



Mayville High School  
Student/Parent Handbook

2016-17

(Board Approved – 08/01/2016)  
(Updated 10/04/2016)



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**DISCLAIMER**

*This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes*



# LIFE OF A CARDINAL

Attribute	Selfless Servant-Leadership	Dependability/Reliability	Respectfulness	Honesty	Self-Control	Attribute
Definition	<i>Devoted to placing the needs of others first. Looking beyond self to see the big picture. Seeking and encouraging others to maximize their potential.</i>	<i>Being accountable in word and deed. Fulfilling tasks with a sense of commitment and responsibility.</i>	<i>To have high regard for, to hold in esteem, to treat with courtesy and consideration.</i>	<i>Telling the truth. Admitting wrongdoing. Acting with integrity.</i>	<i>Consistently and positively managing emotions, words, actions, impulses and desires.</i>	Definition
Details	Takes initiative = Seeing a need for something that needs to be done and doing it without being asked  An excellent listener  First one to arrive - last one to leave	Demonstrates perseverance and follow-through  Punctual  Has all materials needed to learn	Displays respect through language and manners  Displays respect towards self via attire, healthy lifestyle, and choices  Displays respect for the learning environment of others	Trustworthy  Does not wait to tell the truth  Actively advocates for the truth; is never a bystander	Demonstrates self-discipline by weighing consequences before making choices  Uses appropriate language, tone and volume at all times in all settings  Displays actions that are appropriate for the setting	Details

## THE CARDINAL WAY – CARDINAL PRIDE

### CARDINAL FOR LIFE

*in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.*



# MAYVILLE HIGH SCHOOL

500 N. Clark Street, Mayville, WI 53050  
Telephone: (920) 387-7960 FAX: (920) 387-7977

**Website:** [www.mayvilleschools.com](http://www.mayvilleschools.com)

Mr. Robert L. Clark, Principal  
Mr. Ryan Meyer, Dean of Students  
Mr. Joel Wondra, Activities Director  
Mrs. Christine Paszek, School Counselor  
Mr. Scott Sabol, Superintendent

## SCHOOL COLORS, SYMBOL AND SONG

**School Colors:** Cardinal and White     **School Mascot:** Cardinal

**School Song:** "Our Director"

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

## SCHOOL DISTRICT OF MAYVILLE VISION STATEMENT

To meet the diverse needs of our students within an ever-changing community and world, Mayville School District will create an adaptive and responsive system of learning that is meaningful for all.

### FOREWORD

Thank you for choosing Mayville High School! We would like to welcome you to the 2016-17 school year! We hope that this school year will be an enjoyable and productive learning experience for all. The Mayville School District is committed to building a positive learning environment that fosters the overall academic, physical, emotional, and social development for all learners. We encourage everyone associated with MHS to emulate the five pillars of the **LIFE OF A CARDINAL** (as shown on the previous page). Subscribing to these guiding principles will contribute to a positive school community that benefits all.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Contact a building administrator should you have any questions that are not addressed in this handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after the stated approval date, the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.

**Best wishes for a successful year!!**



## **SECTION I – DISTRICT NOTICES**

### **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex (including transgender status, change of sex or gender identity), disability, age (except as authorized by law), military status, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact the building administrator at 920-387-7960.

Any person who believes that Mayville High School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Lee Zarnott  
Director of Learning  
920-387-7963 x1002  
920-387-7979 (Fax)  
N8210 Hwy 28  
Mayville, WI 53050  
[lzarnott@mayville.k12.wi.us](mailto:lzarnott@mayville.k12.wi.us)

Rebecca LeBouton  
Parkview Primary Principal  
920-387-7973 x2002  
920-387-7975 (Fax)  
259 Oak Street  
Mayville, WI 53050  
[rlebouton@mayville.k12.wi.us](mailto:rlebouton@mayville.k12.wi.us)

The complaint procedure is described in Board Policy 2260 and on Form 2260F2. The policy and form is available in the main office.

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Mayville High School is committed to an educational environment that is free of harassment of any form. The school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part, on the their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Examples of conduct that may constitute harassment include:



- A. Graffiti containing offensive language;
- B. Name calling, jokes or rumors;
- C. Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts, which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

## **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- F. Unwelcome behavior or words directed at an individual because of their sex or sexual orientation.

Sexual harassment examples include, but are not limited to:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Rating a person's sexuality or attractiveness;
- C. Staring or leering at various parts of another person's body;
- D. Spreading rumors about a person's sexuality;
- E. Letters, notes, telephone calls or materials of a sexual nature; and
- F. Displaying pictures, calendars, cartoons or other materials with sexual content;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District Community into a student's personal space and personal life is sexual harassment.



If you wish to report harassment, please contact one of the Complaint Coordinators listed above. A copy of school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the school office.

## **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials.

## **SECTION 504/ADA COMPLAINT**

Any person who believes that Mayville High School or any staff person has discriminated against them in violation of the District's Section 504/ADA policy may file a complaint. A formal complaint can be made in writing to a School Compliance Officer listed below:

Lee Zarnott  
Director of Learning  
920-387-7963 x1002  
920-387-7979 (Fax)  
N8210 Hwy 28  
Mayville, WI 53050  
[lzarnott@mayville.k12.wi.us](mailto:lzarnott@mayville.k12.wi.us)

Rebecca LeBouton  
Parkview Primary Principal  
920-387-7973 x2002  
920-387-7975 (Fax)  
259 Oak Street  
Mayville, WI 53050  
[rlbouton@mayville.k12.wi.us](mailto:rlbouton@mayville.k12.wi.us)

The complaint procedure is described in Administrative Guideline 2260.01B and is available in the school office.



