. periods)
Period 1 – 7:40-8:25
Period 2 – 8:30-9:15
Period 3 – 9:20-10:05
ASSEMBLY – 10:10-9:40
ELT* – 10:45-11:15
Period 4 – 11:20-12:05

A Lunch – 12:05-12:35
Period 5 – 12:40-1:25

Period 5 – 12:10-12:55
B Lunch – 12:55-1:25

Period 6 – 1:30-2:15
Period 7 – 2:20-3:05

2 HOUR LATE START

(39 min. periods)
Period 1 – 9:40-10:19
Period 2 – 10:23-11:02
Period 3 – 11:06-11:45
Period 4 – 11:49-12:28

A Lunch – 12:28-12:58
Period 5 – 1:02-1:41

Period 5 – 12:32-1:11
B Lunch – 1:11-1:41

Period 6 – 1:45-2:24
Period 7 – 2:28-3:05

HIGH SCHOOL LATE START SCHEDULE

(40 min. periods – 3 Wed/month)
Period 1 – 8:40-9:20
Period 2 – 9:25-10:05
Period 3 – 10:10-10:50
ELT* – 10:55-11:25
Period 4 – 11:30-12:10

A Lunch – 12:10-12:40
Period 5 – 12:45-1:25

Period 5 – 12:15-12:55
B Lunch – 12:55-1:25

Period 6 – 1:30-2:10
Period 7 – 2:15-3:05

1 HOUR ASSEMBLY SCHEDULE

(40 min. periods)
Period 1 – 7:40-8:20
Period 2 – 8:25-9:05
Period 3 – 9:10-9:50
ASSEMBLY – 9:55-11:00
ELT* – 11:05-11:35
Period 4 – 11:40-12:20

A Lunch – 12:20-12:50
Period 5 – 12:55-1:35

Period 5 – 12:25-1:05
B Lunch – 1:05-1:35

Period 6 – 1:40-2:20
Period 7 – 2:25-3:05

*ELT – Extended Learning Time

EQUAL EDUCATIONAL OPPORTUNITIES

No person may be denied admission to any district school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, as required by s. 118.13, Wisconsin Statutes. In addition, the board prohibits discrimination or harassment based on gender identity or gender expression (including transgender and gender nonconforming students). This policy also prohibits discrimination as defined by Title IX of the educational amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and origin), and Section 504 of the Rehabilitation Act of 1973.

All special programs follow the district's policy of nondiscrimination on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression (including transgender and gender nonconforming students) physical, mental, emotional, or learning disability.

The district administrator or designee (located at 215 Pine Avenue NE, Menomonie, Wisconsin, 54751, telephone 715-232-1642) is designated to receive grievances regarding discrimination according to procedure.

For more information on Equal Educational Opportunities see 411 under Board Policies at <http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9130137>.

EMERGENCY SCHOOL CLOSINGS

The closing of school because of emergency conditions will be announced on the following radio and television stations:

<u>FM</u>			<u>AM</u>		
92.1	WMEQ	Eau Claire	790	WAYY	Eau Claire
92.9	WECL	Eau Claire	830	WCCO	Mpls/St. Paul
94.1	WIAL	Eau Claire	880	WMEQ	Eau Claire
95.1	WQRB	Eau Claire	1400	WBIZ	Eau Claire
95.9	WJRV	Menomonie			
100.7	WBIZ	Eau Claire			<u>TV</u>
104.5	WAXX	Eau Claire	5	KSTP	Mpls/St. Paul
106.7	WATQ	Eau Claire	13	WEAU	Eau Claire
			18	WQOW	Eau Claire

PARKING AND DRIVING REGULATIONS

Parking in the school lot is a privilege extended to all high school students. This privilege may be lost by not observing parking and driving regulations listed in parking lot contract signed by parking permit holders. The cost of a student-parking permit is \$10.00. To receive parking lot permits, students must turn in a parking lot contract signed by the student and parent/guardian. Students receiving the permits must sign a contract outlining the rules and regulations for parking in the designated areas. Parking permits must be hanging from the rear view mirror in plain view. All students are expected to lock their vehicle upon arrival at school, and are not to return to that vehicle until the end of the school day without a pass from the main office. A student's privilege of parking on school property is conditioned upon the person's consent to a search.

Note: Visitors and assigned staff parking areas are not open to student parking.

Motorcycles may not be parked on the grass. **Bikes** must be parked in racks provided.

Administrative Procedure: Failure to observe motor vehicle and parking regulations will result in revocation of parking privileges, vehicle being towed at owner's expense, and/or referred to Menomonie Police Department.

Note: Student that don't follow our parking lot policies are subject to ticketing by the School District.

FIRE AND DISASTER DRILLS

Plans for emergencies have been developed with regular drills scheduled throughout the year. Fire drill regulations, exit routes, and disaster evacuation plans including but not limited to the ALICE protocols will be followed. Teachers will review these plans with their students. Students are asked to move quickly and to remain quiet so as to be able to hear any announcements that might be given over the public address system.

HEALTH SERVICES

The primary objective of School Health Services is to strengthen and support the educational process of students by assisting them to improve or adapt to their health status. Health Services available are identification of health problems, preventative health measures, monitoring and dispensing of medications, health maintenance care and necessary therapeutic intervention.

Parents/guardians are requested to inform the school of any health problem and/or special health care procedures that need to be performed at school. This will assist the school in developing an effective educational program. To discuss concerns or questions, students and parents are encouraged to discuss their health problems with the School District Health Services Coordinator. You can contact the School District Health Services Coordinator at (715) 232-2609 ext. 41104 or the Health Assistant at ext. 40105.

NOTIFICATION OF ILLNESS BY PARENT/GUARDIAN

Students who appear ill should remain home. Students should be fever-free for a period of 24 hours after an illness without fever reducing medication and 24 hours after vomiting and diarrhea before they return to school. Parents/guardians are requested to notify the Attendance Office of their student's absence between 7:00 to 9:00 a. m. Students who are absent from school must present a note upon their return or have a parent call their absence into the Attendance Office. Please see the district website for additional exclusion criteria.

EXTENDED ILLNESS

For students who are going to be out for three or more days due to illness, parents should notify the Health Assistant (232-2609 ext. 40105) and request homework assignments that can be picked up in the main office of the high school. Homework assignments require 24-hour notice to allow teachers time to prepare. Parents/guardians are requested to inform the school of any health problem the student has, so an effective educational program may be planned.

IMMUNIZATIONS

State Law (252.04 Wis.) states the following are the minimum required immunizations for each age/grade level. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. In order for your student to enter school, this information must be completed and on file prior to admission to school, or shortly thereafter. The immunizations are as follows:

GRADES:

9-12 4 DTP/DTaP/DT/Td, 1 Tdap, 4 Polio, 3 Hep B, 2 MMR, 2 Var

If your student does not meet the immunization requirements, you will receive a warning notice from the school indicating what is needed and the deadline date. During this time, Sections 252.04(5)(a) and (6) of the statutes provide that schools must notify any adult student or the parent/guardian or legal custodian of a minor student who has not met the state immunization or waiver requirements by the 15th and 25th school day after the student is admitted to school. If a student fails to present written evidence of completed immunizations or a written waiver within 60 school days of being admitted to school, the student may be excluded from school. Immunization records are progress records under section 118.125(1)(c) of the statutes. Section 118.125(3) of the statutes requires that progress records shall be maintained for at least 5 years after the student ceases to be enrolled in the school.

ACCIDENTS

Any student injured on school property during a normal school day must be reported to the Health Services office immediately. Proper action will be taken and the parent/guardian notified. An accident report will be filed in the Health Services office.

MEDICATION

The Menomonie School District has a medication policy covering prescriptive and non-prescriptive drugs taken by students during school hours and school sponsored events and field trips. If it is necessary for your student to take medication during school hours and activities, parents/guardians **MUST** inform the Health Office as to the type of medication, and the reason for taking it. Send the medication to school in a pharmacy labeled bottle containing the name of the student, physician's name, dosage, and time to be taken. Long-term medication must be renewed on a yearly basis. Non-prescriptive medications including, ibuprofen, Tylenol, etc. **MUST** be provided by the home in the original container.

