Mayville High School
Student Rights and Responsibilities
2019-2020

(Board Approved – July 15, 2019)
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## Students Rights and Responsibilities

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STUDENT RIGHTS AND RESPONSIBILITIES

The policies, procedures, and expectations of Mayville High School are designed to allow each student to thrive in a safe, orderly, and appropriate education. In this section you will find information pertaining to students’ rights, responsibilities, and consequences for violations of the Student Code of Conduct.
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.

Student’s Right 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:

- Material cannot be displayed if it:
  - Is obscene to minors, libelous, indecent, or vulgar,
  - Advertises any product or service not permitted to minors by law,
  - Intends to be insulting or harassing,
  - Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 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.

- 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 5710

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.
# Student Expectations

<table>
<thead>
<tr>
<th></th>
<th>Selfless Servant Leadership</th>
<th>Dependability/ Reliability</th>
<th>Respectfulness</th>
<th>Honesty</th>
<th>Self-Control</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School-Wide Expectations</strong></td>
<td>• Golden Rule Engage</td>
<td>• Keep spaces clean and safe</td>
<td>• Say “hello”</td>
<td>Report negative behavior</td>
<td>• Be part of the solution not the problem</td>
</tr>
<tr>
<td><strong>Classroom Expectations</strong></td>
<td>• Share materials when able to</td>
<td>• Be on-time</td>
<td>• Be an active listener</td>
<td>• Have integrity to do your own work</td>
<td>• Demonstrate positive words and actions</td>
</tr>
<tr>
<td></td>
<td>• Help others</td>
<td>• Bring materials to class</td>
<td>• Be courteous and polite to all</td>
<td>• Asking for help is a strength</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Go where you are supposed to be going</td>
<td>• Be “open” to learning something new</td>
<td>• Keep volume under control</td>
<td>• Be vigilant for negative behavior and report it</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Turnips are in the garden</td>
<td>• Wait your turn in line</td>
<td>• Report errors in food purchases</td>
<td>• Food is for eating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Keep your food clean and garbage</td>
<td>• Pick up your own garbage</td>
<td>• Report stealing and budging in line</td>
<td>• Keep table clean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Treat cafeteria as your home</td>
<td>• Keep the roadway clean</td>
<td>• Use inside voices</td>
<td>• Use inside voices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Say “please” and “thank you”</td>
<td>• Use food appropriately</td>
<td>• Demonstrate safe behavior</td>
<td>• Demonstrate safe behavior</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Keep the roadway clean</td>
<td>• Use food appropriately</td>
<td>• Use inside voices</td>
<td>• Use for academics, not for games, TV, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Claim your fouls</td>
<td>• Take care of device</td>
<td>• Turn in found devices to the library</td>
<td>• Think before you act or speak</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Class charged</td>
<td>• Use your own device</td>
<td>• Welcome guests to our school</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use for school work during the school day</td>
<td>• Use appropriately</td>
<td>• Make the activity fun</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use productively</td>
<td>• Turn in found devices to the library</td>
<td>• Cheer under control</td>
<td></td>
</tr>
</tbody>
</table>

### Hallway Expectations
- Help someone pick up dropped items
- Open or hold doors
- Go where you are supposed to be going
- Turnips are in the garden
- Keep volume under control
- Be vigilant for negative behavior and report it
- Walk down hallways on correct side- bear to the right
- Keep hands to self
- Standing traffic off to the side

### Cafeteria Expectations
- Clean up messes
- Pick up after yourself
- Push chair in when leaving
- Return trays and utensils to appropriate places
- Use food appropriately
- Wait your turn in line
- Pick up your own garbage
- Keep the roadway clean
- Treat cafeteria as your home
- Say “please” and “thank you”
- Food is for eating
- Keep table clean
- Use inside voices
- Demonstrate safe behavior

### Chromebook Expectations
- Stay on task as expected for the lesson being taught
- Model appropriate behavior for others
- Bring device to class charged
- Use for school work during the school day
- Use productively
- Take care of device to ensure good condition
- Use appropriately
- Turn in found devices to the library
- Use your own device
- Use for academics, not for games, TV, etc.

### Expectations for After School Events
- Positive cheers
- Model positive behavior for younger students
- Punctual
- Show up on time
- Good sportsmanship and participation
- Positive language
- Claim your fouls
- Think before you act or speak
- Welcome guests to our school
- Make the activity fun
- Cheer under control
# Bus Conduct

<table>
<thead>
<tr>
<th>Policies</th>
<th>All Code of Conduct expectations apply. MHS: 29</th>
</tr>
</thead>
</table>
| **Previous to loading** | • Be on time at the designated loading zone (five minutes prior to the scheduled stop)  
• Stay off the road at all times while walking to and waiting for the bus  
• Line-up single file off 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 |
| **During the trip** | • Remain seated while the bus is in motion  
• Keep head, hands, arms, and legs inside the bus at all times  
• Do 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  
• Do not eat, play games or play cards, etc.  
• Do not tamper with the bus or any of its equipment |
| **Leaving the bus** | • Remain seated until the bus has stopped  
• Cross the road, when necessary, at least ten 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 |
| **Action** | • The bus driver and Director of Transportation will take appropriate action to document and address behavioral incidents and misconduct as they arise. This action may include loss of bus riding privileges.  
• Students may receive additional consequences that relate to their behavior from the school. |
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.

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 or nicotine related products.
17. Failure to report knowledge of a weapon, bullying or threat of violence.
18. Purposefully setting a fire.
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 or physical contact.
27. Violation of specific classroom or activity rules.
28. Possession and use of a cell phone, smart watch, tablet, PCD, 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.
LEVEL I REFERRALS

A Level I referral is a behavioral infraction that results in disciplinary action from the teacher administering the referral.

