

**Mayville High School**  
Student/Parent  
Handbook  
**2018-2019**

(Board Approved – July 16, 2018)

# MAYVILLE HIGH SCHOOL

500 N. Clark Street, Mayville, WI 53050  
Telephone: (920) 387-7960 FAX: (920) 387-7977  
Office Hours: 7:00AM-3:30PM

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

Mr. Lee Zarnott	High School Principal
Mr. Tom Noennig	Dean of Students
Mr. Tom Noennig	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.

## MAYVILLE HIGH SCHOOL VISION STATEMENT

*Alive with Learning: Preparing Students to be Compassionate, Productive, and Responsible (CPR)*





# MAYVILLE SCHOOL DISTRICT

Empower. Innovate. Transform.



## WELCOME TO THE 2018-2019 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 of all students. We encourage all MHS community members to emulate the three characteristics of the **LIFE OF A CARDINAL** (page 30). Subscribing to these guiding principles will contribute to a positive school community that benefits all.

This student handbook will answer many commonly asked questions that families may have this year. It summarizes official policies and administrative guidelines of the Board of Education. 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 reference its contents throughout the year. It can be a valuable 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.

The [Student Rights and Responsibilities Addendum](#) specifically addresses student rights and responsibilities. Students and families should familiar themselves with these policies, procedures, and expectations.

Several links are embedded into this document. All links are listed in **red**. Each category on the Table of Contents is linked. If you wish to go to a page, just click on the words and it will take you to that section of the handbook. As well, Board policies that are cited in the handbook are linked. Simply, click the policy number, and it will take you to the Board policy website where you can look up the policy number and read it in full. Some forms are embedded within the document, so you can download them.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. The school district and school retain the right to address any situation not specifically outlined in this handbook to ensure the orderly functioning of the school to attain its goals.

### 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 and administrative team. The Policies and Guidelines are periodically updated in response to changes 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.*



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## **STUDENTS RIGHTS AND RESPONSIBILITIES**

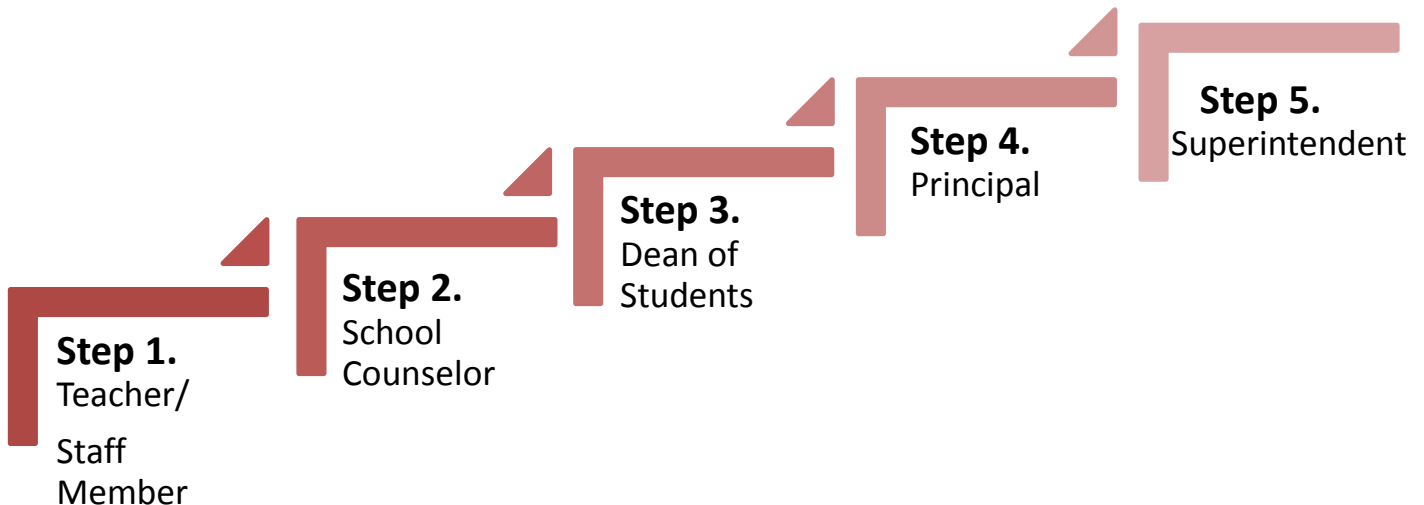
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# NAVIGATION