## SCHOOL DAY

NORMAL BELL SCHEDULE		LATE START BELL SCHEDULE					
Pd. 1	8:00 - 8:47	Pd. 1	10:00 - 10:31				
Pd. 2	8:50 - 9:37	Pd. 2	10:34 - 11:05				
Pd. 3	9:40 - 10:27	Pd. 3	11:08 - 11:39				
Pd. 4	10:30 - 11:17	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: black; color: white;">5A Class 11:42 - 12:23</td> <td style="background-color: white; color: black;">5A Lunch 11:39 - 12:09</td> </tr> <tr> <td style="background-color: black; color: white;">5B Lunch 12:08 - 12:38</td> <td style="background-color: white; color: black;">5B Class 12:12 - 12:53</td> </tr> </table>		5A Class 11:42 - 12:23	5A Lunch 11:39 - 12:09	5B Lunch 12:08 - 12:38	5B Class 12:12 - 12:53
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: black; color: white;">5A Class 11:20 - 12:08</td> <td style="background-color: white; color: black;">5A Lunch 11:17 - 11:47</td> </tr> <tr> <td style="background-color: black; color: white;">5B Lunch 12:08 - 12:38</td> <td style="background-color: white; color: black;">5B Class 11:50 - 12:38</td> </tr> </table>				5A Class 11:20 - 12:08	5A Lunch 11:17 - 11:47	5B Lunch 12:08 - 12:38	5B Class 11:50 - 12:38
5A Class 11:20 - 12:08	5A Lunch 11:17 - 11:47						
5B Lunch 12:08 - 12:38	5B Class 11:50 - 12:38						
Pd. 6	12:41 - 1:29						
Pd. 7	1:32 - 2:19						
Pd. 8	2:22 - 3:10	Pd. 4	12:56 - 1:27				
		Pd. 6	1:30 - 2:01				
		Pd. 7	2:04 - 2:35				
		Pd. 8	2:38 - 3:10				

### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of Mayville High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. We encourage students to be responsible by updating parents frequently. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students and parents can promote communication by proactively advocating for the student's educational success by establishing and maintaining active lines of communication with the student's teachers.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from Mr. Meyer in the main office or Mrs. Paszek in the School Counselor's office.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

### STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately. All students must have emergency medical information and contact information on file in the main office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the main office.





## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or to the office staff. If minor, the student will be treated and may return to class. If medical attention is required, the office will attempt to contact parents and follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. The office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability. Parents should contact the principal regarding procedures for such instruction.

## **AHERA ASBESTOS COMPLIANCE PROGRAM – Notice of Availability**

The United States Environmental Protection Agency, through the Asbestos Hazard Emergency Response Act (AHERA), requires all schools (public and private K-12) to maintain records associated with asbestos-containing materials. This school district maintains a master copy of all records in the district office.

Individual school offices must also maintain copies of the following records:

- Original inspection report and management plan;
- Latest 3-year re-inspection (current plan).

Additional records are currently being maintained on an electronic database accessible over the internet. Some of the records maintained in this manner include notifications, training records, sampling records, abatement records, periodic surveillances, etc. This database can be accessed from a shortcut available on a school office computer or by contacting the District's Director of Buildings and Grounds. All questions should be directed to the District's Asbestos Designated Person. Contact the District's Buildings and Grounds Coordinator for further information.



## **SECTION II - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program.

Students that are new to Mayville High School are required to enroll with their parents or legal guardian unless eighteen (18). When enrolling, the parents will need to bring:

- A. A birth certificate or similar document;
- B. Custody papers from a court (if appropriate);
- C. Proof of residency; and
- D. Proof of immunizations and/or an appropriate waiver.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

Students enrolling from another accredited school will have their courses and grades evaluated by the school counselor. The office staff will assist parents in obtaining the official records from the other school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures.

Adult students eighteen (18) years of age or older may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent and are expected to follow all school rules.

### **SCHEDULING**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the school guidance counselor. It is important to note that some courses may be denied because of limited space or the need to complete prerequisites courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the student's parent/guardian. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer to another school, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. Parents are encouraged to contact the main office for specific details.

### **OPEN ENROLLMENT**

The School District of Mayville ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.



## WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and completion of any required forms.

## IMMUNIZATIONS

Each student must have the immunizations required by the Wisconsin Department of Health and Human Services or must have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the main office.

## USE OF PRESCRIBED MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the principal before the student will be allowed to begin taking any medication during school hours. The forms are available in the main office.
  - All medications to be administered during school hours must be registered with the main office.
  - Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent.
  - For each prescribed medication, the container shall have a pharmacist's label with the following information:
    1. Student's name
    2. Practitioner's name
    3. Date
    4. Pharmacy name and telephone
    5. Name of medication
    6. Prescribed dosage and frequency
    7. Special handling and storage directions
  - Medication MAY NOT be kept at school in a student's pocket or other means on or about his/her person, except for emergency medications for allergies and/or reactions. This is for the safety of all.
  - Any unused medication unclaimed by the student or parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

## ASTHMA INHALERS AND EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with conditions confirmed by the school principal and updated annually.

## USE OF NON-PRESCRIBED MEDICATION (DRUG PRODUCTS)

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent.



The Non-prescription Drug Product Request and Authorization Form must be filed with the school main office before the student will be allowed to begin taking any medication during school hours.

For each non-prescription drug product, the container shall be the original, unopened manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

The parent request to administer a non-prescription drug product shall contain the following information:

- A. Student's name
- B. Date
- C. Name of medication
- D. Dosage and frequency
- E. Special handling and storage directions

Parents may authorize the school to administer a non-prescribed drug product using a form which is available at the main office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication in the main office under the supervision of school personnel.

If a student is found using or possessing a non-prescribed drug product without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one previously authorized is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code. **Board Policy 5330**

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

Any student's removal from school will only be removed for the contagious period as specified in the school's administrative guidelines.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services.

As required by Federal and State law, parents may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **INDIVIDUALS WITH DISABILITIES AND LIMITED ENGLISH PROFICIENCY**



The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who have access to the District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact the District's Special Education Director at 920-387-7970 x3022.