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<th>Level I Infractions</th>
<th>Definition</th>
</tr>
</thead>
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<td>Dishonesty</td>
<td>Being deliberately untruthful</td>
</tr>
<tr>
<td>Disrespect</td>
<td>Rude comments and/or behaviors that do not include inappropriate language or gestures. May be accompanied by an unfavorable tone and volume.</td>
</tr>
<tr>
<td>Disruption</td>
<td>Disorder in the classroom created by a student. May interrupt normal classroom order.</td>
</tr>
<tr>
<td>Dress code violation Backpacks/purses</td>
<td>Student’s clothing disrupts the learning environment. Dress is not in compliance with the student handbook.</td>
</tr>
<tr>
<td>Inappropriate language</td>
<td>Inappropriate language that may include cursing, offensive comments, innuendos, word variations, or speaking to others in a mocking or condescending manner. These comments are typically not directed at a specific individual or group.</td>
</tr>
<tr>
<td>Inappropriate personal communication device (PCD) use</td>
<td>Using a cell phone or personal communication device (PCD) during class. Devices may be used during lunch and passing periods.</td>
</tr>
<tr>
<td>Inappropriate physical contact/touching/public displays of affection</td>
<td>Touching an individual without their consent. Kissing, groping, hand-holding, and other displays of affection are not allowed.</td>
</tr>
<tr>
<td>Misuse of technology</td>
<td>Gaming, watching videos, being off-task with a device,</td>
</tr>
<tr>
<td>Property misuse</td>
<td>A student not being responsible with school or student property. Damage can be cleaned-up or easily fixed.</td>
</tr>
<tr>
<td>Tardy</td>
<td>Being late for class without an excuse.</td>
</tr>
<tr>
<td>Unprepared</td>
<td>A student is unprepared for class by not having the necessary materials/supplies needed.</td>
</tr>
<tr>
<td>RULE OF 3</td>
<td>Three of the same Level I infractions within a quarter in the same classroom will result in a Level II action response.</td>
</tr>
</tbody>
</table>
## DISHONESTY

**Level I**

| Policies            | 5500 Student Code of Classroom Conduct  
MHS Code of Conduct: 3, 27 |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to tell the truth, admit wrongdoing, and be protected when acting with integrity.</td>
</tr>
<tr>
<td>Student Expectation</td>
<td>Students will display Honesty, one of the <em>Life of a Cardinal Pillars</em> in their interactions within the Mayville school community.</td>
</tr>
</tbody>
</table>
| Action              | • Incidents of disrespect will be classroom managed and documented.  
• Dishonesty will receive consequences as directed by the teacher.  

**Rule of three**: Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance.
# DISRESPECT

**Level I**

Rude comments and/or behaviors that do not include inappropriate language or gestures. May be accompanied by an unfavorable tone and volume.

| Policies | 5500 Student Code of Classroom Conduct  
MHS Code of Conduct: 3, 11, 29 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to be treated with respect and courtesy.</td>
</tr>
<tr>
<td>Student Expectation</td>
<td>Students will positively engage with members of the school community.</td>
</tr>
<tr>
<td>Action</td>
<td></td>
</tr>
</tbody>
</table>
- Incidents of disrespect will be classroom managed and documented.  
- Students that are disrespectful will be subject to consequences outlined in the teacher syllabus. This may include any of the following:  
  - Instructed to move work space to an alternative location in the room  
  - Loss of privilege  
  - Before or after school detention  
  - Conference with staff member  
  - Apology  
  - School service  
  - Restorative assignment  
  - Sent to the office with their materials and coursework  
  
**Rule of three:** Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance.
### DISRUPTION

Disorder in the classroom created by a student. Interrupts normal classroom order. Includes, but is not limited to:

- Making noises
- Excessive talking or talking out of turn
- Throwing objects in the classroom
- Disruptive gestures

#### Level I

| Policies | 5500 Student Code of Classroom Conduct  
MHS Code of Conduct: 3, 11, 12 |
|----------|-------------------------------------------------------------------------------------|

#### Student Right

Each student has the right to an education that is free from distractions and disruptions that would impede their learning.

#### Student Expectation

Students will positively engage in classroom activity and follow directives.

#### Action

- Incidents of disruption will be classroom managed and documented.
- Students that disrupt the learning environment, will be subject to consequences outlined in the teacher syllabus. This may include any of the following:
  - Instructed to move work space to an alternative location in the room
  - Loss of privilege
  - Before or after school detention
  - Conference with staff member
  - Apology
  - School service
  - Restorative assignment
  - Sent to the office with their materials and coursework

**GROUNDS FOR REMOVAL:**
A student may be removed from class if the student has been provided with a reminder of the expectations via verbal or written communication up to three times.

**Rule of three:** Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance.
# DRESSING AND GROOMING

Includes but is not limited to:
- Outerwear
- Accessories
- Shirts/ Blouses/ Tops/ T-shirts
- Shorts/ Skirts/ Pants
- Backpacks/ Purses

## Policies

### 5511 Dressing and Grooming

MHS Code of Conduct: 8

## Student Right

Each person has the right to determine personal dress while respecting the rights of others, keeping the learning environment appropriate to a work setting, and understanding that the administration and teachers will determine what is appropriate for the school and the classroom.

## Student Expectation

- The limits that are imposed relate to health, safety, cleanliness, distraction, or indecency. This includes the following:
  - The advertising or promotion, either directly or in innuendo, of any drugs, alcohol, or tobacco related products is prohibited.
  - The displaying or writing of obscene language or distracting advertising may not appear on any item of clothing. This includes clothing with sexually suggestive phrases or phrases of a suggestive nature.
  - Wearing clothing that supports or glorifies violence and dangerous behavior.
  - Hats, hoods, bandannas, large head coverings, capes, and coats are prohibited within the school building except while arriving at or leaving school. A coat is defined as outerwear that can be zipped, buttoned, snapped, or pulled over the head and worn as an outerwear layer during cold or inclement weather. In general, coats are lined, insulated, quilted, or worn to repel rain. The policy does not include sweatshirts, fleece, or wind suits.
  - Chains or other items that could cause injury.
  - Shoes must be worn in and around school at all times.
  - Students must wear safety or special-purpose equipment whenever it is required.
  - Distracting or revealing clothing will not be allowed.
    - Skirt and shorts length must be past the fingertips.
    - No visible midriff.
    - Straps on shoulders must be at least one inch wide.
    - No visible undergarments.
<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students whose clothing does meet expectations will be asked to</td>
</tr>
<tr>
<td>change or cover up the clothing.</td>
</tr>
<tr>
<td>2. Students that cannot change or cover-up will call a parent or</td>
</tr>
<tr>
<td>guardian to obtain clothing that meets expectations.</td>
</tr>
<tr>
<td>3. If a parent or guardian is not available, the student will work</td>
</tr>
<tr>
<td>in the office for the remainder of the school day.</td>
</tr>
</tbody>
</table>

**Rule of three:** Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance.
# INAPPROPRIATE LANGUAGE

## Level I

Inappropriate language that may include cursing, offensive comments, innuendos, word variations, or speaking to others in a mocking or condescending manner. These comments are typically not directed at a specific individual or group.