<b>Mr. Lee Zarnott</b>	High School Principal  (920)387-7960 X4005 lzarnott@mayville.k12.wi.us	<ul style="list-style-type: none"> <li>▪ Staff Evaluations</li> <li>▪ Building Leadership</li> <li>▪ Budget</li> <li>▪ Curriculum and Assessment</li> </ul>
<b>Mr. Tom Noennig</b>	Dean of Students  (920)387-7960 X4008 tnoennig@mayville.k12.wi.us	<ul style="list-style-type: none"> <li>▪ Attendance</li> <li>▪ Discipline</li> <li>▪ Special Education LEA</li> <li>▪ Student Concerns</li> </ul>
<b>Mr. Tom Noennig</b>	Activities Director  (920)387-7960 X4008 tnoennig@mayville.k12.wi.us	<ul style="list-style-type: none"> <li>▪ A &amp; A Oversight</li> <li>▪ A &amp; A Discipline</li> <li>▪ Event Management</li> </ul>
<b>Mrs. Christine Paszek</b>	School Counselor  (920)387-7960 X4202 cpaszek@mayville.k12.wi.us	<ul style="list-style-type: none"> <li>▪ Student Concerns</li> <li>▪ College and Career Planning</li> <li>▪ Scheduling</li> <li>▪ Social/ Emotional Success</li> </ul>

## Chain of Support

- If you encounter a problem or concern, start by addressing the issue of concern with the individual. Typically, this is a teacher or staff member. Try to schedule an in-person meeting or email them to discuss the matter.
- Make sure to give each step time to address the problem or concern.
- Keep an open mind throughout the process. Each member of our learning community wants the best for you! Working through conflict is a life skill and doing so as a team will provide the best outcome.



## Who Should I Contact?

<b>Concern/Question</b>	<b>1<sup>st</sup> Contact</b>	<b>2<sup>nd</sup> Contact</b>	<b>3<sup>rd</sup> Contact</b>
<b>Academic progress in class</b>	Teacher	Counselor	Principal
<b>Alt. Ed./ GEDO2</b>	Alternative Education Teacher	Counselor	Principal
<b>Athletic program or sport</b>	Coach	Athletic Secretary	Athletic Director
<b>Attendance</b>	Main Office Secretary	Dean of Students	Principal
<b>Class Schedule</b>	Guidance Secretary	Counselor	Principal
<b>Co-Curricular Activity</b>	Advisory	Activities Secretary	Activities Director
<b>College and Career Information</b>	Counselor	Content Area Teachers	
<b>Course Selection</b>	Guidance Secretary or teacher offering the course	Counselor	
<b>Discipline in Class</b>	Teacher	Dean of Students	Principal
<b>Grading Question</b>	Teacher	Counselor	Principal
<b>Fees</b>	Administrative Secretary	Business Office	
<b>Food Service/ Lunch Accounts</b>	Food Service Director	Business Office	
<b>Health Concerns/ Medications</b>	Main Office Secretary	School Nurse Consultant	Counselor
<b>IEP Questions</b>	Special Education Teacher/ Case Manager	Dean of Students	Director of Pupil Services
<b>Policies/Procedures</b>	Teacher	Dean of Students	Principal
<b>Scholarships</b>	Guidance Secretary	Counselor	
<b>Summer School</b>	Counselor	Summer School Director	Principal

## Telephone Numbers and Extensions

<b>Office</b>		
Zarnott, Lee	Principal	X4005
Noennig, Tom	Dean of Students	X4008
Held, Beth	Office Secretary	X4000
Schraufnagel, Linda	Activities/ B & G Assistant	X4007
Wellner, Carol	Administrative Assistant	X4002
Noennig, Tom	Activities Director	X4008

<b>Guidance &amp; Pupil Services</b>		
Adamavich, Christine	Guidance Secretary	X4402
Paszek, Chris	Guidance Counselor	X4202
Scott, Rebekah	School Psychologist	X4404
Zarnott, Lee	Director of Pupil Services	X4005

<b>Agriculture</b>		
Cramer, Jacob	Room 303	X4303

<b>Alternative Education</b>		
Alt Ed	Room 237	X4237

<b>Art</b>		
Heideman, Sarah	Room 208	X4208

<b>Business Education</b>		
Holappa, Judy	Room 235	X4235
Golder, Sara	Room 233	X4233

<b>English</b>		
McFadden, Pat	Room 201	X4201
Reak, Lynelle	Room 203	X4203
Schabel, Jennifer	Room 200	X4200

<b>Health and Physical Education</b>		
Schecher, Sig	Gym	X4501
Strook, Stu	Gym	X4506

<b>Library</b>		
Pilling, Marian	IT Assistant	X4421

<b>Mathematics</b>		
Noennig, Deb	Room 108	X4108
Ransom, Louise	Room 104	X4104
Klapper, Bret	Room 106	X4106

<b>Music</b>		
Cooney, James	Band Room 300	X4300
Dobbratz, John	Choir Room 302	X4302

<b>Science</b>		
Gates, BreEnna	Room 103	X4103
Schultz, Matthew	Room 101	X4101
Seegert, Bradley	Room 105	X4105