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact the high school principal at 920-387-7960.

## STUDENT RECORDS

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory information generally includes those student records which identify a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, photographs, name of school most recently previously attended and degrees and awards received. Directory information also includes a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district's electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on broadcast media, or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

The following will be included as directory information; the student's name, address, telephone number, date of birth, place of birth, major field of study, participation in an officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees, awards received, and the name of the school most recently attended by the student.

### **District Administrative Guideline 8330**

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent's consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact the school principal or consult the **Board's Policy 8330 - Student Records**.

Parents and students are reminded of: (1) their rights to inspect, review and obtain copies of students records; (2) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; (3) their rights to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; (4) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and (5) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;



- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the school principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The District Administrator will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PPRA). Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent of a student submits a signed, written request (**Form 8330 F13**) to the Board that indicates that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.



If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications and media, or on the District’s website. The directory information used will be properly verified and approved by the District Administrator.

### STUDENT FEES, FINES, AND CHARGES

General fees and fees for the following co-curricular activities and programs will be charged. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

General Fees (K-12):	\$35.00
HS Student Parking Fee:	\$35.00 (before Labor Day; \$50 after Labor Day)
Choir Participation Fee:	\$10.00
Band Participation Fee:	\$10.00
Instrument Rental:	\$75.00/year
Technical Education:	\$10.00/class
Art:	\$10.00/class
Active Lifestyle PE:	\$30.00/class
Co-curricular:	\$50.00/1 <sup>st</sup> activity - \$30.00/2 <sup>nd</sup> activity – Free/3 <sup>rd</sup> activity
Class Dues:	Freshman/Sophomore (\$10); Junior/Senior (\$20).

- *Dues go up \$5 after November 3, 2016.*
  - *Students will be charged an additional \$5 for each semester dues are not paid that school year.*
- *Class dues will be collected by class officers under the supervision of the advisor(s) and the main office. Students will sign a sheet upon collection of dues that will serve as receipt of payment.*

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly.

Students who fail to pay fines, fees, or charges will be denied participation in graduation ceremonies.

### STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's teacher or counselor.
- Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. Students who must bring valuable items to school should use a school-issued lock to better secure their locker. School locks can be obtained in the main office for \$5.25 (new) or \$3.00 (used, if available).

### REVIEW OF INSTRUCTIONAL MATERIALS



Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such subject matter. Any parent who wishes to review instructional materials or observe classroom instruction should contact the principal to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **CLOSED CAMPUS**

Mayville High School is a closed campus. Students will arrive in the school building at the appropriate time and will not leave the school building or the school grounds until the end of the school day. Exceptions to this will be determined on an individual basis with the high school administration.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available during the lunch period. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal or designee. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Extra applications can be obtained in the school office.

All students must report to the cafeteria during their assigned lunch period (unless alternative arrangements have been made with a staff member and the office). Students seeking to be excused from the cafeteria during lunch must present a pre-obtained pass from the receiving teacher to a lunch supervisor. Students will access their lunch account using the BioConnect (finger mapping), personal recognition by kitchen staff, or student ID. Deposits to Meal Accounts must be made prior to 8:30 AM in order for the funds to be available for the same day's meal. Deposits are made in the main office. All deposits are to be placed in an envelope with the student's name and parent's name.

All students will adhere to the following expectations concerning lunch in the cafeteria:

- Students will walk to, in, and out of the cafeteria.
- Students will not cut in line or save spots out of respect for others.
- Students will wait patiently and respect the personal space of others.
- Students will leave the cafeteria cleaner than they found it (even if left by others).
- Cafeteria tables are designed for a specific number of individuals. Students will be asked to move to another table if the table capacity is exceeded.
- Students will follow the directions of the lunch supervisors.

### **FIRE, TORNADO, & SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires. The tornado alarm consists of a P.A. announcement, and the fire alarm consists of continuous buzzing sound.

Lock down drills in which the students are restricted to the interior of the school building and evacuation drills in which students are evacuated from the campus may occur during the school year. Such drills are announced over the building intercom.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

- WBEV/WXRO – Beaver Dam.....1430 AM – 95.3 FM
- KFIZ/WFON – Fond du Lac.....1450 AM – 107.0 FM





WBKV/WBWI – West Bend.....1470 AM – 92.5 FM  
WTMJ TV4 – WTMJ/WKTI.....620 AM  
WMDC – Mayville.....98.7 FM  
WMRH – Waupun.....1170 AM  
Fox 6 Storm Center (Channel 6) Milwaukee  
Weather Watch (Channel 12) Milwaukee  
WISC-TV3 (Channel 3) Madison

Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

Mayville High School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request.

## **USE OF THE LIBRARY**

The library is available to students throughout most of the school day. Passes may be obtained from a student's teacher or from the library supervisor. Materials may be checked out for a period of time to be set and communicated by the library supervisor. To check out any other materials, contact the library supervisor. To avoid late fees, all materials checked out of the library must be returned within the time frame set by the library supervisor.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

The sale of any item by a student as a member of another group or organization or for personal gain is not permitted. No student is permitted to sell any item or service in school. Questions related to the sale of items and services should be directed to the principal. Violation of this rule may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

Office telephones are not to be used for personal calls. Students will not be called to the office to receive a telephone call, except in an emergency. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF CELL PHONES, OR ELECTRONIC COMMUNICATION DEVICES**

The use of cell phones and electronic devices will be guided by the District's Policy 5136 – Wireless Communication Devices. Student use of cell phones and electronic devices will be monitored by teachers within their classrooms. Persons found in violation of this policy will be subject to disciplinary consequences determined by the frequency and severity of the violation.