<table>
<thead>
<tr>
<th>Policies</th>
</tr>
</thead>
</table>
| **5500: Student Code of Classroom Conduct**  
**MHS Code of Conduct:** 3, 28 |

<table>
<thead>
<tr>
<th>Student Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students have the right to communicate respectfully with all members of the school community.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will use appropriate language in school and at school-sponsored events.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
</table>
| • Incidents of inappropriate language will be documented and addressed.  
• Students that drop inappropriate language will be subject to consequences outlined in the teacher syllabus. This may include any of the following:  
  o Loss of privilege  
  o Before or after school detention  
  o Conference with staff member  
  o Apology  
  o School service  
  o Restorative assignment  

**Rule of three:** Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance. |
## INAPPROPRIATE USE OF PERSONAL COMMUNICATION DEVICES (PCD)

**Level I**

Includes but is not limited to:
- Cell phones
- Chromebooks
- iPods
- Smart watches
- Tablet

### Policies

<table>
<thead>
<tr>
<th>3156: Personal Communication Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MHS Code of Conduct:</strong> 27, 28</td>
</tr>
</tbody>
</table>

### Student Right

Students have the privilege of using their device appropriately during passing periods, at lunch, and before and after school.

### Student Expectation

- Students are not permitted to use a personal communication device (PCD) during class time unless a staff member gives permission.
- Personal communication devices (PCD) may be used during lunch and passing periods.
- Student PCD use will be in compliance with school-wide expectations, local, state, and federal law.

### Action

1. PCD will be confiscated for class period or day.
2. PCD will be turned in to the office for a duration of time.
3. Insubordination or failure to accept discipline will result in appropriate consequence.

**Rule of three:** Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance.
# MISUSE OF TECHNOLOGY

Unauthorized use of a device that may include, but is not limited to:

- Gaming
- Watching videos
- Chatting/messaging
- Off-task behavior

## Policies

<table>
<thead>
<tr>
<th>Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>7540.03: Student Network and Internet Acceptable Use and Safety</td>
</tr>
<tr>
<td>5136: Personal Communication Devices (PCDs)</td>
</tr>
<tr>
<td>MHS Code of Conduct: 24</td>
</tr>
</tbody>
</table>

## Student Right

Students have the right to use their school-issued device to assist them in their learning and complete school work.

## Student Expectation

Students will use technology appropriately and be on-task when using devices.

## Action

1. Students that are misusing technology will be warned by the teacher.
2. Incidents will be documented.
3. Students will receive teacher-driven consequences which may include any of the following:
   - Devices may be confiscated
   - Technology use may be heavily monitored, and sites, apps or programs may be restricted or blocked.
   - Other actions may be necessary in response to the behavior.
   - Loss of privilege
   - Detention
   - Restorative assignment
   - School service

Rule of three: Frequent (more than three of the same violations) will be considered a **Level II “Inappropriate Technology Use”** and follow the protocols and consequences for that infraction.
# PHYSICAL CONTACT/
PUBLIC DISPLAYS OF AFFECTION

**Level I**

Touching an individual without their consent. Displays of affection that may include kissing, groping, and hand-holding.

<table>
<thead>
<tr>
<th>Policies</th>
<th>MHS Code of Conduct: 6, 26 5500: Student Code of Classroom Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Right</strong></td>
<td>Students have the right to their personal space.</td>
</tr>
<tr>
<td><strong>Student Expectation</strong></td>
<td>Students will keep their hands to themselves.</td>
</tr>
</tbody>
</table>
| **Action**      | 1. The incident will be documented.  
                   2. Staff member will discuss appropriate behavior with student(s).  
                   3. A teacher-driven consequence will be issued.  
                   **Rule of three:** Frequent (more than three of the same violations) will be considered a Level II infraction for Insubordination and will follow the protocols for that infraction. |
## PROPERTY MISUSE

A student not being responsible with school or student property. Damage can be cleaned-up or easily fixed. Includes, but is not limited to:

- Making a mess
- Purposely wasting materials
- Breaking an object, being able to fix it
- Using an object for a purpose that is not intended for

<table>
<thead>
<tr>
<th>Level I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies</td>
</tr>
</tbody>
</table>
| **5513: Care of District Property**  
**MHS Code of Conduct:** 14, 24 |
| Student Right |
| Students have the right to use school property and equipment and to possess personal property necessary for their education free of damage. |
| Student Expectation |
| Students will use materials appropriately and return them in the same condition. |
| Action |
| 1. The incident will be documented and addressed by the teacher.  
2. This may include the student paying for or fixing the property, school service, detention time, or other classroom consequence deemed appropriate for the situation.  
**Rule of three:** Frequent (more than three of the same violations) will be considered a Level II Property Damage/Vandalism and follow the protocols and consequences for that infraction. |
**TARDY**

- Students who are not in their assigned location when the late bell rings are considered tardy.
- 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

**Level I**

- 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

<table>
<thead>
<tr>
<th>Policies</th>
<th>5200: Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MHS Code of Conduct: 23</td>
</tr>
</tbody>
</table>

**Student Right**

Each student has the right to a free and appropriate public education.

**Student Expectation**

Students will attend class on time.