<b>Social Studies</b>		
Knepprath, Austin	Room 213	X4213
Paul, Ken	Room 215	X4215
Brownlow, Bill	Room 217	X4217

<b>Special Education</b>		
Hilber, Scott	Room 229	X4229
Miller, AnMarie	Room 227	X4227
Rosedahl, Troy	Room 219	X4219

<b>Technology Education</b>		
Kartman, Ken	Room 306	X4306
Seiler, Dave	Room 305	X4305

<b>World Languages</b>		
Spanish	Room 202	X4202
Witan, Anna	Room 211	X4211

<b>District Staff</b>		
Sabol, Scott	Superintendent	X1001
Bates, Travis	Transportation Director	(920)387-7969
Hoffmann, Liz	Nurse Consultant	(920)387-7970 X3005
Pilling, Marian	IT Assistant	X4421
Wery, Sue	IT Director	(920)387-7970 X3427
Williams, Nikki	Food Service Director	(920)387-7960 X4160



## Daily Schedule

SCHEDULE	
1	7:50-8:34
2	8:38-9:22
I/E	9:26-10:10
3	9:55- 10:40
4	10:14-10:58
5A	11:02-11:46
5B lunch	11:50-12:20
5A lunch	11:02-11:32
5B	11:36-12:20
6	12:24-1:08
7	1:12-1:56
8	2:00-2:44
IE	2:48-3:18

## Late Start Schedule


SCHEDULE	
1	9:50-10:19
2	10:23-10:52
3	10:56-11:25
5A	11:29-11:58
5B lunch	12:02-12:32
5A lunch	11:29-11:59
5B	12:03-12:32
4	12:36-1:05
6	1:09-1:38
7	1:42-2:11
8	2:15-2:44
IE	2:48-3:18

## Attendance 5200

<b>Policies</b>	<p><b>5200:</b> Attendance  <b>Wis. Stats. <u>118.15</u></b>  <u>Compulsory School Attendance:</u>                      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.</p> <p>Students are allowed ten parent excused occurrences per year, not including "exempt" occurrence. An occurrence is defined as missing 15 minutes or more of the school day. See below for more information.</p>
<b>Closed Campus</b>	<p>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. Student will not have access to their vehicle in the parking lot during the school day.</p>