## **WEAPONS**



Weapons are not allowed on school premises or at any school events as referenced in the District's Policy 5772 – Weapons. Anyone found in violation of this policy will be subject to disciplinary action up to and including expulsion. Referral to law enforcement may result in addition to the school's disciplinary response.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hour notice is required to ensure that the principal has the opportunity to review the announcement or posting. The school has a central bulletin board located near the main office that may be used for posting notices after receiving permission from the office. Other locations for posting approved notices may be identified by the principal.

### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various locations throughout the school. Any person who takes action to block, re-locate, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

### **VISITORS – SAFETY AND SECURITY**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any loss of instructional time. Visitor's access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult with the principal regarding these restrictions.

Students may not bring visitors to school without first obtaining written permission from the principal.

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

## **SECTION III - ACADEMICS**

### **COURSE OFFERINGS**

The Mayville High School course catalog is available upon request by contacting the Main office or Guidance office. A copy of the course catalog is provided to students at the time of registration and is available on line at [mayvilleschools.com](http://mayvilleschools.com). The catalog is under Guidance/Pupil Services under the High School tab.

### **FIELD TRIPS**

Field trips are academic activities that are held off of school grounds. There are also other trips that are part of the school's co-curricular programs. No student may participate in any school-sponsored trip without parental consent. Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

### **GRADES**

The teachers of MHS have a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may



place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

A+	4.00	98-100%	Outstanding
A	4.00	93-97%	Superior
A-	3.70	92-90%	Excellent
B+	3.30	87-89%	Very Good
B	3.00	83-86%	Good
B-	2.70	80-82%	Above Average
C+	2.30	77-79%	Slightly Above Average
C	2.00	73-76%	Average
C-	1.70	70-72%	Slightly Below Average
D+	1.30	67-69%	Below Average
D	1.00	63-66%	Poor
D-	.70	60-62%	Very Poor
E	.30	59% & below	Attempt-but Failed with Credit granted
F	.00	59% & below	Failure-No Credit
W	.00		Withdrawn-No Credit
M	.00		Medical Excuse-No Credit
I	.00		Incomplete-Grade
P	N/A		Credit; No Honor Points

Grade Point Average

To calculate a grade point average (G.P.A.), assign a point value to each course grade finding a total for all courses and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2=1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

Progress Reports

Parents/Guardians will receive a progress report at approximately 4.5 weeks into a nine (9) week grading period to inform them if their student’s work is graded as D or F. Parents/Guardians may request a conference with a teacher at any point during the school year by contacting the teacher at school via e-mail and/or voicemail. Parents/Guardians are also welcome to request assistance from the office to coordinate a conference with a student’s teacher(s).

Grading Periods

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student’s performance.

**PROMOTION, PLACEMENT, AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits or meeting identified proficiencies, and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the school counselor’s office and a counselor will be pleased to answer any questions.

**GRADUATION REQUIREMENTS**



Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits.

4 – English  
3 – Social Sciences  
3 – Science  
3 – Mathematics  
1½ - Physical Education  
½ - Financial Literacy  
10 – Electives  
25 Credits

The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy.

Depending upon the disability profile, students in special education shall receive a diploma if certified they have properly completed the requirements of their IEP, or received the recommendation of the IEP team, as related to completion of credit requirements through regular, special or alternative education. They may participate in all graduation activities.

A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.

#### Early Graduation

Students who have completed seven (7) semesters of high school attendance and meet district credit requirements for graduation may be eligible for early graduation in accordance with established procedures. Students seeking more information about early graduation should contact the school counselor prior to the beginning of his/her senior year.

### **SCHOLARSHIPS**

The Mayville community and school district offer scholarships each year to graduating seniors. Eligibility may vary for each as does the amount granted. More information is available from the high school counselor's office.

### **YOUTH OPTIONS PROGRAM**

Any student in 11th or 12th grade may enroll in the Youth Options Program providing s/he meets the requirements established by law and by the District and subject to the approval of the Board of Education on an annual basis. Any interested student should contact the School Guidance Counselor to obtain the necessary information.

### **COURSE OPTIONS PROGRAM**

Course Options law (s. 118.52 Wis. Stats.) allows a pupil enrolled in a public school district to take up to two courses at any time from an educational institution. Wisconsin Educational institutions are defined under the Course Options statute as:

- A public school in a nonresident school district;
- The University of Wisconsin System;
- A technical college;
- Non-profit institutions of higher education;
- A tribal college;
- A charter school; and
- A non-profit organization that has been approved by the Department of Public Instruction (DPI).

Links that provide additional information about Course Options including the application form and guidance for submitting and processing the application are available at: <http://dpi.wi.gov/courseoptions>

### **RECOGNITION OF STUDENT ACHIEVEMENT**



Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Main Office.

The honor roll list is comprised of an “A” group with a 3.50 average or better and a “B” group with a 3.00 average as a minimum.

Requirements for athletic awards are developed by each head coach with the approval of the Activities Director. These requirements will be reviewed with interested students by the appropriate coach.

Social graduation is an opportunity for students with individual education programs (“IEPs”) to participate in high school graduation ceremonies without obtaining an official diploma. Students with IEPs who have completed all academic requirements for high school graduation, but who have not yet completed their transition-related IEP goals may be eligible for social graduation.

Other recognition bestowed upon students is available through participation in school clubs, school activities, and through individual departments within the high school.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Smooth operation of the school's network relies upon users adhering to the school's policies and administrative guidelines. Prior to accessing the Internet at school, students, when registering, must sign the Acceptable Use and Safety Agreement each year.

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

Use of the Network to engage in “cyberbullying” is prohibited. ““Cyberbullying” involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging (IM), defamatory personal Web sites or social media accounts to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. Using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. Posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off of school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.



Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the school counselor.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

## **SECTION IV - STUDENT ACTIVITIES**

### **ANNOUNCEMENTS FOR STUDENT GROUPS**

Student groups desiring to have an announcement included in the daily announcements must have their items approved and signed by an advisor, coach, principal, etc. Announcements must be submitted to the main office no later than 7:30 AM on the day of the announcement. Announcements will only be used for school-related business and school-sponsored organizations/activities. Daily announcements will be posted in the hall near the main office and accessible via the school website.