According to section 118.291 of the statutes, a student may possess and use an asthma inhaler if all of the following are true: (a) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; (b) the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and, (c) the student has provided a copy of the required approvals.

In order for a student to take prescription or nonprescription drugs during school hours, a medication form must be on file. These forms are available at the clinic, in pharmacies, and from the Health Services office. All prescription or non-prescription medication must be picked up at the end of the school year or they will be disposed of.

PEANUT FREE/PEANUT AWARE SCHOOL

We must do all we can to provide students with a life-threatening allergy a safe learning environment. In an effort to allow students to participate fully in all class school, we ask that Menomonie High School remain peanut-free to the best of your ability.

LIBRARY/MEDIA CENTER

Any student can check out materials with their student ID card or direct permission from the LMC staff. Books may be borrowed for a total of 30 days. Reference books are one-day checkouts. Small fines for books and other equipment are charged for overdue materials. Lost or damaged materials involve larger fines.

Students can access the MHS online library catalog through <http://sdma.follettdestiny.com>. Before students are allowed to use Internet resources at school, MHS must have a recent parent/guardian signature on the Acceptable Use Policy on file through the main office or the LMC. A printing and

technology fee of \$15.00 is requested. Restrictions on computers include only legitimate educational use, no downloading or playing videos, music, or games, and e-mail is for school use only. Please expect your computer use to be checked or read by school staff (CIPA).

The library media staff is available for students who need help finding resources, using computers and school software, locating reliable information on the Internet, and general information about school. Please ask for help at the main desk.

Conduct in the Library/Media Center is based on respect and courtesy for everyone using the LMC and compliance of all school rules. Students are welcome to use the LMC for educational purposes between the hours of 7:15-3:30. Come in and see what we can help you find.

1:1 POWERED LEARNING INITIATIVE

Our district has created a 1:1 Powered Learning Handbook. You can view it on the district website at <http://www.msd.k12.wi.us/cms/One.aspx?portalId=341586&pageId=10278723>.

LOCKER

The ownership of the locker is maintained by the school district, and students are granted a limited use of lockers on the basis of school procedures and rules. School authorities may access lockers at any time as determined necessary or appropriate, and may make periodic inspections, without the consent of the student, without notifying the students and without obtaining a search warrant (s.s. 118.325). Any defect or trouble with a locker should be reported immediately to the main office. It is recommended that students refrain from storing valuable items and/or large sums of money in their locker, as the school is not responsible for lost or stolen property.

The assignment of a locker is made to each student. **No switching or sharing of lockers is allowed.**

LOST AND FOUND

Storage of lost and found items are maintained in labeled bins in the commons. Items of monetary value are brought to the main office, i.e. glasses, rings, electronic devices, etc. Bring all articles found in and around the building to the correct lost and found area. Losses should be reported promptly to the office. Students are reminded that all personal items brought from home remain their responsibility.

PLAGIARISM/CHEATING

Any student who is caught plagiarizing assigned work will receive no credit for that work. A disciplinary referral will be created by the instructor and administration will meet with student(s)/parent(s) to discuss the consequences. Instructors may allow students to redo the assignment for partial credit.

FOOD SERVICE

Our food service offers healthy choice options with up to four lunch lines which serve reimbursable meals in the senior high cafeteria.

- A. Students may not withdraw money from their prepay account.
- B. Students are expected to be respectful of food service personnel at all times.
- C. Students eligible for free and reduced lunch may pick-up an application at the Guidance Office or the Food Service Office. All students eligible for free or reduced meals in 2016-2017 school year are qualified for the first 30 operating days of the 2017-2018 school year.
- D. Prepayments are made at the Food Service Office daily between 7:00 A.M. - 9:00.
- E. Students may pay for lunch in the line with cash.

TELEPHONE CALLS

Telephone messages for students will not be delivered during class time, except in cases of an emergency.

ELECTRONIC DEVICES

Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic devices with communications functions during the school day and during school activities, provided that the device remains stored, powered off, and unused. Students who possess such a device do so at their own risk to possible loss, damage, or liability.

Principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of electronic devices during the school day in the school building or during school activities for safety, medical, vocational or other legitimate reasons.

Cameras or electronic communication devices shall not be used in the following ways:

- A. In areas where one would reasonably expect privacy, i.e., locker rooms, bathrooms, etc.
- B. To communicate test answers, photograph tests, or engage in any other conduct that enables students to cheat.
- C. To share or post personal information about, or images of, any other student or staff member without permission from that student or staff member.
- D. To engage in cyberbullying—placing cell phone calls or sending text messages that ridicule, threaten, or harass another student.
- E. To take, disseminate, transfer or share lewd, or otherwise illegal images or photographs.

Possession of an electronic device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

Nothing within this policy shall limit a student's ability to use an electronic device in a manner that functions as assistive technology necessary for a student's education and that is required under an individualized education plan or a Section 504 plan.

The inappropriate use of electronic devices by students while on campus or engaging in school activities is subject to disciplinary action. The inappropriate use of such devices by students while off campus and not engaging in school activities may also be subject to disciplinary action if such conduct endangers the health, safety, or property of others at school or under the supervision of school authorities and/or causes a material and substantial disruption to the school environment or school activities. Students involved in activities that interfere with the rights of other students to participate fully in school or extracurricular activities will also be in violation of this policy.

Violation of this policy by students will result in disciplinary action to be included in school site handbooks. Disciplinary action may include the following:

Revocation of District technology use privileges.

- A. Application of school disciplinary practices and procedures.
- B. Notification of law enforcement officials.
- C. Notification of parents/guardians or legal custodians.
- D. Notification of the activities director and/or co-curricular coaches/advisors.
- E. Notification of the Superintendent or designee.
- F. Suspension from school.
- G. Recommendation for expulsion.

Electronic devices that are used inappropriately may be confiscated and held by school officials for return to student or parent(s)/guardian(s), retained for disciplinary reasons, or turned over to law enforcement officers.

CHECK CASHING POLICY

Checks will be accepted for the amount of payment of fees, fines, purchases, or other commitments to the School District of the Menomonie Area. Other checks will not be cashed.

USE OF THE BUILDING

All students must be responsible to a staff member when using the building facilities. Anyone in the building without making arrangements with a staff member will lose the privilege of using the facilities.

POLICE LIAISON OFFICER

The Menomonie Police Department, in cooperation with the Menomonie School District, has assigned a police officer to work in the schools. The Liaison Officer serves as a resource person to both staff and students, and provides law enforcement services when needed. As a resource person the officer will conduct lectures and discussions on drugs, vandalism, traffic law and other matters of interest. If you have questions about your rights under the law, which might include court systems, court policies, or procedures, contact the Liaison Officer. If you have concerns about any part of the Justice System, make these concerns known to them and they will provide you with the requested information. Your interest and participation in this liaison program will help improve the police service in our community and school.

II. STUDENT ACTIVITIES

CLASS OFFICERS

Each class elects class officers in the spring. Candidates must fill out a nomination form, obtain the signatures of 20 classmates, have the signature of a parent/guardian and have the recommendation of 3 teachers in order to run for office. If more than two candidates run for any office, a primary election is held.

The purpose of having class officers is to help build class spirit and cohesiveness throughout the class' experience in high school and later in reunion years. Class officers work closely with their class advisors and the Activities Office to carry out a number of class activities including: fundraising, Homecoming activities (float, skit, and hall decorations), Prom, Senior Class trip, graduation, and class reunions. A list of class officers can be viewed on our website at http://mhs.sdmaonline.com/activities/class_officers.

CLASS INFORMATION/ADVISORS

Each class is involved in various activities through the year. Every student is encouraged to participate in class projects to promote school spirit and foster fellowship among classmates. A list of advisors responsible for such activities can be viewed on our website at http://mhs.sdmaonline.com/activities/class_advisors.