**Action**

- Incidents of disruption will be classroom managed and documented.
- Students that disrupt the learning environment, will be subject to consequences outlined in the teacher syllabus. This may include any of the following:
  - Instructed to move work space to an alternative location in the room
  - Loss of privilege
  - Before or after school detention
  - Conference with staff member
  - Apology
  - School service
  - Restorative assignment
  - Sent to the office with their materials and coursework

**GROUNDS FOR REMOVAL:**
A student may be removed from class if the student has been provided with a reminder of the expectations via verbal or written communication up to three times.

**Rule of three:** Frequent (more than three of the same violations) will be considered defiance and follow the protocols and consequences for defiance.
LEVEL II REFERRALS
A Level II referral is a severe behavioral infraction that results in direct disciplinary action from the Dean of Students, and possibly, law enforcement.

<table>
<thead>
<tr>
<th>Level II Infractions</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abusive/ Inappropriate language</td>
<td>Inappropriate comments that may include cursing, racial slurs, offensive comments accompanied by an escalated voice and aggressive tone. Repeated use of profanity.</td>
</tr>
<tr>
<td>Academic Dishonesty Cheating/Plagiarism</td>
<td>Cheating, copying, or using content that is not your own. Plagiarism and falsification of identification or school documents.</td>
</tr>
<tr>
<td>Bullying</td>
<td>A student is willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted- cyberbullying, psychological, through attacks on the property of another, or a combination of any of these.</td>
</tr>
<tr>
<td>Defiance</td>
<td>A blatant and bold resistance to authority (staff member). Doing the opposite of what one is told. Severe repeated classroom disruption that may include violations of classroom rules, excessive and/or disruptive talking.</td>
</tr>
<tr>
<td>Harassment/ Discrimination</td>
<td>Repeated teasing, name calling, or other actions, as well as, activities or statements intended to be offensive of one’s sex, disability, age, race, color, religion, national origin, ancestry, creed, pregnancy, parental status, sexual orientation, or physical mental, emotional, or learning disability or other protected characteristics.</td>
</tr>
<tr>
<td>Illegal Substance</td>
<td>Possession of drugs, alcohol, tobacco, or other illegal substance on school property.</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Not following a staff member’s directions after being asked several times to comply. Refusal to accept discipline or redirection.</td>
</tr>
<tr>
<td>Loitering/ Wandering/ Walk out</td>
<td>To linger or hang out on school property without permission. Refusal to move from a space or on school property. Trespassing. Voluntarily leaving school or class without permission.</td>
</tr>
<tr>
<td>Parking</td>
<td>Parking in a handicap spot, teacher spot, or other unauthorized student space. May result in a citation. Parking on school property without a proper parking permit.</td>
</tr>
<tr>
<td>Physical Assault/ Fighting</td>
<td>Physical contact between students or between student and staff member. May include hitting, spitting, posturing, kicking, hair pulling, throwing an object.</td>
</tr>
<tr>
<td>Possession of weapons</td>
<td>Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons. Includes laser pointers.</td>
</tr>
<tr>
<td>Property Damage/ Vandalism</td>
<td>Willful damage to school and/or student property where property is harmed in a manner that it needs repair and cannot be easily fixed; Possible permanent damage.</td>
</tr>
<tr>
<td>Repeated Minor Infraction</td>
<td>More than 3 of the same minor infraction.</td>
</tr>
<tr>
<td>Safety</td>
<td>Acting in a manner that makes others fear physical or psychological harm. May include not following proper safety protocols or using materials and equipment inappropriately.</td>
</tr>
<tr>
<td>Student Threat</td>
<td>Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, threat or disruptive means.</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Inappropriate use of technology in reference to the Student Network and Internet Acceptable Use and Safety policy.</td>
</tr>
<tr>
<td>Theft</td>
<td>Stealing belongings that do not belong to you.</td>
</tr>
<tr>
<td>Truancy</td>
<td>An unexcused absence from school. Absences after 10 parent excused days per year.</td>
</tr>
</tbody>
</table>
## ABUSIVE/ INAPPROPRIATE LANGUAGE

Inappropriate comments that may include cursing, slurs, offensive comments accompanied by an escalated voice and aggressive tone. Repeated use of profanity.

| Policies                  | 5500: Student Code of Classroom Conduct  
|                          | 5520: Disorderly Conduct  
|                          | MHS Code of Conduct: 3, 15  
|                          | Wis. Stat. 947.01 Disorderly Conduct |

| Student Right            | Students have the right to communicate positively. |

| Student Expectation      | Students will demonstrate respect and have positive communication with members of the school community. |

| Action                   | • Comments will be documented.  
|                          | • Student will be reminded of expectations and may be immediately removed from class and held in the office. |

| Consequence              | • Student will apologize for their comments and/or participate in a meeting with the individual.  
|                          | • 1 day in-school suspension and/ or school service  
|                          | • Assignment and/or activity re-teaching appropriate behavior may be assigned. |
ACADEMIC DISHONESTY/ CHEATING/ PLAGIARISM

Cheating, copying, or using content that is not your own. Plagiarism and falsification of identification or school documents. May include, but is not limited to:

- Copying or stealing another person’s work and submitting it as your own
- Submitting someone else’s paper or test
- Doing another person’s work
- Copying or stealing teachers’ answer keys or teacher edition texts
- Cheating or providing another person with answers to an assessment
- Copying from the internet to plagiarize
- Allowing another person to copy your work and submit it as their own.
- Altering any records or grade book
- Distributing stolen answers and/or material

| Policies           | 5500: Student Code of Classroom Conduct  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MHS Code of Conduct: 3, 10, 12</td>
</tr>
<tr>
<td>Student Right</td>
<td>Students have the right to show what they know through their work and obtain credit for their work.</td>
</tr>
<tr>
<td>Student Expectation</td>
<td>Students will complete their own work.</td>
</tr>
<tr>
<td>Action</td>
<td>Incident will be documented and addressed by teacher and dean through a conference with the student.</td>
</tr>
</tbody>
</table>
| Consequence        | 1. Students will be subject to individual teacher protocols for academic dishonesty/cheating/plagiarism as outlined in the class syllabus. These consequences may include: receiving no credit on assignment, retaking assignment, completing an alternative assignment, receiving a fraction of credit for makeup work, enhanced supervision for work completion, frequent checks.  
|                    | 2. Repeat offenders will receive detention and/or in-school suspension time. |
BULLYING

A student is willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can by physical, verbal, electronically transmitted- cyberbullying, psychological through attacks on the property of another, or a combination of any of these.