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**



Students have the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are approved by the Board of Education. Authorized groups include:

- |                    |              |
|--------------------|--------------|
| Academic Decathlon | Math League  |
| Art Club           | M-Tech       |
| Cardinal Singers   | Science Club |
| DECA               | Spanish Club |
| FFA                | Vocal Jazz   |
| Jazz Band          | Yearbook     |
| Madrigals          |              |

Co-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

- |                     |                        |
|---------------------|------------------------|
| Be the Change       | Mock Trial             |
| Forensics           | Musicals/Plays         |
| Iron Card Club      | National Honor Society |
| Letter Winners Club | Student Council        |
|                     | Way Cool Band          |

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements as defined in the current Co-curricular Code.

### **NON-SCHOOL-SPONSORED CLUBS & ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or the school mascot.

### **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. Student participation in school sponsored publications and productions will be guided by **Policy 5722**.

### **ATHLETICS**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact Mr. Wondra (Activities Director).



Baseball	Softball
Basketball	Tennis
Cross Country	Track and Field
Football	Trapshooting
Golf	Volleyball
Soccer	Wrestling

## INSURANCE

The school district does not provide student insurance for accidents that may occur during school sponsored activities. You may want to purchase a student accident policy through a private provider if you do not feel that your private insurance is adequate or if you do not have insurance.

## STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in the academic program. If a student believes that s/he must maintain a job in addition to going to school s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## DANCES (School-Sponsored)

School dances are “closed” events sponsored by Mayville High School for MHS students. They are not open to the general public. Students may be denied admission to a dance due to disciplinary action. Student attendance is limited to those who are not suspended or unexcused absent for the entire day or any part of the day of a dance or the school day before the dance for weekend dances, except when gone for a school-sponsored event. Student participation on “Court” is reserved for those in good standing as outlined in the Co-Curricular Code. Students must be prepared to present their student ID before entering the dance. Once a student leaves the dance, s/he may not return.

Students wishing to bring a guest to a dance **MUST** complete a Guest Pass Application. The application will be made available approximately 2 weeks prior to the date of the dance. The application must be returned (faxed) to the principal or designee for approval one week prior to the event. Applications returned late may not be considered. **No person 21 years or older will be considered. No person younger than 9<sup>th</sup> grade will be considered.** The guest should be prepared to present a picture ID to the dance chaperones. Guests will adhere to the same expectations as all MHS students.

Students who attend formal dances should wear appropriate attire. Under no circumstances will exposed midriffs be allowed at a high school sponsored dance. If an MHS student and/or guest fail to meet expectations regarding behavior and/or attire, MHS reserves the right to refuse admittance to the student and/or guest. This may also include directing the student/guest to leave the dance immediately.





## SECTION V - STUDENT CONDUCT

### ATTENDANCE

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.

#### Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, with religious holidays exception, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

#### Excuse for Absence

A parent of a student who is absent shall provide a written, dated, signed statement indicating the reason for and the time period of the absence. A voice contact will be considered. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided prior to the student's readmission to school. The statement shall be submitted to the Administration and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school.

#### Excused Absences

A student shall be excused from school for the following reasons:

##### Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five [5] days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

##### Obtaining Religious Instruction

Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by the principal. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent from his or her regular school. The supervisor of such religious instruction shall report monthly, to the principal of the school regularly attended, the names of the students who attended such weekly religious instruction. *See Policy 5223 - Religious Instruction for further details.*

##### Permission of Parent or Guardian

The student may be excused by his or her parent or guardian before the absence for any or no reason. *A student may not be excused for more than ten (10) days* under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:



- Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day;
- To attend the funeral of a relative;
- Legal proceedings that require the student's presence;
- College visits;
- Job fairs;
- Vacations

*Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements.*

#### Religious Holiday

The student wishes to observe a religious holiday consistent with the student's creed or belief.

#### Suspension or Expulsion

The student has been suspended or expelled.

#### Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the Administration, for the following reasons:

- Quarantine: *Quarantine of the student's home by a public health officer.*
- Illness of an Immediate Family Member.
- Emergency: *An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.*

## **TRUANCY**

A student will be considered truant if he or she is absent part or all of one or more days from school during which the Administration has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student will also be considered truant if he or she has been absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance statute – Sec. 118.15, Wis. Stat.

When a student is truant, the Administration shall ensure that all applicable provisions of the District's Truancy Plan are carried out.

#### Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The principal will determine on a case-by-case basis the appropriate methods to deal with unexcused absences. The following methods may be considered:

- Counseling the student;
- Requiring the student to make-up lost time;
- Requiring the student to make-up course work and/or examinations, as permitted under this Guideline;
- Conferring with the student's parents;
- Suspending the student from school;
- Referring the student to an appropriate agency for assistance.



Administrative action to address unexcused absences shall be in accord with due process as defined in Policy 5611, the Student Code of Conduct, and other applicable Board Policies.

If a student is 15 minutes or more late to class, the period will be marked unexcused (truant).

### Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

When a student initially becomes a habitual truant, the Administration shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

#### Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences.

#### Student Responsibilities.

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school.

### Students Leaving School During the School Day

- No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.
- No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the administration.

## **Make-Up Course Work and Examinations**

### ***Excused Absences***

A student, whose absence from school was excused, except for an expelled student, shall be permitted to make-up course work and any quarterly, semester or grading period examinations missed during the absence when they return to school. It is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances. **Policy 5200**

### ***Unexcused Absences***

Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.

A student whose absence from school was unexcused shall be permitted to make-up course work and quarterly, semester or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up.

Subject to the immediately preceding two paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work is allowed, it is the student's responsibility to contact his or her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed,



including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

### **ATTENDANCE – LATE TO SCHOOL**

Students who arrive late to school (after the 8:00 AM bell) must report to the office immediately.