STUDENT COUNCIL

The Student Council is elected by the student body to represent them and to insure that students have a voice in affairs of the school. The Council teaches students representative democracy.

The Council meets a minimum of once a month. The Council runs the concession stand, coordinates homecoming, winter daze, and other all-school events. Council members serve on the following standing committees: Respect for Persons, Respect for MHS building and grounds, Fundraising, Staff Appreciation, Membership and Recognition, Social, and Publicity. The Council also serves the school and community with a number of service projects such as an annual Earth Day service project. Other activities for members may include attending leadership workshops and retreats, and conventions at the regional, state, and national level.

Representatives are elected by their classmates in the spring of the year. Candidates must fill out a nomination form, obtain the signatures of 20 classmates, have the signature of a parent/guardian and have the recommendation of 2 teachers in order to run for a representative position. Elections take place during ELT on designated election days. Membership is distributed in the following way: Executive committee members, 6 voting members from each of the Senior, Junior, and Sophomore classes, 4 Freshmen class officers and 4 Freshmen class representatives. A list of Student Council Representatives can be viewed on our website at http://mhs.sdmaonline.com/activities/clubs_organizations/student_council/.

CLUB INFORMATION

Menomonie High School provides a number of clubs available to students. Each student is encouraged to join a school club and participate. Listen to the daily announcements for the time and place. For further information, contact the advisor or a counselor. New club proposals should be initiated through the Administration.

Art Club	High Mileage Vehicle/Auto Club (HMV)
Breakfast Club	Home Economics Related Occupations (HERO)
Captains Club	Kubb Klub
Chess Club	Link Crew
Community Service	Multicultural Club
Debate Club	National Honor Society (NHS)
Distributive Education Clubs of America (DECA)	Optimist Club
Family, Career and Community Leaders of America (FCCLA)	SAGA
Fellowship of Christian Athletes (FCA)	Ski Club
FFA Organization (FFA)	Skills USA-VICA
French Club	Spanish Club
Future Business Leaders of America (FBLA)	Student Council
Gaming Club	Tech Club
Health Occupation Students of America (HOSA)	Trap Shooting Club
	Yearbook – “Menomin”

DANCES

All requests for dances should be made prior to the development of the school calendar in the spring of the preceding year. A minimum of three weeks prior to a desired date is required for all dance activities requested after that time. Requests are to be submitted in writing to the administration. A form will then be issued to collect adequate information concerning this activity. This form must be returned no later than two weeks prior to the date of the activity. All dances must be attended by the activity advisor and must be chaperoned by three faculty members and two parents/guardians.

Dances may begin as early as 7:30 p.m. and end no later than 11:00 p.m. A closing time of midnight for Homecoming, Prom and Winter Carnival will be the only exceptions. Socials held after basketball games will start at approximately 9:45 and end at 11:00 p.m. Dances may be held only on Friday and Saturday nights, or the night before a school holiday.

Dances are sponsored only for those students enrolled in Menomonie High School unless otherwise designated by the administration.

STUDENT VISITORS

Menomonie High School is committed to student achievement. To ensure that MHS students are free of distractions, MHS does not allow student visitors during the school day. Student visitors wishing to attend a dance sponsored by MHS must complete a Dance Visitor Request Application prior to the dance. Guests may not attend if they are older than one year out of high school or younger than ninth grade. All applications are subject to the approval of the high school administration.

MENOMONIE HIGH SCHOOL PERFORMING ARTS

Menomonie Senior High School would be pleased to see all students participate in the performing arts program. This opportunity to participate and represent Menomonie High School also carries with it responsibility. One of the responsibilities of participation lies in maintaining the conduct rules set forth by the Menomonie Board of Education. It is important that you and your parents/guardians be fully acquainted with these regulations. View the Performing Arts Handbook online at http://menomoniehs.ss7.sharpschool.com/activities/performing_arts.

PERFORMING ARTS AVAILABLE AT MENOMONIE HIGH SCHOOL

Academic Decathlon	Forensics	Pep Band
Band	Jazz Band	Science Olympiad
Chorus	Musical	School Play
Drum Line	Orchestra	String Ensemble

MENOMONIE HIGH SCHOOL ATHLETICS

Menomonie Senior High School would be pleased to see all students participate in the athletic program. The activity fee is \$100 per activity. The opportunity to participate and represent Menomonie also carries with it responsibility. One of the responsibilities of participation lies in maintaining the conduct rules set forth by the Menomonie Board of Education. It is important that you and your parents/guardians are fully acquainted with the regulations established to promote ethical conduct and sportsmanship.

In order to represent Menomonie High School in any interscholastic competition, a student must meet all eligibility rules of both the Wisconsin Interscholastic Athletic Association (WIAA) and our school. View the Athletic Handbook online at <http://mhs.sdmaonline.com/activities/athletics>.

SPORTS AVAILABLE AT MENOMONIE HIGH SCHOOL

Baseball	Golf	Swimming & Diving
Basketball	Gymnastics	Tennis
Cheerleading	Hockey	Track and Field
Cross Country	Soccer	Volleyball
Dance	Softball	Wrestling
Football		

III. SCHOOL COUNSELING

SCHOOL COUNSELING STAFF

The school counselors are available to help students with academic plans, career plans and personal concerns. Counselors are also available to assist students with problem solving issues related to school and friends. The students will work with their assigned school counselor throughout their four years of high school. You can find a student's assigned school counselor at http://mhs.sdmaonline.com/student_serives/school_counseling.

COLLEGE AND CAREER INFORMATION

The school counseling office offers students and parents/guardians the opportunity to seek assistance in choosing a career interest and/or college information. Students and parents/guardians are able to access a wide variety of post secondary planning information and career planning by logging on to the school counseling website: http://mhs.sdmaonline.com/student_services/school_counseling.

This website provides detailed information about scholarships, financial aid, occupational information, college majors and individual universities and technical schools as well as the military. Another program that parents/guardians and students may wish to check out on the Internet when considering financial aid for post-secondary education is “fastweb.com”. Look for financial aid tips at web site: <http://www.fastweb.com>.

SCHOOL COUNSELING APPOINTMENTS

To obtain an appointment with a counselor, students should see the receptionist in the School Counseling Office. If an emergency arises, a student may come to the School Counseling Office and wait until the counselor is available.

The School Counseling staff will provide the following services:

- A. Orientation of all freshmen and transfer students.
- B. Meet with students to plan a program of courses compatible with their abilities and goals.
- C. Assist students with social and personal issues.
- D. Assist students in the area of career selection and planning.
- E. Assist students with information about colleges and technical schools.
- F. Assist students with post-secondary planning.
- G. Assist students in times of personal crisis.
- H. Arrange tutoring services when requested.
- I. Conduct various group guidance activities.

CHANGE OF ADDRESS AND TELEPHONE

If students change their address or telephone number during the school year, they are asked to notify the Administrative Service Center at (715)232-1642 ext. 11331. By informing the district of the change, the school will be able to keep its records current for school mailings and cases of emergency.

COURSE REGISTRATION PROCEDURES

The registration process will begin in January. The process will involve students, parents/guardians, and counselors. Course selection during the registration period will be considered a commitment on the part of the student. Requests for program changes will not be accepted after the first week in May. After that time, program changes will be made for administrative reasons only.

SCHEDULE CHANGES

All class changes, drops, or additions must originate with a counselor and be approved by the administration. Changes will not be made to accommodate teacher requests, lunches, or elective changes. No changes will be made to accommodate a desire for a shortened day, unless the student is enrolled in the school related work program. Generally, changes will be made for administrative reasons only, e.g., class overload, error in schedule, etc.

**** Withdrawal after 2 weeks of the start of the class will be an “F”.**

EDUCATION FAIRS

Each year UW-Eau Claire and Chippewa Valley Technical College cosponsor an Education Fair. Representatives from schools throughout the Midwest are available to provide information and answer

questions. Juniors and Seniors will have the opportunity to visit this program for a nominal fee. It is an excellent opportunity to gather information useful in making decisions about post-secondary education.