Some examples of Bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "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."
  - hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.
  - posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
  - posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
  - sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
  - sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
  - using a camera phone to take and send embarrassing photographs of students;
  - posting misleading or fake photographs of students on web sites.

Policies

| 5517.01: Bullying |
| 5516: Student Hazing |
| 7540.03: Student Network and Internet Acceptable Use and Safety |
| MHS Code of Conduct: 4 |

Student Right

Students have the right to attend a school that is safe, positive, productive, and nurturing for all students.

Student Expectation

Students will treat each other with respect and engage in positive interpersonal relations with members of the school community.
<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
</table>
| • Reports of bullying will be documented and investigated to the fullest extent using the procedures outlined in Board policy 5517.01.  
• Student who believe they have been bullied should immediately report the situation to the office and complete a bullying report form.  
• An investigation will be promptly conducted by the dean of students to collect whatever information is necessary to determine the facts of the report.  
• Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation.  
• Confidentiality will be maintained to respect the privacy of the complainant.  
• The complainant will be notified of the findings, and as appropriate, that remedial action has been taken. |
| Victims of bullying will receive educational counseling that determines accommodations to help make the individual feel safe and protected. Such accommodations may include:  
• Alternative passing time  
• Alternative scheduling  
• Increased supervision  
• Choice seating |
| Consequences |
| • Written warning/ agreement  
• 1-5 day in or out of school suspension  
• School service |
# DEFIANCE

## Level II

A blatant and bold resistance to authority (staff member). Purposely doing the opposite of what is asked. Repeated classroom rules violations that may include frequent disruption, disrespect, dress code violations, inappropriate use of PDA’s, and inappropriate language.

<table>
<thead>
<tr>
<th>Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>5500: Student Code of Classroom Conduct</td>
</tr>
<tr>
<td>5520: Disorderly Conduct</td>
</tr>
<tr>
<td>MHS Code of Conduct: 3, 10, 12</td>
</tr>
<tr>
<td>Wis. Stat. 947.01 Disorderly Conduct</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students have the right to attend a school with an orderly environment that does not negatively impede their learning or the learning of others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will follow staff member directions in an orderly manner.</td>
</tr>
</tbody>
</table>

## Action

- Incident details will be documented.
- Students that are defiant, do the opposite of what they are told, will be sent to the office.
- They may be held in the office or receive an in school suspension until it is deemed acceptable for them to return to class.
- Students that refuse to leave the classroom and continue to fail to meet expectations will be sent home on an out of school suspension. The Mayville Police Department may aide in the removal of insubordinate students.
- Students may receive subsequent action such as suspension, detention, loss of privilege, or school service.
- Students receiving a violation for violation of the Rule of Three will receive detention, suspension, loss of privilege, or school service.

## Consequences

- Class removal
- Detention
- Loss of privilege
- School service
- 1-2 day in school suspension
HARASSMENT/ DISCRIMINATION

Harassment means behavior toward a student or group of students based, in whole or in part, on 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:
- Graffiti containing offensive language;
- Name calling, jokes or rumors;
- Threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- Notes or cartoons;
- Slurs, negative stereotypes, and hostile acts, which are based upon another's protected characteristic;
- 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;
- A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic; or
- Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

Sexual Harassment

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:
- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- 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:
- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- 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;
- Unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- 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
- Unwelcome behavior or words directed at an individual because of their sex of sexual orientation.

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.
| Policies | 5517: Student Anti-Harassment  
MHS Code of Conduct: 3  
Wis. Stat. 947.013 Harassment |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Right</strong></td>
<td>• 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.</td>
</tr>
</tbody>
</table>
| **Student Expectation** | • Students that would like to report potential discrimination/harassment should obtain a report form from the high school office. The complaint procedure is described in Board Policy 2260 and on Form 2260F2.  
• Students should complete complaint reports as soon as possible, specifically within 30 days of the harassment. |
| 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  
Lee Zarnott  
Director of Learning  
920-387-7963 x1002  
920-387-7979 (Fax)  
N8210 Hwy 28  
Mayville, WI 53050  
lzarnott@mayville.k12.wi.us  
Lee Zarnott  
Director of Learning  
920-387-7963 x1002  
920-387-7979 (Fax)  
N8210 Hwy 28  
Mayville, WI 53050  
lzarnott@mayville.k12.wi.us |
| **Action** | • Complaints will be thoroughly investigated per the protocol outlined in Board policy 5517.  
• Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment.  
• Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint.  
• At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment.  
• Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent. |
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.

Victims of harassment will receive educational counseling that determines accommodations to help make the individual feel safe and protected. Such accommodations may include:
- Alternative passing time
- Alternative scheduling
- Increased supervision
- Choice seating

If necessary, the school will follow mandatory child reporting procedures.

<table>
<thead>
<tr>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Written warning/agreement</td>
</tr>
<tr>
<td>• Alternative schedule</td>
</tr>
<tr>
<td>• Loss of privileges</td>
</tr>
<tr>
<td>• Increased supervision</td>
</tr>
<tr>
<td>• Referral to law enforcement</td>
</tr>
<tr>
<td>• Suspension</td>
</tr>
<tr>
<td>• Expulsion</td>
</tr>
</tbody>
</table>
# Level II

## ILLEGAL SUBSTANCE

Possession of drugs, alcohol, tobacco, or other illegal substance on school property.