- Students who arrive between 8:00 to 8:15 AM:
  - Must sign-in in the office and receive a tardy pass to class.
  - Will be sent to class.
  - Will be marked Tardy (T) in Skyward if no acceptable excuse is provided for being late.
- Students who arrive after 8:15 AM to the end of 1<sup>st</sup> hour:
  - Must sign-in in the office.
  - Will either be sent to class or remain in the office until the end of the period (depending on the lesson plan).
  - Will be marked Unexcused-Truant (U-TR) in Skyward if no acceptable excuse is provided for being late.

### **TARDINESS**

- Students who are not in their assigned location when the late bell rings are considered tardy.
- Students who attend any part of the class shall be recorded as present.
- All students who are tardy to school must report to the main office to sign in.
- When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- Teachers are requested to refer cases of chronic tardiness to the building administration.
- When a student has been tardy on three (3) occasions, a lunch detention will be assigned by the building administration.
  - If determined appropriate, a one (1) day in-school suspension will be assigned for excessive tardiness.
  - The student and the parent will be informed if the student demonstrates that this option needs to be exercised.
- Students that are 15 minutes or more late to school will be marked unexcused (truant), not tardy.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS OUTSIDE OF THE SCHOOL DAY**

The school encourages students to attend as many school events held outside of the school day as possible, without interfering with their school work and their home responsibilities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. Students at such events are still expected to exemplify the *Life of a Cardinal* pillars, whether home or away.

### **CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### Expected Behaviors

Each student shall be expected to:

- Abide by national, State, and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly, productive, and clean;
- Act at all times in a manner that reflects pride in self, family and in the school.

#### Dress and Grooming



While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school (The appropriate answer is in parenthesis.):

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Would I interview for a job in this outfit? (Yes)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited (but are not limited to):

**Outer wear:** jackets, hats or headgear, swimsuits, bathrobes, pajamas or other items designed for private use, togas, leotards or spandex type clothing unless they are properly covered by another outer garment. (may be allowed on specified Spirit Days.)

**Accessories:** Metal, leather or plastic items, whether attached or loose, such as collars, studded bands and chains

**Shirts/Blouses/Tops/T-shirts:**

**Must have...**

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

**Shorts/skirts/pants:**

**Must be...**

- 1) Mid-thigh length or longer—Short shorts and mini-skirts are not appropriate. (when hands are held relaxed to the student's side, hems should be at or past the tips of the student's longest finger.)
- 2) Above the hips with no undergarments showing.
- 3) Free of holes or tears above mid-thigh.

Students who struggle to comply with the school's dress code may be addressed by any adult in the building. Students will demonstrate respect by listening to the adult who is addressing them on their attire and by modifying their attire.

**If a student continues to struggle with dress code expectations, further disciplinary actions may occur. The student will be asked to modify their attire. If student is not willing to modify his/her attire, the student will be placed in In-School Suspension for the remainder of the day or until the attire can be modified with appropriate attire from home.**

Students who are representing our school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to field trips, co-curricular groups, etc.

**Backpacks/Purses**

Backpacks, purses, and any other type of bag are not allowed during the school day. Such items should remain in the student's locker until the end of the day. Students should contact the office if a unique situation exists.

**Care of Personal and School Property**



Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct.

### Food and Beverages

Food and beverages are not allowed in classrooms. Students may keep snacks in their lockers and consume them while standing at their locker. It is permissible to have bottled water in the building until the privilege is abused. Soda, sport drinks, and juice are not to be consumed in classrooms during regular school hours. These drinks will be confiscated if open or being consumed in the building when away from the student's locker. Place all containers and wrappers in waste receptacles. Glass containers pose an increased threat of injury and are not allowed in the academic areas of the building due to the potential for shards, chips, and flying pieces of glass.

## **STUDENT CODE OF CONDUCT**

The Board of Education has adopted the following Student Code of Conduct. The Code includes the types of behavior that will subject a student to disciplinary action. It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case-by-case basis and imposed only after review of the facts and/or special circumstances of the situation. The purpose of disciplinary action is to address the choice, not the person. Every person is free to make their own choices, but they are not free from the consequences of those choices. *Choose wisely!*

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, suspension and/or expulsion from school.

1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.
2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment.
4. Arguing, taunting, baiting, bullying, cyber-bullying, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations.
5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking, or other inappropriate physical contact with a student or staff member.
7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
9. Restricting another person's freedom to properly utilize classroom facilities or equipment.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
11. Throwing objects in the classroom.
12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking.
13. Behavior that causes the teacher or other students fear of physical or psychological harm.
14. Willful damage to or theft of school property or the property of others.
15. Repeated use of profanity.
16. Using tobacco.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposely setting a fire.



19. Gambling.
20. Plagiarism and falsification of identification or school documents.
21. Issuing a false alarm or false report.
22. Trespassing.
23. Persistent absence or tardiness.
24. Unauthorized use of School or personal property.
25. Assisting another person to violate a School rule.
26. Inappropriate public displays of affection.
27. Violation of specific classroom or activity rules.
28. Possession of a radio, "boom-box," portable television, electronic toy, pager, cellular telephone, recording device or any other electronic equipment without the permission of the principal.
29. Violation of bus rules.
30. Refusal to accept discipline.
31. Criminal conduct.

## **DRUG ABUSE PREVENTION**

The administration and staff recognize that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- All chemicals which release toxic vapors;
- All alcoholic beverages;
- Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
  - "Look-alikes";
  - Anabolic steroids;
  - Any other illegal substances so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse guidelines.

## **USE OF TOBACCO IS PROHIBITED**

The Board prohibits students from using or possessing tobacco in any form including, but not limited to cigarettes, cigarette look-alikes (i.e. electronic cigarettes), cigars, snuff, and chewing tobacco on school premises, in school vehicles, within any indoor facility owner or leased by the School District.