ACADEMIC/CAREER ASSESSMENT

The following assessments are either administered or made available through the Guidance Department:

Aspire Grade 9 and Grade 10 in Spring only

Purpose: ACT developed ACT Aspire – the first digital, longitudinal assessment system to fully connect student performance from elementary grades through high school. ACT Aspire will provide educators and parents with the insights they need to help students get and stay on track by better connecting assessment to teaching and learning.

Web Link: <http://www.discoveractaspire.org>

Career Cruising Grades 9-12

Purpose: Occupational interest assessment-self scored. Used in conjunction with a 4-year course plan, as well as students' Academic and Career Plans (ACP's).

Web Link: <http://public.careercruising.com/en>

Preliminary SAT/National Merit (PSAT/NMSQT)

Purpose: Preparation for the college admission test: SAT. This is the only means of qualifying for consideration in the National Merit Scholarship program. It is especially recommended for college bound students who rank in the top 25% of their class, as well as students interested in summer collegiate educational opportunities. Normally students would take this test during the junior year.

Web Link: <http://www.collegeboard.org>

Test Date(s): Mid-October Fee approx. \$15.00

Scholastic Aptitude Test (SAT) Grades 11-12

Purpose: Admission screening instrument for college. Measures: Verbal and Mathematical abilities including vocabulary, verbal reasoning, reading comprehension, problem solving in algebra and geometry. Does not measure creativity, special talents, or motivation. Frequently, this is the preferred admission test of many prestigious universities. Used also for scholarships. Normally intended for the spring of the junior year.

Web Link: <http://www.collegeboard.org/>

Fee approx. \$52.50

American College Test (ACT Assessment) Required for all Grade 11 students

Purpose: Required admission test at all University of Wisconsin campuses. Measures national student achievement in: English, Mathematics, Reading, and Science. Includes English usage/mechanics, rhetorical skills, algebra, geometry, trigonometry, social studies, sciences, arts and literature. Does not measure the subjective. Normally taken in the spring of the junior year. The required test to be taken during the school day is free. If a student would like to retake it, there will be a charge.

Web Link: <http://www.act.org>

Test Date(s): See Guidance Office Fee approx. \$36.50/\$52.20 w/ writing

Test Site: Menomonie High School. Required Test

Advanced Placement Program, The College Board (AP) Grades 11-12

Purpose: An examination to determine if a student has earned the right to gain advanced placement and/or credit in college. AP tests are available in many areas including: physics, foreign language, art, calculus, English language, psychology, US history, and literature. Recommended for students who are doing A level work in such classes.

Web Link: <http://www.collegeboard.org>

Test Date(s): Mid May
Test Site: Menomonie High School.

Fee approx. \$86.00
Optional test

“EARLY BIRD” MORNING CLASSES

Early Bird classes start at approx. 6:45 AM. Transportation to school is the responsibility of the parents/guardians.

GRADING AND REPORT CARDS

Grades are a measure of achievement in a given course of study. All teachers will explain their grading system. Instructors are responsible for maintaining an online grade book that is accessible to students and parents at all times. Additionally, a mid-semester progress report will be provided to parents/guardians.

Report cards, for the purpose of informing parents/guardians of their student’s progress, are issued at the end of each semester. These reports become the property of the student/parent/guardian and are not to be returned to the high school.

FINAL GRADE APPEAL PROCESS

Parents/guardians and students may appeal a final term grade they believe is in error. The process to appeal is as follows:

- A. Obtain a “Final Grade Review Form” from the guidance office. Within two weeks after grades have been mailed, submit it to the administration. A meeting will be set requiring all parties (administrator, teacher, parent/guardian, and student) to be present. The initial meeting must take place within two weeks of the appeal. If the grading issue is resolved then the appeal is discontinued. If it is not resolved then you may proceed to Step 2.
- B. The administration will determine if the proper procedures were followed. If the proper procedures were followed, then the grade is final. If the proper procedures were not followed, the grade will be adjusted accordingly. A letter will be sent to all parties notifying them of the administrative decision within two weeks of the hearing date.

GRADUATION REQUIREMENTS

Each student shall be required to enroll in a minimum of courses during each grading period for a yearly total of seven credits. (Vocational work experience programs and Youth Options course enrollment at a university or technical college may meet an equivalent portion of this course load requirement.)

FRESHMAN – Class of 2021 Requirements

English I	1 credit
Intro to Social Sciences	.5 credit
Freshman PE – Active Lifestyles	.5 credit
Health	.5 credit
Physical Science (or during sophomore year)	1 credit
Algebra I	1 credit
Electives	2.5 credits
Total	7 credits

SOPHOMORE – Class of 2020 Requirements

English II	1 credit
Sophomore PE – Dual Sports	.5 credit
Biology I (or during junior year)	1 credit
Mathematics (3.0 total credits of math are required)	1 credit
US History I	1 credits

Electives	2.5 credits
Total	7 credits

JUNIOR – Class of 2019 Requirements

English III	1 credit
Personal Financial Management	.5 credit
Junior PE – Lifetime Fitness	.5 credit
Mathematics (3rd credit. May take senior year)	1 credit
Science (3rd credit. May take senior year)	1 credit
Civics	.5 credit
Electives	2.5 credits
Total	7 credits

SENIOR – Class of 2018 Requirements

English IV	1 credit
Global Issues	.5 credit
Economics	.5 credit
Electives	5 credits
Total	7 credits

GRADUATION Requirements

Freshman, Sophomores, Juniors, and Seniors require 25 credits to graduate.

Graduation requirements may be modified at the discretion of the administration in special situations including Special Education students, Student Assistance Team Plan, foreign exchange participants etc.

- A. Enrollment as a freshman in either mathematics or Physical Science is required; enrollment in both during the freshman year is encouraged.
- B. Some colleges may require two credits of the same foreign language.
- C. Adults twenty-one years of age and older may be granted diplomas of graduation from Menomonie High School provided they have attended Menomonie High School for a minimum of one full semester and meet requirements for current graduation class. Subject to evaluation by the administration, transfer credits from other high schools, virtual schools, home schools, vocational-technical schools, and accredited correspondence schools may be applied to meeting requirements. Specific course requirements may be waived or modified, but the total credit requirement must still be met.

HOMEBOUND INSTRUCTION

Home instruction is the term given when students receive homework assignments from teachers during a student illness lasting less than thirty days. During this time the student’s homework is exchanged between the high school office and the parent/guardian. In those situations involving an illness related absence from school expected to last thirty or more days from school, a teacher will be provided to assist the student with studies assigned by the student’s regular teaching staff. To qualify for this added instructional support, a doctor’s excused absence from school is required. Parents/guardians should contact the school Health Services Office at (715) 232-2609 ext. 40105 for information pertaining to these programs.

HONOR ROLL

Each grading period an Honor Roll is posted for those students who have achieved a high degree of academic excellence. The “High Honor Roll” requires a grade point average from 3.6 to 4.0. The “Honor Roll” requires a grade point average from 3.0 to 3.599. Grade points are based on the following formula:

A:4.0 A-:3.67 B+:3.33 B:3.0 B-:2.67 C+:2.33 C:2.0 C-:1.67 D+:1.33 D:1.0 D-:0.67
F,WF,I:0.00. Students must have at least 3.0 GPA credits to qualify for Honor Roll program.

Grades “F”, “D+”, “D”, “D-“, or “I” disqualify students from Honor Roll recognition. Students participating in the “Youth Options” program are eligible for honor roll. Each student that meets the criteria for the grading period will receive a certificate.