*Continued on next page...*

<b>Submitting an Excused Absence Notice</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Parent calls can be made to the main office at X4000.</b></li> <li>• 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.</li> <li>• 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.</li> </ul>
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<p><b>Exempt Absences</b></p> <p>Absences that are not included in the 5 parent excused days per semester.</p>	<p><b>Students may receive exempt absences for the following reasons. Exempt absences are recorded with an "O" in Skyward.</b></p> <ul style="list-style-type: none"> <li>• <u>Suspension or Expulsion</u></li> <li>• <u>Program or Curriculum Modification</u> 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.</li> <li>• <u>Student Activities/ Volunteer Opportunities</u> Students who participate in activities and volunteer opportunities in conjunction with the school will receive exempt absences.</li> <li>• <u>College Visits- 2 per school year</u></li> <li>• <u>Funerals</u></li> <li>• <u>Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside the school day</u> Must provide a note for the absences to be excused.</li> <li>• <u>Physical or Mental Condition</u> Medical note needed for absences that are longer than five (5) days. Note cannot exceed thirty (30) days.</li> <li>• <u>Obtaining Religious Instruction</u> Students that wish to obtain religious instruction outside the school during the required school period should obtain approval from the attendance officer. 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 school. See <b>Policy 5223 - Religious Instruction</b> for further details.</li> </ul> <div style="text-align: center;">  </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">CODE</th> <th style="width: 45%;">CODE DESCRIPTION</th> <th style="width: 45%;">REASONS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">O</td> <td>Office Excused Unlimited, unless otherwise noted</td> <td>           CT- court            CV- college visit (2 days allowed)            DL- driver's license (1 day)            HS- sent home sick            FU- funeral            IN- incarcerated            IS- in school suspension            ME- medical excuse            OS- out of school suspension            SA- school activity         </td> </tr> </tbody> </table>	CODE	CODE DESCRIPTION	REASONS	O	Office Excused Unlimited, unless otherwise noted	CT- court CV- college visit (2 days allowed) DL- driver's license (1 day) HS- sent home sick FU- funeral IN- incarcerated IS- in school suspension ME- medical excuse OS- out of school suspension SA- school activity
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<p><b>Parent Excused Absences</b></p> <p>A student may not be excused for more than five (5) days per semester.</p>	<p><u>Permission of Parent or Guardian-</u>  <b><i>A student may not be excused for more than five(5) days per semester.</i></b></p> <p>The student may be excused by his or her parent or guardian before the absence for any or no reason. The student must complete any course work missed during the absence. Examples of parent excuses include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Illness not supported by a doctor's note</li> <li>• Appointments without a third party note</li> <li>• Family other</li> <li>• Vacations</li> </ul> <p><i>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.</i></p> <ul style="list-style-type: none"> <li>• <u>Religious Holiday</u> The student wishes to observe a religious holiday consistent with the student's creed or belief.</li> <li>• A student <u>may</u> be excused from school, as determined by the Administration, for the following reasons: <ul style="list-style-type: none"> <li>• Quarantine: <i>Quarantine of the student's home by a public health officer.</i></li> <li>• Illness of an Immediate Family Member.</li> <li>• Emergency: <i>An emergency that requires the student to be absent because of family responsibilities or other appropriate reasons.</i></li> </ul> </li> </ul> <div style="text-align: center;">  </div> <table border="1" data-bbox="375 1035 1455 1262"> <thead> <tr> <th>CODE</th> <th>CODE DESCRIPTION</th> <th>REASONS</th> </tr> </thead> <tbody> <tr> <td>E</td> <td>Parent excused Up to 5 per semester</td> <td>IL- illness DL- driver's license (after 1 day is used) DR- doctor, no note FO- family other FV- family vacation</td> </tr> </tbody> </table>	CODE	CODE DESCRIPTION	REASONS	E	Parent excused Up to 5 per semester	IL- illness DL- driver's license (after 1 day is used) DR- doctor, no note FO- family other FV- family vacation
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<p><b>Unexcused Absences</b></p>	<ul style="list-style-type: none"> <li>• Students missing school without prior permission and/or for an unauthorized reason.</li> <li>• Absences after 5 days per semester without a third-party excuse.</li> </ul>						
<p><b>Tardy (late) to Class</b></p>	<ul style="list-style-type: none"> <li>• Students that are late to class will receive disciplinary procedures as outlined by the classroom syllabus.</li> <li>• Students with excessive tardies (defined as 20+ tardies in a semester) will receive attendance counseling and disciplinary action from the office.</li> </ul>						
<p><b>Student Right</b></p>	<ul style="list-style-type: none"> <li>• Students have the right to a free and appropriate public education.</li> <li>• Students have the right to view their attendance records and receive truancy notifications for their unexcused absences.</li> <li>• 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.</li> <li>• Students have the right to participate in educational counseling to help address their attendance.</li> </ul>						

<p><b>Student Expectation</b></p>	<ul style="list-style-type: none"> <li>• Students will attend school each day during the full period and hours and be an active participant in their learning.</li> <li>• Students will attend their regularly assigned classes and obtain staff member permission and pass when they leave their assigned location.</li> <li>• Students will obtain proper excuses when absent and give them to the high school office. <ul style="list-style-type: none"> <li>○ <i>Exempt absences to be accompanied by a note:</i> medical, religious instruction/ holiday observance, student volunteering/ activities, funeral, college visit, or suspension.</li> <li>○ <i>Students may be excused by a parent up to five (5) days per semester.</i> These excuses include: professional appointments without a note, illness, vacations and family other reasons.</li> </ul> </li> <li>• Students will contact his/her teachers to determine what course work and examinations must be made-up as a result of the absence(s).</li> </ul>
<p><b>Action</b></p>	<ol style="list-style-type: none"> <li>1. Students will receive a truancy notification in the mail for each unexcused absence.</li> <li>2. Students will receive attendance counseling once they have three (3) unexcused absences in the semester.</li> <li>3. Students will receive a truancy citation for every five (5) trancies (unexcused absences).</li> <li>4. Habitual truancy will be referred to an appropriate agency for assistance.</li> </ol> <p>Students that are truant for any part of a day cannot participate in extracurricular activities that same day.</p> <p>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.</p>

## Late to School

<p><b>Procedures from 7:50AM-8:05AM</b></p>	<ol style="list-style-type: none"> <li>1. Students who arrive late to school (after the 7:50AM bell) must report to the office immediately.</li> <li>2. Students must sign-in to the office and receive a tardy pass to class.</li> <li>3. Students will then be sent to class.</li> <li>4. They will be marked Tardy (T) in Skyward if no acceptable excuse is provided for being late.</li> </ol>
<p><b>Procedures after 8:05AM</b></p>	<ul style="list-style-type: none"> <li>• Arriving after 8:05AM without a legitimate excuse is considered unexcused (truant).</li> <li>• Students must be buzzed in at the front door and report to the office immediately.</li> <li>• Students must sign-in to the office.</li> <li>• They will either receive a pass to class or remain in the office for the duration of the period.</li> <li>• Student will be marked Unexcused- Truant (U-TR) in Skyward if no acceptable excuse is provided for being late.</li> </ul>
<p><b>Student Expectation</b></p>	<ul style="list-style-type: none"> <li>• Students will arrive to school each day on time.</li> <li>• Students will follow procedures for being late to school.</li> </ul>