<table>
<thead>
<tr>
<th>Policies</th>
</tr>
</thead>
</table>
| 5530: Alcohol and Other Drug Abuse  
5512: Use of Tobacco, Nicotine, and Related Products by Students  
MHS Code of Conduct: 24  
Wis. Chapter 961 Uniform Controlled Substances Act |

<table>
<thead>
<tr>
<th>Student Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students have the right to attend school free of illegal substances and free of pressure to use illegal substances.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Expectation</th>
</tr>
</thead>
</table>
| • Students will attend school not under the influence of any illegal substances.  
• Students will not possess illegal substances in school whether it be on their person, in their locker, or another designated area.  
• Students will cooperate with search and seizure procedures.  
• Students are to report any possession and/or use of illegal substances on school property to a teacher, dean, counselor, or administrator. |

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
</table>
| 1. Incident details will be documented.  
2. Students are subject to search and seizure of materials on school property.  
3. Illegal materials will be confiscated.  
4. Student will be held in an in school suspension until released to a parent  
5. Student use of illegal substances will be referred to the Mayville Police Department. |

<table>
<thead>
<tr>
<th>Consequences</th>
</tr>
</thead>
</table>
| • 1-5 day out of school suspension  
• Referral to law enforcement  
• Co-curricular Code Violation will be issued. |
# INSUBORDINATION

Not following a staff member’s directions after being asked several times to comply. Refusal to accept discipline or direction.

## Policies

<table>
<thead>
<tr>
<th>5500: Student Code of Classroom Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td>5520: Disorderly Conduct</td>
</tr>
<tr>
<td><strong>MHS Code of Conduct</strong>: 10, 27, 30</td>
</tr>
<tr>
<td><strong>Wis. Stat. 947.01</strong> Disorderly Conduct</td>
</tr>
</tbody>
</table>

## Student Right

Students have the right to attend a school with an orderly environment that does not negatively impede their learning or the learning of others.

## Student Expectation

Students will follow staff member directions in an orderly manner and without complaint.

## Action

1. Incident details will be documented.
2. Students that fail to comply with staff member directions will be sent to the office.
3. They may be held in the office or receive an in school suspension until it is deemed acceptable for them to return to class.
4. Students that refuse to leave the classroom and continue to fail to meet expectations will be sent home on an out of school suspension. The Mayville Police Department may aide in the removal of insubordinate students.
5. Students may receive subsequent action such as suspension, detention, loss of privilege, or school service.

## Consequences

- Removal from class
- Loss of privileges
- Detention
- School service
- Suspension
## Level II

### LOITERING/ WANDERING/ WALKOUT

To linger or hang out on school property without permission. Refusal to move from a space or on school property. Trespassing. Leaving class or school without permission.

| Policies | 5500: Student Code of Classroom Conduct  
MHS Code of Conduct: 22, 24  
Mayville City Ordinance 317-6 Loitering |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to attend their scheduled classes and move about the building to access facilities and equipment with appropriate passes and permissions.</td>
</tr>
</tbody>
</table>
| Student Expectation | • Students will obtain proper permission from school staff before leaving a classroom and/or school building.  
• Students will use designated passes when moving about the building to prove they have permission to do so.  
• Students will attend classes on their schedule. |
| Action | 1. Incident details will be documented.  
2. Students will be marked truant for day or class period and will receive a truancy notification. |
| Consequences | • Truant for day or class period  
• Loss of pass privileges; Escorted about the building  
• Loitering ticket issued by Mayville Police Department |
PARKING

Parking in a handicap, reserved, or other unauthorized space on school property.
Students must have a school-issued parking pass.
Unsafe driving behavior while in the parking lot.

| Policies | 5514.01: Student Use of Motor Vehicles  
MHS Code of Conduct: 31  
Mayville City Ordinance 397-11 Regulations on Scholl District Grounds |
|---|---|

Student Right

Students have the privilege to park on campus if they have gone through registration in the main office and obtained a parking pass.

Student Expectation

- Students will obtain a proper parking pass from the high school office by completing the Student Vehicle Form (5515 F1) and paying the fee.
- Students will park in the student assigned parking spaces in the lot north of the high school.
- Students will park in between the lined parking stalls.
- Student drivers must be licensed and maintain their own insurance.
- Students are responsible for their vehicle and contents.
- Students will not access their vehicle during the school day.
- Students must comply with search and seizure policies and procedures.
- Students must abide by all state and local traffic laws, observe extra caution when driving, and operate his/her vehicle at a controlled speed of 5 miles per hour or slower.
- Once students leave the parking lot, the posted speed limit is 15 miles per hour on Clark St.

Action

1. Incident details will be documented.
2. Students will be notified of their illegal parking and will have to move their vehicle to a designated location.

Consequences

Student with a parking pass who is illegally parked:

1. Written warning
2. Parking ticket
3. Parking ticket, tow, loss of parking privileges

Student without a parking pass who is illegally parked:

1. Written warning and removal of car from school property
2. Parking ticket and removal of car from school property
3. Parking ticket, tow, loss of parking privileges

Students who demonstrate unsafe and erratic driving behavior in the parking lot may be immediately referred to the Mayville Police Department, and may lose their parking privileges indefinitely.
## PHYSICAL ASSAULT/ FIGHTING

Physical contact between students or between student and staff member. May include hitting, spitting, posturing, kicking, hair pulling, throwing an object.

| Policies       | 5500: Student Code of Classroom Conduct  
|               | 5520: Disorderly Conduct  
|               | MHS Code of Conduct: 3, 6  
|               | Wis. Stat. 947.01 Disorderly Conduct |

| Student Right  | Students have the right to attend school without being physically assaulted and without the fear of being attacked. |

| Student Expectation | Students will keep their hands to themselves and self-regulate feelings of anger. |

| Action | 1. Incident details will be documented.  
|        | 2. Students will be separated and detained in an in school suspension until released to a parent.  
|        | 3. Fights may be referred to the Mayville Police Department for review. |

| Consequences | • 2-5 day out of school suspension depending on severity and number of occurrences.  
|              | • Law enforcement referral |
## POSSESSION OF WEAPONS

Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons.