DETERMINATION OF VALEDICTORIAN STATUS FOR COMMENCEMENT

Final valedictorian status for the senior class is determined by the student’s cumulative rank in the class from Semester I of the freshman year through Semester I of the senior year. This valedictorian determination is the basis for all related activities and awards relating to commencement. In the event that two or more students tie with 4.00 grade point averages, “Co-Valedictorians” will be awarded in place of selecting a Salutatorian. An additional graduation speaker will be selected from any student in the graduating class via a competition judged by the Building Leadership Team.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization with over 20,000 Chapters in the United States. NHS recognizes and encourages academic achievement while developing other characteristics essential to good citizenship. Junior and Senior students who meet the criterion of 3.5 cumulative GPA are eligible for membership. Eligible students identify three members of the MHS faculty who will evaluate them in three criteria areas:

- Service**
- Leadership**
- Character**

Applicants with three or more unexcused absences or trancies for all or part of one day, during the current school year, may not be considered for membership. In addition, two tardies will be counted as one unexcused absence. Any applicant with a suspension, in school or out of school, may not be considered for membership. Applicants who have received one or more Disciplinary Referrals will be considered on a case-by-case basis. Final membership selection is determined by the faculty council. To remain an active member of NHS, students must maintain the aforementioned criterion.

ACADEMIC AWARDS

It is the philosophy of the School District of the Menomonie Area Board of Education to encourage and recognize students that have excelled in academic achievement.

At the end of each school year, students’ cumulative grade point average is evaluated to determine eligibility for the Academic Award program. Students must complete one or more of the following criterion to qualify for this program:

Students completing their...	must achieve a cumulative GPA of...
Freshman year	4.00 at the end of grade 9.
Sophomore year	3.75 + for grades 9 and 10 at the end of grade 10.
Junior year	3.5+ for grades 9, 10, and 11 at the end of grade 11.
Senior year	3.25+ for grades 9, 10, 11, and Semester I for grade 12.

Students who achieve the above mentioned grade point average criterion will receive the following sequence of awards:

Award Level I (1st Time Achieved): Receive a maroon chenille block M letter with the word “Academic” imprinted in white on the letter and a “Lamp of Knowledge” pin. This level is given when a student earns the grade level GPA criterion for the first time.

Award Level II (2nd Time Achieved): Receive a “Lamp of Knowledge” pin for meeting the GPA criterion for the second time

Award Level III (3rd Time Achieved): A multi-colored certificate and a “Lamp of Knowledge” pin for meeting the GPA criterion for the third time.

Award Level IV (4th Time Achieved): A plaque with the student’s name, years of Academic Achievement Awards won, their cumulative GPA and a “Lamp of Knowledge” pin for meeting the GPA criterion for a fourth time.

INCOMPLETES

Students who receive an “Incomplete” grade have three weeks following the end of a semester to meet with their instructor to complete required coursework to receive a passing grade. Unless course requirements are met by the end of three weeks, the incomplete will be officially recorded as an “F”.

NEW STUDENT ENROLLMENT

New student enrollment should be initiated at the Administrative Service Center. A parent/guardian must accompany all new students enrolling in Menomonie High School unless the student is an adult. Students will then be assigned a counselor for the purpose of assisting with course selection, providing an orientation to the high school, and providing counseling as the need arises. The parent/guardian or adult student will be required to provide verification of residence and to provide authorization for the release of records from the previous school.

YOUTH OPTIONS PROGRAM

Youth Options Program (YOP) is open to all 11th and 12th grade pupils to enroll at an institution of higher education and technical colleges in Wisconsin and take courses that lead to credit granted toward high school graduation or in some cases, for postsecondary credit. Notify your guidance counselor of your intention to enroll in the YOP Program. Pick up an application form and return it by March 1 if you plan to enroll in the fall semester, October 1 if you plan to enroll in the spring semester. Tuition to institutions of higher education and technical colleges will only be authorized for payment by the school board when the appropriate criterion has been met.

COURSE OPTIONS

Any student enrolled full-time in a public school in the School District of the Menomonie Area may apply to take a course(s) in another educational institution under the Course Options program in accordance with state law. A student may attend no more than two courses in any semester in another educational institution under this program.

The director of instruction shall review course options applications to determine if a course requested through the Course Options Program is comparable to a course offered in the district, whether it satisfies graduation requirements, and if high school credits will be awarded to the student. Courses determined to be comparable to a course currently offered within the district will not be eligible of high school credit.

TRANSCRIPTS

A “transcript” or photocopy of a student’s academic record and attendance is available in two formats: (1) An “Official Transcript” is signed and then stamped with the school’s official seal. This legal document is mailed as requested by the student to a post-secondary school or perhaps a scholarship agency. The student may not handle his or her own Official Transcript. (2) An unofficial or “Student Copy” of a transcript is also available. This document is intended for use by the student/parent/guardian for reference purposes. It is similar to the first type but is an unsigned document stamped “Student Copy.”

ACADEMIC SUPPORT

Students may receive extra academic support by simply contacting their regular classroom instructor. Teachers are available to meet with students by appointment before and after school on most school days. Our NHS Chapter offers a student-to-student tutoring program as well. Students are also encouraged to use the resource time located at the end of the day to access teachers and study centers for additional assistance on current class work as well as make-up work.

ELT (EXTENDED LEARNING TIME) - INTERVENTIONS/ENRICHMENTS

Each department has work areas staffed by teachers where students may work or get individual help.

Common expectations for all classrooms during this time include:

- A. Classroom connected activities
- B. Quiet study
- C. Homework completion/assessments
- D. Test make-up
- E. Missed assignment make-up

ELT is to be used for: material check-out, make-up testing, and teacher assistance. A student must sign in to the center they attend; attendance will be monitored. Students must come to resource prepared to work and bringing all materials necessary. Our focus needs to be keeping student in the classroom and studying.

There are several interventions/enrichments available for students during this thirty minute block of time.

- A. Honors ELT - Commons
 1. Students who meet the GPA/grade requirements will be eligible for the Honors ELT.
 2. Students will have access to food, technology, and phones, along with the ability to socialize with friends, play cards or other games, and work in small groups.
- B. Classroom ELTs
 1. Any student may attend a classroom ELT.
 2. These are quiet locations for students to study or receive help from a teacher.
 3. Students can use these locations for classroom connected activities, homework completion, missing assignment make-up and test make-up.
- C. Grade Level Interventions
 1. Students who are failing multiple classes will be assigned to their grade level intervention.
 2. Attendance is mandatory for those students assigned.
 3. Teachers will be available to work with students in these interventions.
- D. Reading Groups
 1. Students who are reading below grade level may be assigned to a Reading Groups.
 2. Students will complete a variety of activities to help improve reading skills.

Students must sign into the ELT they attend; attendance will be monitored. This “unstructured” time is time in the school day for students to receive additional instruction as they feel they need it. This is a systematic, school wide approach to helping students be successful.

STUDY HALLS

Study halls are available upon request with consent of the parents and administration.

BACKSCHEDULING

Teachers will schedule students for extra help when student performance warrants it. Students or parents can also initiate backscheduling. Failure to attend these required classes will result in truancy proceedings.

STUDENT ASSISTANCE TEAM (SAT) & RESPONSE TO INTERVENTION (RTI)

The “Student Assistance Team” was initiated to help students who may be having difficulty academically or personally. Students may be referred to the team by a parent/guardian, teacher, counselor, administrator, or by the students themselves. The team is made up of the school counselors, administrators, several teachers, and the school psychologist. The team meets to discuss the nature of the student’s difficulty, study pertinent data and consider alternative options available to help the student. It should be clearly understood that this is not a disciplinary program. Rather, the team was created to determine through the available data whether further interventions beyond the Tier 1 classroom interventions would be necessary. If so, the appropriate Tier 2 intervention would be recommended and progress would be monitored. The Tier 3 interventions will remain available if necessary in the same way.

WITHDRAWAL

Students wishing to be excused from school attendance, or transfer to another school, should secure a withdrawal form from their guidance counselor. Teachers and staff members concerned will sign the withdrawal and the student and parent/guardian will take care of all obligations. Having withdrawal forms signed by all concerned is the student’s responsibility and assurance that their records can be forwarded to another school or to a prospective employer. Unless all books are returned and all other obligations have been met, the withdrawal form cannot be signed. This procedure should be followed on the last day in which the student will be in attendance. An official transcript will be mailed upon a request made from the new school.