<b>Action</b>	<ul style="list-style-type: none"> <li>• Students that are frequently tardy will be subject to detentions, suspensions, and truancy violations.</li> <li>• Five (5) tardies will result in an after school detention issued by the office.</li> <li>• Failure to serve detention results in a referral for insubordination and the actions that follow.</li> <li>• Students that have more than 20 morning tardies (lates) will be marked truant for every late thereafter.</li> </ul>
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## Makeup Coursework and Examinations- 5200

<b>Excused and Unexcused Absences</b>	<ul style="list-style-type: none"> <li>• Students may make up coursework and exams once they return to school.</li> <li>• Teachers have the discretion to assign substitute course work and exams.</li> <li>• Teachers also have the discretion to specify where and when exams and coursework are completed, including outside of regular school hours.</li> <li>• The time for completing the work shall minimally be commensurate with the length of the absence unless extended by the principal based on extenuating circumstances.</li> </ul>
<b>Student Expectation</b>	<ul style="list-style-type: none"> <li>• Students will contact teachers to determine what course work and examinations must be made up.</li> <li>• Students will make up course work in the length of time determined by the absence.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Teachers will provide work to absent students.</li> </ul>

## Opportunities and Support

### 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. 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.

Below is a list of our student groups:

Academic Decathlon  
 Art Club  
 Be the Change  
 Camp Counselor  
 Cardinal Crew  
 Cardinal Manufacturing  
 Cardinal Singers  
 Color Guard  
 FBLA  
 FFA

Forensics  
 Iron Card Club  
 Jazz Band  
 Jazz Fusion  
 Letter winners  
 Interact Club  
 Math League  
 Mock Trial  
 Musicals/Plays  
 National Honor Society

Science Club  
 Show Choir  
 Spanish Club  
 Student Council  
 Vocal Jazz  
 Volunteer Club  
 Way Cool Band  
 World Language Club  
 Yearbook

## **Non-School Sponsored Clubs and 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 but the event will be supervised by a staff member, 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- [Policy 5722](#)**

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.

## **Athletics**

A variety of athletic activities are available in which students may participate providing they meet eligibility requirements. The following is a list of activities currently being offered.

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

## Dances (School-Sponsored)

<b>Policies</b>	<b>5850:</b> Social Events All Code of Conduct expectations apply.
<b>Guest Pass Procedure</b>	<ul style="list-style-type: none"> <li>• Students must complete a Guest Pass Application at least one week prior to the event and return it to the high school office.</li> <li>• Guests cannot be older than 21 years of age and no younger than 9<sup>th</sup> grade.</li> <li>• Guests must present a valid photo ID at the event.</li> <li>• Guests will adhere to the same expectations as all MHS students.</li> <li>• Guests must be approved by school administrator.</li> </ul>
<b>Student Right</b>	Students in good behavioral standing may attend school-sponsored events.
<b>Student Expectation</b>	<ul style="list-style-type: none"> <li>• Students must be in good behavioral standing to attend the dance and can be denied admission due to disciplinary action.</li> <li>• Students cannot be unexcused the day of or prior to the dance.</li> <li>• Students who attend formal dances should wear appropriate attire and abide by the dress code policy.</li> <li>• Students must present a ticket and/or photo ID before entering the dance.</li> <li>• Student guests must present a valid picture ID.</li> <li>• Students who leave the dance may not return.</li> </ul>
<b>Action</b>	<ul style="list-style-type: none"> <li>• Students that fail to comply with dance expectations will be asked to leave.</li> <li>• Their parents will be called to be notified.</li> <li>• Student may become ineligible to attend future school-sponsored events.</li> </ul>

## After School Academic Support Program

After school support is available to all students who need help or a place to work after school. Times vary. For more information contact the main office or guidance department.

### Goals:

- Teacher support and re-teaching of concepts
- Access to internet to complete school work
- Structured study time
- A place to work on group projects

# GENERAL INFORMATION A to Z

## Adult Aged Students

Students that are 18 years of age and currently enrolled in high school are still considered under the care of their parents. Parent/guardian permissions and communication will continue unless the student is declared an independent adult. Students that are considered an independent adult receive all notifications and communications from the school and are responsible for their conduct. Students that wish to become an independent adult should complete a form from the main office.

## Announcements

Students are expected to read the daily announcements that are electronically shared with them and posted online. Students that would like to add a message on behalf of a student organization should get their message approved by their advisor, dean, or principal and give it to the office the day prior to when they would like the announcement posted.