## **POSSESSION OF WIRELESS COMMUNICATION DEVICES (WCDs)**

A student may possess a wireless communication device (WCDs), an electronic communication device (ECD), and/or an electronic storage device (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or the other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under **Board policy 5136**, use of WCDs, ECDs, &/or ESDs in school, on school property, at after school activities and at school related functions will be subject to disciplinary action. Such action includes but is not limited to school personnel confiscating the device and keeping it for the remainder of the day. Students who are frequently distracted by their electronic device will warrant a meeting with administration and a parent to establish a better plan to address the student's struggles with their device. As is the case in any disciplinary situation, students who fail to comply will qualify for further consequences.



The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive a suspension or expulsion

## **STUDENT CODE OF CLASSROOM CONDUCT**

Mayville High School is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom.

Students are expected to behave in the classroom in a manner that:

- Allows teachers to effectively carry out their lessons;
- Allows students to participate in classroom learning activities.

Students are also expected to abide by all rules of behavior established by the school and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Code of Classroom Conduct, which applies to all students.

### Grounds for Removal of a Student from Class

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher’s class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the school from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- 1) Would result in suspension or expulsion under the Board’s policies and procedures;
- 2) Violates the behavioral rules and expectations of the school;
- 3) Is dangerous, disruptive or unruly. Such behavior includes, but is not limited to, the following:
  - a) Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
  - b) Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
  - c) Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
  - d) Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
  - e) Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
  - f) Pushing, striking, or other inappropriate physical contact with a student or staff member
  - g) Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means
  - h) Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
  - i) Restricting another person's freedom to properly utilize classroom facilities or equipment
  - j) Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
  - k) Throwing objects in the classroom
  - l) Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
  - m) Behavior that causes the teacher or other students fear of physical or psychological harm
  - n) Willful damage to or theft of school property or the property of others
  - o) Repeated use of profanity





- 4) Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
  - a) Repeated reporting to class without bringing necessary materials to participate in class activities
  - b) Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others
- 5) Shows disrespect or defiance to the teacher, exhibited in words, gestures or other behavior;
- 6) Is inconsistent with class decorum and the ability of others to learn. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

#### Procedure for Student Removal From Class

When a student is removed from class, the teacher shall send or escort the student to the principal and inform the principal of the reason for the student's removal from class. The teacher shall provide the principal with a written explanation of the reasons for the removal of the student within twenty-four (24) hours of the student's removal from class.

The principal will generally give the student an opportunity to briefly explain the situation. The principal shall then determine the appropriate educational placement for the student.

#### Student Placement

The principal shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- 1) An alternative education program approved by the Board under State law;
- 2) Another instructional setting, time-out, in-school suspension or out-of-school suspension; or
- 3) The class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, the principal determines that readmission to the class is the best or only alternative.

#### Parent/Guardian Notification Procedures

The principal shall provide the parent or guardian of a student removed from class-with written notice of the removal and the reason(s) for the removal. The notification shall be made as soon as practicable, but no later than two (2) school days after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

#### Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and Section 115.758, Wis. Stat. may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

#### Definitions

- "Student" means any student enrolled in the District, an exchange student, or a student visitor to the District's schools.
- "Teacher" means a person holding a license or permit issued by the State Superintendent whose employment by a school district requires that he or she hold that license or permit.
- "Class" or "classroom" means any class, meeting or activity in which 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 halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.



## OTHER FORMS OF DISCIPLINE

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### Informal Discipline

Informal discipline takes place within the school. It includes:

- Writing assignments;
- Change of seating or location;
- Impact on the student's time, including but not limited to a detention during:
  - Lunch time;
  - After-school;
  - In-school restriction.

## **ACADEMIC DISHONESTY**

MHS promotes and expects behavior from all members of the school community. Honesty is one pillar of the Life Of A Cardinal. Students who participate in and/or contribute to any form of cheating and/or plagiarism are subject to consequences as deemed appropriate for the specific incident by staff and administration.

## **SUSPENSION AND EXPULSION**

### **A. Suspension**

#### **1. Duration and Grounds for Suspension**

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a. Noncompliance with school or School Board rules;
- b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f. Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The District Administrator, or any principal or teacher designated by the District Administrator shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days.



2. **Suspension Procedure**

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised orally or in writing of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

The principal, within his or her discretion, may also inform the student's parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

4. **Sending a Student Home on the day of the Suspension**

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student's parent or guardian to request that s/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

5. **Opportunity to Complete School Work**

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. **Reference to the Suspension in the Student's Record**

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or the administrator's designee, shall make his or her finding within fifteen (15) days of the conference.

7. **Co-Curricular Participation**

A student's participation in co-curricular or extra-curricular activities during a suspension shall be denied. If warranted, access to these activities may be determined on a case-by-case basis if the best interest of the student and activity is/are served.

**B. Expulsion**

1. **Grounds for Expulsion**



The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and it finds that the student:

- Repeatedly refused or neglected to obey the rules established by the School District;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **Expulsion for Bringing a Firearm to School**

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. **Expulsion Hearing**

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

4. **Expulsion Order**

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

**Discipline of Disabled Students**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).



## SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

## STUDENT'S RIGHTS OF EXPRESSION

Mayville High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
  - 1. Is obscene to minors, libelous, indecent, or vulgar,
  - 2. Advertises any product or service not permitted to minors by law,
  - 3. Intends to be insulting or harassing,
  - 4. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

## STUDENT SUGGESTIONS AND COMPLAINTS

The school exists for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to a staff member.



When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal.