Parents/guardians wishing to withdraw a student for home-based school must first request a form (PI 12-06) from the Wisconsin Department of Public Instruction. Students may not be withdrawn from the high school prior to the receipt of the home-based school application from the state.

STUDENT RECORDS

Student records shall be maintained for each individual student in the district to assist certified staff in providing appropriate educational experiences, counseling and reporting.

Administration and/or designee shall be responsible for maintaining the confidentiality of student records and for instructing staff members in the procedures required to assure confidentiality of student records.

Student records shall be collected, maintained, and disseminated in accordance with state and federal laws and established procedures. It is the intent of the Menomonie Public Schools to make available and release the following personally identifiable information contained in a student’s education record without prior written consent unless the adult student or parent/guardian objects to such release.

The student’s name

The student’s photograph

The student’s major field of study

The student’s participation in officially recognized activities and sports

The student’s weight and height if a member of an athletic team

The student’s date of enrollment and withdrawal

The student’s degrees and awards

The name of the school most recently attended by the student

Parents/guardians, or adult students have 14 days from enrollment or from the start of each school year to advise the building principal in writing of any or all of the above items, which they refuse to permit the district to release.

STUDENT RECORDS, REPORT CARDS, & GENERAL INFORMATION

The curriculum of the School District of the Menomonie Area incorporates educational guidelines and standards to maximize the learning of all students. Situations may arise in which the parent or guardian would like to request that their child not participate in a particular instructional activity. A request for an alternate learning activity may be addressed in a timely manner to the classroom teacher and/or building administrator. All such requests will be considered at the discretion of the school district.

In the event that a student is to be excused from an activity, the teacher will:

- A. prepare an alternative activity in the general subject area on which the student can work independently to reinforce and/or extend acquired learning of content and/or skill or develop new knowledge or skill;
- B. arrange for a work location for the student that is properly supervised and provide access to help, if and when needed;
- C. try to ensure that there are no repercussions for the student either academically or socially as a result of not participating in the regularly-scheduled activity;
- D. keep a record of the alternative activity for communication with the parents, if such information is requested.

IV. ATTENDANCE POLICY

STUDENT ATTENDANCE

In accordance with state law, all children between the ages of 6 and 18 years of age, shall attend school regularly during the full period and hours that school is in session, religious holidays excepted, until the end of the school semester of the school year in which the child becomes 18 years of age unless they have a legal excuse as defined by the Board, fall under one of the exceptions outlined in state law, or have graduated from high school.

The administration and/or designee shall serve as school attendance officers. Attendance officers are empowered to approve a legal excuse to any student for the following reasons:

- A. A showing that the child is temporarily not in the proper physical or mental condition to attend a school program but who can be expected to return to a school program upon termination or abatement of the illness or condition. The district may request the parent/guardian of the child to obtain a written statement from a licensed physician, psychologist, chiropractor, dentist, optometrist, or Christian Science practitioner as proof of the physical and mental condition of the child. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.
- B. Any student excused by the school board in accordance with the school board's written attendance policy and with written approval of the student's parent/guardian. The excuse shall be in writing and shall state the time period for which it is effective, not to extend beyond the end of the current school year.
 1. An illness in the immediate family, which requires the attendance of the student only during the period of time in which such attendance is required.
 2. A death in the immediate family.
 3. A quarantine as imposed by the public health officer.
 4. Transportation delay beyond the control of the student.
 5. Inclement weather in situations when schools are not closed.

6. Other emergencies which prevent attendance, which are generally defined as an act of God or other circumstances beyond the control of the student which prevents school attendance, in the discretion of the attendance officer.
 7. A bona fide suspension/expulsion pursuant to state law.
 8. A bona fide religious holiday, in advance in writing.
- C. Any student excused in writing by his or her parent/guardian before the absence. The school board shall require a student excused under this paragraph to complete any course work missed during the absence. **A student may not be excused for more than all or part of 10 days in a school year** under this paragraph without a doctor's note. These absences include:
1. Non-emergency medical appointments, in advance in writing.
 2. A court appearance or other legal procedure, which requires the attendance of the student, in advance in writing.
 3. Planned trip with parent/guardian, in advance in writing.
 4. Other various appointments including, but not limited to, driver's license, haircut, college visits, and senior pictures.
- D. Any student excused in writing by his or her parent/guardian and by the administration of the school that the student attends for the purpose of serving as an election official.

PROCEDURES TO ENFORCE ATTENDANCE POLICY

The appropriate attendance officer shall enforce school district attendance policies via the following means:

- A. After receiving a report of unexcused absence, contact the parent/guardian by personal service, mail, or telephone call of which a written record is kept. Such a person shall be notified that the student is to return to school no later than the next day or a legal excuse is necessary.
- B. In the event of further truancy, meet or attempt to meet with the student's parent/guardian to discuss the student's truancy.
- C. Provide an opportunity for educational counseling to the student to determine whether a change in curriculum would resolve the student's truancy or have considered curriculum modifications provided for by the law.
- D. Evaluate the student to determine whether the learning problems may be the cause of the student's truancy and, if so, placement of the student in the appropriate district program to overcome learning problems.
- E. If all of the above measures fail to correct the attendance problem, the case will be pursued as outlined under ss. 118.16 by referral to designated law enforcement agency.

MAKE-UP WORK

- A. Students with excused absences or suspensions are entitled to make up the work missed and are responsible for doing so. A student will have two days of make-up time for each day missed.
- B. Student with unexcused absences may not be allowed to make up daily work, other than major exams and projects.
- C. For prearranged absences (non-school related), the student is obligated to make arrangements with his/her teacher in advance regarding make-up work.

EXTRA CURRICULAR PARTICIPATION AND ATTENDANCE

A student must be in school attending classes during the entire day in order to participate in a school activity **UNLESS THE SCHOOL ADMINISTRATION IS NOTIFIED IN ADVANCE AS TO EXTENUATING CIRCUMSTANCES THAT MIGHT PREVENT COMPLIANCE.** A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the administration.

NOTIFICATION OF ABSENCE

The day students are absent from school, the parent/guardian is requested to notify the school of this absence by 9:00a.m. The Attendance Office telephone number is (715) 232-2609 ext. 41001.

Parents/guardians are required to call or provide written explanation for any absence. Written notification must accompany the student when they return to school if not already prearranged.

APPOINTMENT DURING THE DAY

Whenever possible, students and parents/guardians are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent/guardian to the Attendance Secretary, stating the time and date of the appointment. A follow-up phone call to the parent/guardian may be made at this is time by a school official, and an administrator may be consulted to verify the excuse. A pass to leave the building will then be issued. The time listed on the pass is the time the student will be excused from school. The student is to show this pass to the teacher in charge during the hour in which the student asks to be excused. Students must sign out in the attendance office. Students must exit through the front doors only. **Upon returning to school, the student must present this signed pass to the Attendance Secretary.** The student will then be given a pass for admittance to class.

Legal reference - sections: 118.15 Wisconsin Statutes; 118.153 Wisconsin Statutes; 118.16 Wisconsin Statutes; 118.162 Wisconsin Statutes; 118.165 Wisconsin Statutes; Dunn County Ordinance No. 42; Dunn County Ordinance No. 433.

Cross-Reference: Student Attendance Administrative Procedures; Children At Risk Plan; District Truancy Plan

CLOSED CAMPUS POLICY

During the students' regular school day, they are expected to remain on campus. **This includes the lunch periods.** Campus, as used here, will be defined as the area immediately adjacent to the school building. The parking lots South and East of the building and the areas beyond the crest of the hill to the North and West of the building will be considered off limits. **Students may leave for lunch only with their parent/guardian present and accompanying the student.**

TRUANCY

All truancies will require an after school detention or in-school suspension, as determined by administration. Truancy is defined as missing all or part of a day in a given semester. Habitual truancy is determined as missing all or part of 5 days in a given semester.