Students that wish to hang up posters in the hallway must have the poster signed by the dean or principal. The signature will also indicate a takedown date. Students that wish to decorate classmates' lockers for special events should inform the office and expect the materials to be removed one week after they were put up.

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hour notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## Course Options Program- 5113.01

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>

## 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.



## **Enrolling in the School 5111**

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 birth certificate or similar document;
- Custody papers from a court (if appropriate);
- Proof of residency; and
- 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 prior to a class schedule being developed. 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

## **Field Trips 2340**

Field trips are intended to be an extension of the curriculum and increase the educational outcomes of students. Field trips may be conducted for classroom study, extra-curricular, or recognition. Students may be denied permission to attend field trips due to disciplinary action. Families can opt out of field trips at their discretion. A student's non-participation may not affect the student's marks or grades. A student's participation in a field trip will not be dependent upon the grades s/he has earned. Failure to pay fees associated in the trip may interfere with the student's ability to attend the trip. Please contact the office if there is a case of financial hardship where fees associated with the trip cannot be paid.

## **Food and Beverages**

Food and beverages are not allowed in classrooms, with the exception of water in a clear container and school-issued breakfast. Students may keep snacks in their lockers and consume them at their lockers. Soda, sports drinks, and juice are not to be consumed in classrooms during regular school hours. Students are expected to dispose of garbage in the proper receptacles.

## Grading and Assessments 5421

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. See course syllabi for specific grading breakdowns.

Grading Scale	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%	Attempt- failed but with credit granted
	F	.00	59% and below	Failed- no credit granted
	W	.00		Withdrawn-no credit
M	.00		Medical Excuse- no credit	
P	N/A		Incomplete Grade	

**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  $.5 \times 2=1$ . 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**

- Grades are issued approximately 4.5 to 9 weeks into the grading period.
- Parents/Guardians may request a conference with the teacher at this time or at any time throughout the school year via email or phone.

**Grading Period**

- Students will receive a report card at the end of each nine (9) week grading period via Parent Access in Skyward.
- When a student appears to be at risk of failure, notification will be provided to the parents by the teacher by each progress and grading period, so they can talk about actions that can be taken to improve the student's performance.

**Expectation**

- Students and families are expected to check Skyward weekly to review grades.
- Students are expected to complete all necessary coursework with at least a satisfactory degree.
- Students are expected to contact teachers regarding missed work and redo opportunities.

## Homework 2330

The assignment of homework is part of the learning experience. 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.

## Promotion, Placement, and Retention **5410**

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.

### Student Assessment **2623**

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

<b>Academic and Career Planning- Vocational and Interest Surveys</b>	Assessments that gauge talents, skills, and interests in relation to college and careers.
<b>Course Assessments</b>	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.
<b>Intelligence, Speech and Language, Individually Administered Achievement Tests, and other Special Testing Services</b>	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.

### Typical Assessment Schedule

Student assessment is important in adapting and planning instruction to best meet students' needs. Students will take several local and state assessments that measure student progress with the State standards as well as college and career readiness.

**Civics Exam:** Students must pass a civics exam before they graduate. Students will take the test until they pass. Students typically take this test during their 10<sup>th</sup> grade year.

<b>9<sup>th</sup> Grade</b>	<b>ACT Periodic</b> 2-3x per year	<b>ACT Aspire</b> Spring
<b>10<sup>th</sup> Grade</b>	<b>ACT Periodic</b> 2-3x per year	<b>Forward Exam</b> Social Studies  <b>ACT Aspire</b> Spring
<b>11<sup>th</sup> Grade</b>	<b>ACT</b> February/March	<b>ACT WorkKeys</b> February/March

<b>12<sup>th</sup> Grade</b>	<b>AP Exams</b> May For students taking AP Classes	<b>College Entrance Exams</b> For students attending a post- secondary institute	<b>ASVAB</b> For students attending the military
<b>Expectation</b>	<ul style="list-style-type: none"> <li>• All students are expected to put forth their best effort on assessments to show what they know.</li> <li>• Families are encouraged to discuss assessments and their significance with their student and support them in preparing for exams.</li> </ul>		

## Graduation Requirements **5460**

Students graduate within four years of coursework. 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.

<b>CORE REQUIREMENTS</b>		<b>Electives</b>	10
English	4	<b>Physical Education</b>	1 1/2
Social Studies	3	<b>Financial Literacy</b>	1/2
Science	3		
Mathematics	3	<b>TOTAL</b>	<b>25</b>

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

### **Early Graduation - 5464**

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.

### **Special Circumstances**

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. Also, 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.

## Harassment 5517

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:

- 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 or 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.