## **SECTION VI - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Transportation Director at 920-387-7969.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the main office stating the reason for the request and the duration of the change and the principal approves.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

#### **Previous to loading (on the road and at school)**

Each student shall:

- Be on time at the designated loading zone (five minutes prior to scheduled stop);
- Stay off the road at all times while walking to and waiting for the bus;
- Line-up single file off of the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing a highway until the bus driver signals it is safe;
- Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student shall:

- Remain seated while the bus is in motion;
- Keep head, hands, arms, and legs inside the bus at all times;
- Not litter in the bus or throw anything from the bus;
- Keep books, packages, coats, and all other objects out of the aisle;
- Be courteous to the driver and to other bus riders;
- Not eat, play games or play cards, etc.;
- Not tamper with the bus or any of its equipment.

#### **Leaving the bus**

Each student shall:



- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **PENALTIES FOR INFRACTIONS**

A student who engages in misconduct on a bus shall be subject to discipline and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL – STUDENT PARKING (Automobiles and Motor Bikes)**

**Parking on campus is a privilege** available to students only in the student parking lot (the lot **NORTH** of the high school). All vehicles used by students for transportation to and from school **MUST** be registered in the main office. A parking permit must be purchased each school year by every student seeking to park on campus in the student lot. If multiple vehicles may be used at any point during the year, only 1 permit is necessary per student. However, every vehicle must be registered under that student's name. A parking permit costs \$35 for the school year if it is paid before Labor Day. *After Labor Day*, the permit costs \$50. The permit rate may be prorated by the semester if the student's license is issued during the school year. The adjustment of the parking permit fee and any modification of these expectations for unique situations are at the discretion of administration.

Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration due to reasonable suspicion.

Students shall complete the Student Vehicle Form (5515 F1), which is available in the main office and provide a copy of:

- The student's driver's license;
- The student's/vehicle's insurance certificate;
- The vehicle's registration.

All student drivers must be licensed and covered by their own insurance. The school district is **NOT** responsible for the vehicle or its contents. The school does not guarantee the availability of a parking space for every student wishing to park at the school.

If a student's permit is suspended or revoked, all parking permit fees are forfeited. Failure to comply with these rules will result in loss of privileges and/or additional disciplinary actions for the student. The student parking lot is designated for student parking during the school day, as well as general parking during evening and weekend activities. All vehicles (including motorcycles or motor bikes) **MUST** be parking in the lined parking stalls. If they are not, tickets may be issued by the Mayville Police Department. There is to be no driving around the school building (including the bus port area). Students should not drive erratically or recklessly. The police department will be notified of instances of poor driving. Students are only allowed to park in the student lot (located north of the building). All other parking options on campus and around the building are reserved for staff, visitors, and (where indicated) drivers and vehicles marked/licensed as handicapped. Students should not park in reserved stalls or locations on campus other than the student lot. Students who park on campus but not in the student lot may be cited by the police department.

Additional points to remember:

- Student access to their vehicles will be restricted once they have arrived to school.
- No student will leave the student lot during the school day unless the student registered to the vehicle has a pass from the principal or designee or is participating at an approved Work Experience placement.
- Students are to obey all state and local traffic laws. Please observe extra caution when our school buses are arriving or departing.
- The student will operate his/her vehicle at a controlled speed of 5 miles per hour or slower in the parking area.
- Once the student leaves the parking lot and enters Clark Street, the speed limit in a school zone is 15 mph when school is in session. This includes driving to or leaving school at any time during the day.

Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. When the school provides transportation, students shall not drive to school-sponsored activities.



**MHS Staff Contact Information – 920-387-7960**

MHS STAFF	Ext.	TITLE	MHS STAFF	Ext.	TITLE
Anderson, Danelle	4201	GEDO II/Alt. Ed.	Schecher, Sig	4156	Physical Education
Brachmann, Adam	4309/4207	IT/Business	Seiler, Dave	43057	Tech. Ed.
Cooney, James	4300	Band	Strook, Stu	4155	Physical Education
Cramer, Jacob	4303	Agriculture	Toennes, Sherri	4110	Science Lab
Dobberpuhl, Sara	4219	Social Studies	Worm, Geena	4104	Math
Dobbratz, John	4302	Choir	TBD	4146	Speech/Language
Feller, Beth	4213	Resource Para	TBD	4112	Study Hall Supervisor
Frami, Jennifer	4210	Spanish	<b>HIGH SCHOOL COUNSELOR'S OFFICE</b>		
Gates, BreEnna	4103	Science	Paszek, Christine	4202	School Counselor
Heideman, Sarah	4208	Art	Adamavich, Christine	4402	Assistant To Counselor
Holappa, Judy	4205	IT/Business	<b>HIGH SCHOOL OFFICE</b>		
Keating, Thomas	4204 - 4101	Spanish - Science	Clark, Robert	4005	Principal
Krause-Emerick, Laura	4105	Science	Meyer, Ryan	4008	Dean of Students
LuGrain, Agnes	4213	Resource Para	Wondra, Joel	4003	Activities Director
McFadden, Pat	4225	English	Held, Beth	4000	School Year Secretary
Miller, AnMarie	4513	Resource	Schraufnagel, Linda	4009	Assistant To AD/B&G
Noble, Scott	4306	Tech Ed	Wellner, Carol	4002	Administrative Assistant
Noennig, Deb	4102	Math	Wondra, Joel	4003	Buildings & Grounds
Noennig, Tom	4215	Social Studies	TBD	4520	Maintenance
Nonhof, Shelia	4213	Resource Para	<b>DISTRICT BUILDINGS</b>		
Parmer, Clarissa	4110	At-Risk	District Office		920-387-7963
Paul, Ken	4217	Social Studies	Mayville Middle School (3-8)		920-387-7973
Pilling, Marian	4421	IT Assistant	Zarnott, Lee	3022	Director of Special Ed.
Ransom, Louise	4106	Math	TBD	3005	Nurse Consultant
Reak, Lynelle	4223	English	Wery, Sue	3427	IT Director
Rosedahl, Troy	4213	Resource	Parkview Primary (K-2)		920-387-7970
Schabel, Jennifer	4212	English	Bus Garage		920-387-7969