TARDINESS

A student will be marked tardy for a particular class if they are not present in the classroom when the bell rings. Any student entering the class after 10 minutes of the class without an acceptable excuse will be considered absent.

ERRORS IN ATTENDANCE

If you feel that an error has been made in the recording of attendance, **please call the attendance office at (715)232-2609 ext. 41001 or (715)232-2993.**

ILLNESS WHILE IN SCHOOL

A student who becomes ill while in school should obtain a pass from a classroom teacher to report to the Health Service office. The Health Assistant will contact the parent/guardian and make arrangements for excusing the student from school.

RETURNING TO SCHOOL

Written notification or a phone call to the attendance office must accompany the student when they return to school. An admit slip must be obtained in the attendance office from the attendance secretary.

PREARRANGED ABSENCE

When an absence can be anticipated, the student must bring a written request from a parent/guardian prior to the absence stating the nature of the absence and the dates that the student will be absent. Prearranged absence with medical focus will be completed in the Health Services office. The attendance secretary will then issue the student a planned absence-request form. The student will present a copy of the pre-excused absence form to each of his/her teachers. The arrangements for schoolwork to be made up in advance of the absence or upon the return of the student and the teacher involved. A copy of the note will be placed in the student's file. This procedure is also followed for anticipated absence for one or more days for such things as family vacations and college visitations.

V. STUDENT CONDUCT

BUS TRANSPORTATION

Students using bus transportation are under the jurisdiction of the school while riding the bus. Please obey the following rules to insure a safe, comfortable ride for everyone.

A. Prior to loading all buses:

1. Please be on time and wait patiently, courteously, and safely at your designated loading area.
2. Please follow the driver's directions for all boarding. (Especially those needing to cross in front of traffic)
3. Please obtain (in advance) a permission note signed by parents/guardians and school officials to bring either guests or large, school-related, carry-on items on to the bus (with the exception of band instruments).

B. While on the bus:

1. Please show respect to the bus driver, fellow pupils, and passers-by.
2. Please follow the driver's directions (especially during emergencies) and do not divert the driver's attention in any way.
3. Please ride in a quiet, safe manner without causing harm to yourself or others.
4. Please assist in keeping the bus clean, safe, and free of vandalism. Monetary restitution may be required from offenders.

C. After leaving the bus:

1. Please double-check your seating area for cleanliness and/or bags.
2. Please report any concerns you had regarding your ride to the driver.
3. Please follow the driver's directions regarding exiting the bus and proceeding safely to your destination.
4. Please obtain (in advance) a written permission form signed by parents/guardians and school officials in order to exit the bus other than at your designated stop.

BUS CONDUCT DISCIPLINE PROCEDURES

A. First Written Report: Driver will talk to the violator, identify the infractions, and then write a report to the administrator. (The driver may also isolate the violator with a special seating assignment.) The administrator will then conference with the rider, review the rider's behavior record, and inform the parents/guardians. Riding privileges may be suspended for up to 5 days.

B. Second Written Report: The same procedure will be followed as in the first report. However, the riding privileges will be suspended from three to five days.

- C. **Third Written Report:** The same procedure will be followed as in the previous reports. Riding privileges will be suspended for five days. An additional letter will inform parents/guardians that a 4th report may result in a hearing with the potential for long term suspension.
- D. **Fourth Written Report:** Upon principal evaluation, riding privileges will be suspended immediately. The term of suspension may range from 5 days through the remainder of the school year. If a student is being considered for suspension from bus riding for a period longer than five days, procedures outlined in state law regarding expulsion must be followed. Parents/guardians will be notified by registered mail regarding the details of such hearings.

A copy of the "School Bus Misconduct Report" is available upon request. Please note that the administrator reserves the right to move to higher levels of consequences for severe infractions.

GUIDELINES FOR PERSONAL APPEARANCE

Students and parents/guardians have the responsibility of exercising good judgment in maintaining an atmosphere for positive total education. Because appearance, proper behavior, and academic progress are individually and collectively important in the school community, students attending school should always appear neat, clean, and well groomed.

Wisconsin State Statute 120.13 (1)(a) grants express authority to school boards to adopt rules regulating student dress and grooming. In cases of extreme temperature variations, unique classroom activities, or other situations impacting the educational environment, individual teachers may allow for variations. Failure to comply with reasonable directives will be considered acts of insubordination, and appropriate disciplinary action will be taken.

- A. No backpacks, coats, hats, caps, hoods, bandanas or sunglasses may be worn.
- B. Backpacks including string backpacks and handbags will not be allowed in classrooms, the commons, or locker rooms. Students can still bring backpacks into the building to their lockers at the start of the day and home at night if they so choose. Pencil cases/pouches and use of purses of the same size will be allowed for the organization of smaller necessities. Medical and other exceptions to this rule may be made with administrative approval on a case by case basis for individual students or specific classes.
- C. Clothing should always completely cover the torso (i.e., no bare midriffs). When standing up, the shirt must touch the top of the pants or skirt.
- D. Excessively short skirts or shorts are not allowed. A recommended length would be mid-thigh or longer when standing.
- E. Clothing items such as backless tops, halter tops, strapless tops and spaghetti strapped tops are not allowed, except when being worn as a layering piece. All tops must have straps at least one inch wide on both shoulders and be high enough in front so that chest cleavage is avoided. Undergarments must be worn and shall not be visible.
- F. Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. In addition, pants need to be secured around the waist/hip area. Boxer shorts and/or briefs cannot be visible.
- G. Shoes must be worn at all times.
- H. Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk; displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy, Confederate flag); or pertains to drugs, alcohol or tobacco products is not permitted.
- I. Gang colors, symbols, or identification may not be worn (this includes tattoos that are visible).

DISTRIBUTION OF WRITTEN MATERIALS AND CIRCULATION OF PETITIONS

The posting, circulation, or distribution of written materials or petitions by any person or persons other than Menomonie Public School faculty or students is prohibited. The time to conduct such activities shall be approved by the Superintendent or his designated representative, and may not be disruptive of or interfere with the school program. Should the Superintendent, or his representative, find that the distribution of printed material or the circulation of petitions, disrupt or cause material interference with the educational program, and/or unduly intrude into the lives of others, such activity shall be ordered to cease, and the parties responsible shall be subject to disciplinary action.

EIGHTEEN-YEAR-OLD STUDENTS

Menomonie Senior High School recognizes that when a student reaches the age of 18, he/she is afforded all of the rights and privileges of adulthood. The adult as a student, however, is not exempt from complying with policy enacted by the Board of Education or school rules enacted by the administration or faculty. **SCHOOL RULES ARE BINDING ON PUPILS REGARDLESS OF AGE.**

A student upon reaching 18 years of age must follow the required absence-excuse procedure. A student who has elected to live at an address other than that listed by his/her parents/guardians, and who desires to take full responsibility for his/her attendance, must make this request to the Administration. The student is then responsible for the reporting of his/her own excuses to be monitored by the Administration. Parents/guardians of an 18-year old student, who is still a tax dependent, will be kept aware of the student academic status, unless the adult student has informed the school in writing that the information may not be disclosed.

HALL PASSES

Students are required to use passes while moving throughout the building at times other than passing periods. Failure to do so will result in disciplinary action.

VI. DISCIPLINE POLICIES

STUDENT CODE OF CONDUCT

The Menomonie School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents/guardians should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. The District has a legal duty to make reasonable efforts to keep its school free of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

Equally important the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating or minimizing the disruption, of reinforcing the District's strong commitment to an appropriate educational

environment, and of allowing a “cooling off” period for disciplinary or other reasons, short of suspension or expulsion.

In some circumstances, the student’s conduct, or the best interest of the student and the other members of the class, may warrant long-term removal from the class (“long-term removal”). Long-term removal may, but need not always be, for disciplinary purposes.