<p><b>Student Right</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul>		
<p><b>Reporting Procedures</b></p> <p><a href="#">Download a reporting form here</a></p> <p><a href="#">Complete online reporting form</a></p>	<ul style="list-style-type: none"> <li>Students that would like to report potential discrimination/harassment should obtain a report form from the high school office or download it from this document.</li> <li>Students should complete complaint reports as soon as possible, specifically within 30 days of the harassment.</li> </ul> <p>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:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"> <p>Lee Zarnott  Mayville High School Principal  920-387-7960 x4005  920-387-7977 (Fax)  500 N. Clark St.  Mayville, WI 53050  <a href="mailto:lzarnott@mayville.k12.wi.us">lzarnott@mayville.k12.wi.us</a></p> </td> <td style="text-align: center; vertical-align: top;"> <p>Rebecca LeBouton  Parkview Primary Principal  920-387-7973 x2002  920-387-7975 (Fax)  259 Oak Street  Mayville, WI 53050  <a href="mailto:rlebouton@mayville.k12.wi.us">rlebouton@mayville.k12.wi.us</a></p> </td> </tr> </table>	<p>Lee Zarnott  Mayville High School Principal  920-387-7960 x4005  920-387-7977 (Fax)  500 N. Clark St.  Mayville, WI 53050  <a href="mailto:lzarnott@mayville.k12.wi.us">lzarnott@mayville.k12.wi.us</a></p>	<p>Rebecca LeBouton  Parkview Primary Principal  920-387-7973 x2002  920-387-7975 (Fax)  259 Oak Street  Mayville, WI 53050  <a href="mailto:rlebouton@mayville.k12.wi.us">rlebouton@mayville.k12.wi.us</a></p>
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<b>Action</b>	<ul style="list-style-type: none"> <li>• Complaints will be thoroughly investigated per the protocol outlined in Board policy 5517.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>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.</p> <p>Victims of harassment will receive educational counseling that determines accommodations to help make the individual feel safe and protected. Such accommodations may include:</p> <ul style="list-style-type: none"> <li>• Alternative passing time</li> <li>• Alternative scheduling</li> <li>• Increased supervision</li> <li>• Choice seating</li> </ul> <p>If necessary, the school will follow mandatory child reporting procedures.</p>
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## Students with Disabilities and English Language Learners

Mayville High School is ADA and Section 504 compliant. These policies ensure that no individual will be discriminated against on the basis of a disability. The school follows the Wisconsin Response to Intervention model for struggling learners. Services are available to students English Language Learners and students with disabilities through Special Education and 504 plans when students meet specific qualifications. Please contact the Districts Director of Pupil Services or the building principal to obtain more information on supports for students.

## Injury and Illness 5340

All injuries must be reported to a staff member. If minor, the student will be treated and may return to class. In the event of injury or illness parents will be contacted and the school's emergency procedures will be followed.

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 in conjunction with parent advisement will decide whether the student should remain in school or go home. No student will be released from school without proper parental permission.


## 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 periodically throughout the school year.

## Lunch Program **8500, 8531**

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.

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. 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.

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Cafeteria Expectations</b>	<ul style="list-style-type: none"> <li>• Clean up messes</li> <li>• Push in your chair when leaving</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Return trays and utensils to appropriate places</li> <li>• Use food appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• Pick up your own garbage</li> <li>• Use kind words and good manners- say "please" and "thank you"</li> </ul>
<b>Student Right</b>	Students have the right to eat lunch.		
<b>Student Expectation</b>	<ul style="list-style-type: none"> <li>• All students eat in the cafeteria unless they have obtained a pass and permission from another staff member and the office.</li> <li>• Students seeking to be excused from the cafeteria during lunch present a pre-obtained pass from the receiving teacher to a lunch supervisor.</li> <li>• Students walk to, in, and out of the cafeteria.</li> <li>• Students do not cut in line or save spots out of respect for others.</li> <li>• Students wait patiently and respect the personal space of others.</li> <li>• Students leave the cafeteria cleaner than they found it (even if left by others).</li> <li>• 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.</li> <li>• Students follow the directions of the lunch supervisors.</li> </ul>		
<b>Action</b>	<ul style="list-style-type: none"> <li>• Students that fail to meet expectations will be subject to necessary protocols and consequences that match their behavior.</li> </ul>		



### 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.

- Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- 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:

- Student's name
- Date
- Name of medication
- Dosage and frequency
- 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.