| Policies | 5772: Weapons  
MHS Code of Conduct: 1  
Wis. Stat. 948.605 Gun-free School Zones  
Wis. Stat. 948.61 Dangerous Weapons Other than Firearms on School Premises |
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to attend school without being physically assaulted and without the fear of being attacked.</td>
</tr>
</tbody>
</table>
| Student Expectation | - Students will refrain from bringing weapons to school.  
- Students who have knowledge of weapons on school property must report this information to a teacher, dean, counselor, or administrator. |
| Action | 1. Incident details will be documented.  
2. Incidents involving weapons will be referred to the Mayville Police Department.  
3. Student will be detained in an in-school suspension until released to a parent. |
| Consequences | - 2-5 day out of school suspension.  
- Students may also be considered for expulsion.  
- Law enforcement referral |
# PROPERTY DAMAGE/ VANDALISM

Willful damage to school and/or student property where property is harmed in a manner that it needs repair and cannot be easily fixed; Possible permanent damage.

| Policies | 5500: Student Code of Classroom Conduct  
MHS Code of Conduct: 14, 18, 24, 31 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to use property and materials for educational purposes that enhance learning outcomes.</td>
</tr>
<tr>
<td>Student Expectation</td>
<td>Students will maintain the condition of school property and refrain from damaging it.</td>
</tr>
<tr>
<td>Action</td>
<td>1. Incident details will be documented.</td>
</tr>
</tbody>
</table>
| Consequences | 1. Students are responsible for costs that may accrue from property damage/vandalism.  
2. Possible loss of privileges, community service, and/or suspension  
3. Referral to the Mayville Police Department. |
# SAFETY

**Level II**  
Acting in a manner that makes others fear physical or psychological harm. May include, but is not limited to:  
- Using materials and equipment inappropriately  
- Not following proper safety protocols

| Policies | 5500: Student Code of Classroom Conduct  
5520: Disorderly Conduct  
MHS Code of Conduct: 7, 25 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to attend a school feeling safe and secure.</td>
</tr>
<tr>
<td>Student Expectation</td>
<td></td>
</tr>
</tbody>
</table>
- Students will act in a manner that promotes safety.  
- Students will report unsafe acts to the nearest staff member. |
| Action |  
1. Incident details will be documented.  
2. Student will be removed from environment  
3. Proper safety protocols will be reviewed with student. |
| Consequences |  
- 1-5 day out of school suspension  
- Student may be removed from environment or receive loss of privileges |
# STUDENT THREAT

**Level II**

Interfering with the orderly operation of the classroom by using, threatening to use or encouraging others to use violence, force, coercion, threats, intimidation, threat or disruptive means.

| Policies | 5500: Student Code of Classroom Conduct  
| 5520: Disorderly Conduct  
| MHS Code of Conduct: 7, 25 |

| Student Right | Students have the right to attend a school free of threats and intimidation. |

| Student Expectation | • Students will refrain from making threats.  
| • If students hear or see threats, they are to report them to a teacher, dean, counselor, or administrator. |

| Action | 1. Student threats will be documented and investigated to the fullest extent.  
| 2. Threats may be referred to the Mayville Police Department for review. |

| Consequences | • 1-5 day out of school suspension  
| • Expulsion may be issued dependent upon the nature and severity of the threat.  
| • Law enforcement referral |
# TECHNOLOGY ACCEPTABLE USE VIOLATION

Inappropriate use of technology in reference to the Student Network and Internet Acceptable use and Safety Policy. Unacceptable behavior may include, but is not limited to:

- Taking device out of the network
- Using another student’s device
- Accessing child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.
- Accessing blocked materials
- Inappropriate use of social media
- All general school rules apply to technology use

<table>
<thead>
<tr>
<th>Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td>7540.03: Student Network and Internet Acceptable Use and Safety 5136: Personal Communication Devices (PCDs) MHS Code of Conduct: 24</td>
</tr>
</tbody>
</table>

### Policies

<table>
<thead>
<tr>
<th>Student Right</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students have the right to access technology to enhance their learning and the development of 21st century skills.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Expectation</th>
</tr>
</thead>
</table>
| • Students will use technology appropriately to aide with their school work.  
• Students will report inappropriate technology use to a teacher, counselor, dean, or administrator. |

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
</table>
| 1. Incident details will be documented.  
2. Technology privileges will be suspended or revoked.  
3. Device may be confiscated and/or searched.  
4. Students will have the same or equivalent access to the curriculum. |

<table>
<thead>
<tr>
<th>Consequences</th>
</tr>
</thead>
</table>
| • 1st offense: 1 week loss of computer privileges  
• 2nd offense: 2 week loss of computer privileges  
• 3rd offense: Indefinite loss of computer privileges  
• Criminal conduct using technology will be referred to the Mayville Police Department. |
# Level II: Theft

Stealing items that do not belong to you.

| Policies | 5500: Student Code of Classroom Conduct  
MHS Code of Conduct: 31  
Wis. Stat. 943.20 Theft |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Right</td>
<td>Students have the right to store materials in a school-issued locker and purchase a lock.</td>
</tr>
</tbody>
</table>
| Student Expectation | • Students should not bring items of value to school.  
• Students should use a school-issued lock to secure belongings in their longer. |
| Action | 1. Students who suspect that an item may be stolen should immediately complete a Theft Report which can be found in the office.  
2. The school will complete an investigation based on the details in the Theft Report; however, the school is not responsible for lost or stolen items. |
| Consequences | • Referral to the Mayville Police Department  
• Responsible for cost of item or retrieval of item  
• Increased supervision, alternative assignments or course schedule may be put into place. |
## TRUANCY

**Level II**
An unexcused absence from school.
Absences after 10 days per year without a third-party excuse.
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.

<table>
<thead>
<tr>
<th>Policies</th>
<th>5200: Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MHS Code of Conduct: 3, 6</td>
</tr>
<tr>
<td></td>
<td>Wis. Stats. 118.15</td>
</tr>
</tbody>
</table>

### Student Right
- Students have the right to a free and appropriate public education.
- Students have the right to view their attendance records and receive truancy notifications for their unexcused absences.
- Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school.
- Students have the right to participate in educational counseling to help address their attendance.