Teachers may temporarily remove a pupil from his/her class if the pupil violates the terms of this Student Code of Conduct. In addition, long-term removal of a student will be possible if the building administrator or his/her designee upholds a teacher’s recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension, or expulsion, for the conduct for which the student was removed.

This Code of classroom conduct applies to all students in grades PreK-12.

GROUND FOR DISCIPLINARY REMOVAL FROM CLASS

A student may be removed from class for conduct or behavior which: (a) violates the District’s policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous, or unruly; (d) otherwise interferes with the ability of the teacher to teach effectively; or (e) is incompatible with effective teaching and learning in the class.

Removal is a serious measure and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive and more likely to be followed when they are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance that would justify removal under this Code. A teacher’s primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

In ordinary circumstances and in practical terms, a teacher’s decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator or his/her designee may exercise his/her discretion and overrule the teacher’s decision to remove the student and return the student to class.

A. Behavior that violates the District’s policies on suspension and expulsion

It should be noted that building administrators makes decisions regarding suspension and recommendations for expulsion are made by the District’s central administration. Appropriate procedures and notifications, separate from the Code of Conduct requirements, must be followed. Thus, a teacher’s decision to remove a student from class for behavior that violates the District’s policies regarding suspension and expulsion may, but does not necessarily mean, that the student will also be suspended or expelled.

B. Behavior that violates the behavioral rules and expectations in the Student/Parent Handbook

The Student/Parent Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are explained and discussed with the students at the beginning of each school year. Such discussions shall include an explanation of this Code and the District’s policy regarding removal.

C. Behavior that is disruptive, dangerous, or unruly

For the purposes of this Code, notwithstanding any inconsistent or contrary provisions in the District’s policies or the Student Handbook regarding suspension and expulsion, the following

behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly so as to warrant removal from class:

1. Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
2. Inappropriate verbal contact intended or likely to upset, distract, or annoy others, such as name calling, teasing, or baiting.
3. Behavior that may constitute sexual or other harassment.
4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
5. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out.
7. Destroying the property of the school or another student.
8. Loud, obnoxious, or outrageous behavior.

D. Behavior that interferes with the ability of the teacher to teach effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior that constitutes:

1. Open defiance of the teacher, manifest in words, gestures or other overt behavior.
2. Open disrespect of the teacher, manifest in words, gestures or other overt behavior.
3. Open behavior likely or intended to sabotage or undermine the instruction.

E. Behavior that is inconsistent with class decorum and the ability of others to learn

In addition, there may be grounds for removal for behavior that, though not necessarily violate of the provisions of (a) through (d) {above}, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

OTHER NON-DISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS

In some cases, a teacher may believe that a student should be removed from class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not be, disciplinary in nature, and include for purposes of illustration and without limitation, irreconcilable personality differences or issues between the student and other students, or in rare circumstances, between the student and the teacher.

STAFF REMOVAL OF A STUDENT FROM CLASS

A teacher of that class may temporarily remove any student from class under this Code. For the purpose of this Code, "student" means any student enrolled in the District.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented at the discretion of the building administrator or his/her designee. For the purpose of this Code, a "class" is any class, meeting or activity that students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study hall, lunch, or recess. "Class" also includes regularly scheduled District- sponsored extracurricular activities, either during or outside school hours. Such activities

include, by example and without limitation, District sponsored field trips, after- school clubs, and activities including sports and fine arts. A “teacher” is any certified instructor, counselor, nurse, or administrator in the employ of the District. A “teacher of that class” means the regularly assigned teacher of that class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class, upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A “building administrator” means a principal of a school, or other individual(s) duly designated by the building administrator or the Superintendent of Schools.

PROCEDURES TO BE FOLLOWED WHEN TEMPORARILY REMOVING A STUDENT FROM CLASS

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from the class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- A. Instruct the student to go to the main office for the period of removal. In such case, the teacher should send a disciplinary referral with the student, or telephone the main office.
- B. Obtain coverage for the class and escort the student to the main office.
- C. Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

When the student arrives at the main office, the building administrator or his/her designee should give the student an opportunity to briefly explain the situation. If the building administrator or his/her designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the building administrator or his/her designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student or teacher’s accounts of the situation.

Within twenty four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building administrator or his/her designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or his/her designee.

It is expected that the parent/guardian contact will be made during the school day on which the student is removed from class, but no later than twenty-four (24) hours after the student’s removal. The teacher, after notifying the building administrator or his/her designee, shall inform the student’s parents/guardians that the student was removed from class. Such notice may be by telephone. The parents/guardians of the student shall be sent written notice of the removal from the building administrator or his/her designee and postmarked within two (2) business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or his/her designee shall keep written logs or records regarding unsuccessful attempts to contact the parents/guardians in accordance with this provision.

LOCATION OF STUDENTS DURING THE SHORT-TERM REMOVAL FROM CLASS

Each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (in-school suspension). Students who are removed by their teachers must immediately and directly go, or be taken to, the main office. For the duration of the removal the student shall stay in the short-term removal area. At the discretion of the building administrator or his/her designee, the student may instead be sent to another appropriate class, program, or

educational setting, provided the student is supervised in this alternative setting. The building administrator or his/her designee should also take steps to ensure the student is supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should the student's time in the removal area be recreational or free time.

LENGTH OF TIME FOR A SHORT-TERM REMOVAL

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least one class period (50 minutes). Prior to allowing the student to resume his/her normal schedule, the building principal or his/her designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or his/her designee shall either retain the student in short-term removal, or, when necessary, appropriate, and practicable, shall take steps to have the student sent home.

PROCEDURES FOR LONG-TERM REMOVAL

Long-term removal is an extremely serious step because it is for the remainder of the semester or marking period, and should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his/her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building administrator or his/her designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator or his/her designee.

Where a teacher believes that the best interests of the student and/or class require long-term removal, the teacher should notify the building administrator or his/her designee in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator or his/her designee will convene an SAT (Student Assistance Team) meeting to consult with the teacher and/or other District staff. In most cases it is appropriate to invite the parents/ guardians of the student and the student involved in the long-term removal to the SAT meeting.

Following consideration of the teacher's statement and any other information, the building administrator or his/her designee shall, in his/her discretion, take one of the following steps:

- A. Place the student in an alternative education program as defined by law;
- B. Place the student in another class in the school, or in another appropriate place in the school;
- C. Place the student in another instructional setting; or
- D. Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents/guardians of the student, and/or the student, shall have the right to meet with the building administrator or his/her designee and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the SAT meeting, the building administrator or his/her designee shall inform the parents/guardians and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator or his/her designee from implementing a removal to another class, placement, or setting prior to any meeting, and notwithstanding the objections of the parents/guardians or student.

REMOVAL OF STUDENTS IDENTIFIED AS DISABLED UNDER IDEA

Some different rules and considerations apply for students identified as requiring special educational services under IDEA or Section 504. In particular, placement for such student is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by IDEA should have a behavioral plan which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectation and consequences.

Notwithstanding these issues, students identified as requiring special education services under IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspensions as well as days of removal.

PHYSICAL RESTRAINT

All staff shall stand in the position of parents/guardians to the student (in loco parentis). No district official, employee or agent may subject a student to corporal punishment, as defined by state law. School officials, employees and agents are not prohibited, however, from using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person, to obtain possession of a weapon or other dangerous object within a student's control, for the purpose of self-defense or the defense of others, or the protection of property in accordance with state statutes, to remove a disruptive student from school premises, a motor vehicle or school-sponsored activity, to prevent a student from inflicting harm on him/herself, or to protect the safety of others.

Further, school officials, employees or agents are not prohibited from using incidental, minor or reasonable physical contact designed to maintain order and control.

HARASSMENT AND/OR BULLYING OF STUDENTS

Harassment and/or bullying of students will not be tolerated in the School District of the Menomonie Area, which includes any property or vehicles owned, leased or used by the schools. The School Board

considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

For more information on Harassment and/or Bullying of Students see under Board Policies 411.1 <http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9451776> and 411.1 Rule <http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9451778>.