### Student Expectation
- Students will attend school each day during the full period and hours and be an active participant in their learning, unless they have been excused from school.
- Students will attend their regularly assigned classes and obtain staff member permission and pass when they leave their assigned location.
- Students will obtain proper excuses when absent and give them to the high school office.
  - *Excused absences to be accompanied by a note:* medical, religious instruction/holiday observance, student volunteering/activities, suspension or expulsion
  - *Students may be excused by a parent up to ten (10) days per school year.* These excuses include: professional appointments without a note, funeral, legal proceedings that require a student’s presence, college visits, job fairs, vacations
- Students will contact his/her teachers to determine what course work and examinations must be made-up as a result of the absence(s).

**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.

### Action
The school will follow the protocols of the Dodge County Truancy Plan.
1. Students will receive a truancy notification in the mail for each unexcused absence.
2. Students will receive attendance counseling once they have three (3) unexcused absences in the semester.
3. Students will receive a truancy citation for every five (5) truancies (unexcused absences).

### Consequences
- Truancy ticket
- Dodge County Human Services referral will be submitted for habitual truancy.
- Students that are truant for any part of a day cannot participate in extracurricular activities that same day.
- Students that are habitually truant may lose their graduation ceremony privileges, ability to attend school-sponsored events, and be subject to detention, suspension, or school service.
## Level I Teacher Consequences

Classroom disciplinary procedures are at the discretion of the teacher. Below are some common best practice consequences that teachers may choose to implement with students. The list is not comprehensive. The goal of classroom consequences is to reinforce and reteach classroom expectations before they escalate.

<table>
<thead>
<tr>
<th>Break</th>
<th>Teachers may instruct a student to take a short-term break to cool-down or remove them from a situation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference</td>
<td>Teachers may initiate a planned conference with a student in response to adverse behavior to attempt to discuss the issues at hand and reiterate expectations. Conferences help students voice their concerns in an age-appropriate manner in order to help them develop relationships with teachers and make positive choices moving forward.</td>
</tr>
<tr>
<td>Detention/Time Owed</td>
<td>Before school, after school, or lunch detentions may be issued to the student. Detentions allow for students to make up time that they wasted during class. It also provides an opportunity to have a one-on-one conversation with the teacher issuing the detention. Detentions will be served with the teacher issuing the detention and will be in 15 minute increments depending on the severity and frequency of the offense. Students have 48 hours to make arrangements to serve detention time with a teacher. Students who fail to serve detention time are referred to the office.</td>
</tr>
<tr>
<td>Loss of Privilege</td>
<td>Students may lose privileges should they abuse them. An example of a student losing a privilege would be a student loitering in the hallway when they asked to go to the bathroom. The student then may need an escort each time they go to the bathroom.</td>
</tr>
<tr>
<td>Restorative Activity/Assignment</td>
<td>Teachers may give the student a restorative activity or assignment that addresses the behavioral concern and reinforces expectations. The assignment/activity will not be tied to course credit or grades.</td>
</tr>
<tr>
<td>School Service</td>
<td>Students may have the opportunity to complete school service tasks as a consequence. School service may include helping a teacher or the school in some capacity.</td>
</tr>
<tr>
<td>Special Seating</td>
<td>Students may be assigned special seating, not to interfere with their learning, to prevent behavioral incidents from occurring.</td>
</tr>
<tr>
<td>Removal from Class</td>
<td>As a last resort, students who are being disruptive to the point where they are interfering classroom operation and the learning of others will be removed from class for the period. The student will report to the office during this time.</td>
</tr>
</tbody>
</table>
**Level II Office Consequences**

Office consequences are administered by the dean of students or administrator. Consequences are progressive and greater than that of a Level I. Depending on the infraction, support from law enforcement or an outside agency may be required.

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Level I Consequence</td>
<td>Refer to description under “Level I Teacher-Driven Consequences”</td>
</tr>
<tr>
<td>Behavior Contract/Plan</td>
<td>Students will repeat behavioral referrals for similar behaviors may be put on a behavior contract/plan that outlines the undesired behaviors, current supports the student receives, and consequences should the student continue to fail to meet the expectations set forth. The student will meet with the dean to discuss the plan and understand its contents. Parents/guardians will receive a copy of the plan, as well.</td>
</tr>
<tr>
<td>Schedule Change/Long Term Class Removal</td>
<td>Behavior that is chronically disruptive or unsafe may necessitate a schedule change or a long term class removal.</td>
</tr>
<tr>
<td>In-School Suspension</td>
<td>A student is removed from their regular class schedule and works in an alternative location. Parents will receive a written notice of the rationale for suspension in the mail.</td>
</tr>
<tr>
<td>Out of School Suspension 5610</td>
<td>Behavior that jeopardizes the health and safety of the student or others will receive an out of school suspension. Students that are placed on an out of school suspension will be held in the office until their parents are notified. They will be released to their parents once contact has been made and leave immediately after. Students should be provided with coursework for the days missed due to suspension. Students will be able to make up work and exams in compliance with the Makeup Coursework and Examination policies. Students are not allowed on school property or at any school-sponsored events during the duration of their suspension. Students may not participate in any co-curricular activities during their suspension. Before re-entering school, the students and parent/guardian must successfully complete a re-instatement conference that is typically held the morning before the student’s return. Parents will receive a written notice of the rationale for suspension in the mail.</td>
</tr>
<tr>
<td>Expulsion</td>
<td>Removal from the school district due to disciplinary action.</td>
</tr>
</tbody>
</table>
Suspension 5610
Following the suspension the parent/guardian may, within five school days following the commencement of the suspension, have a conference with the District Administrator or his/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. Removal of the reference to the suspension may 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. Findings should be made in writing within fifteen days of the conference.

Expulsion 5610

Grounds for Expulsion:
- 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.
- Bringing a firearm to school

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.

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.

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.

Referral to Law Enforcement
Mayville High School works closely with the Mayville Police Department and is obligated to report unlawful behavior. Behavior that relates to assault, abuse/ neglect, disorderly conduct, threats, harassment, property damage/ vandalism, theft, loitering, possession of weapons, possession of illegal substances, sexually explicit materials and child pornographic, habitual truancy, or is in violation of the law will be referred to the police department for review.