## Parking- 5514.01

<p><b>Obtaining a Parking Pass</b></p>	<ul style="list-style-type: none"> <li>• Parking pass forms can be obtained in the main office.</li> <li>• <a href="#">The form can also be downloaded here.</a></li> <li>• Students must complete the parking pass form and provide the following documentation:             <ul style="list-style-type: none"> <li>○ Student's driver's license</li> <li>○ Student's/vehicle's insurance certificate</li> <li>○ Vehicle's registration</li> </ul> </li> <li>• Students do not need multiple parking passes if they use multiple vehicles; however, the student is responsible for registering all vehicles they may use and transferring the physical parking pass into the vehicle that will be parked in the lot.</li> </ul>
<p><b>Parking Fees</b></p>	<p>\$35 before Labor Day \$50 after Labor Day</p> <p>Students who get their license mid-year will have a \$35 fee for that year.</p>
<p><b>Student Expectations</b></p>	<ul style="list-style-type: none"> <li>• Students will park in the student assigned parking spaces in the lot north of the high school.</li> <li>• Students will park in between the lined parking stalls.</li> <li>• Student drivers must be licensed and maintain their own insurance.</li> <li>• Students are responsible for their vehicle and contents.</li> <li>• Students will not access their vehicle during the school day.</li> <li>• Students must comply with search and seizure policies and procedures.</li> <li>• 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.</li> <li>• Once students leave the parking lot, the posted speed limit is 15 miles per hour on Clark St.</li> <li>• Students will not access their vehicle during the school day.</li> </ul>
<p><b>Action</b></p>	<ul style="list-style-type: none"> <li>• Students to fail to meet parking expectations will receive appropriate actions and consequences outlined in the <i>Student Rights and Responsibilities Addendum</i>.</li> </ul>

## Police and Other Governmental Agency Interviews 5540

<p><b>Student Right</b></p>	<ul style="list-style-type: none"> <li>• The student has the right to request legal counsel. In the case that a student requests legal counsel, parents will be contacted and the student will remain in the custody of the police.</li> <li>• Every effort will be made to ensure student privacy and confidentiality regarding the interview.</li> </ul>
<p><b>Procedures</b></p>	<ul style="list-style-type: none"> <li>• An administrator may decide whether or not it is appropriate to request assistance from police or allow police to investigate a crime or allegation of a crime.</li> <li>• The school will attempt to contact parents prior to police conducting an interview.</li> <li>• Law enforcement officials will sign in upon arriving to the school and complete a form stating the reasons why questioning may not wait until after school hours.</li> <li>• If the investigation focuses on a particular student as a prime suspect of a crime, the administrator and the police officer shall abide by the guideless with respect to any interrogation, search and arrest.</li> <li>• School officials shall assist and cooperate in investigations as requested by law enforcement.</li> <li>• School officials will not interfere if the law enforcement officer provides a valid warrant.</li> </ul>

## 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.

## Safety Drills and Emergencies 8420

The school complies with all safety drills in accordance with State law. Students will participate in a variety of drills including: fire, tornado, lock down, administrative hold, relocation. Students may or may not be informed prior to the drill. Please do not attempt to contact your child during a drill, as it may interfere with the practice. Systems are in place to notify parents after a drill has occurred and in the event of a true emergency.

<p><b>Student Right</b></p>	<ul style="list-style-type: none"> <li>• Students will attend a safe school environment.</li> <li>• Students are helped to learn self-reliance and trained to respond sensibly to emergency situations.</li> </ul>
<p><b>Student Expectation</b></p>	<ul style="list-style-type: none"> <li>• Students will comply with the directions of the staff member in an event of an emergency drill or emergency.</li> <li>• Students will not use PCD's during drills or emergencies.</li> </ul>
<p><b>Action</b></p>	<ul style="list-style-type: none"> <li>• One fire drill per month</li> <li>• Two tornado drills annually</li> <li>• Two school safety incident plan drills annually</li> </ul>

## Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrolling via Skyward. 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. It is recommended that students take seven credits of coursework along with one period of study hall each 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.

## Search and Seizure- 5771

Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official.

Searches may be conducted by the building administrators and deans of students.

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate the building administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

## Skyward



Skyward is Mayville High School's student information system. It contains student schedules, grades, attendance, messages, and lunch account information. Students and parents/guardians have access to the system. Each student is expected to check Skyward weekly. Parents/guardians should check their student's performance in Skyward. If you need help accessing this information, please call the main office at X4000, and someone would be happy to assist you.

## Student Fees, Fines, and Charges 6154

- 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.

<b>General Fees (K-12)</b>	\$45.00	<b>Choir Participation Fee</b>	\$10.00
<b>Class Dues</b> <i>Dues increase \$5 after November, 2, 2017</i>  <i>Students will be charged an additional \$5 after the first semester of the school year.</i>	\$10.00 Freshman/Sophomore \$20.00 Junior/Senior	<b>Technical Education</b>	\$10.00/ class
<b>HS Student Parking Fee</b>	\$35.00 before Labor Day \$50.00 after Labor Day	<b>Art</b>	\$10.00/ class
<b>Co-curricular</b>	\$50.00 1 <sup>st</sup> activity \$30.00 2 <sup>nd</sup> activity Free 3 <sup>rd</sup> activity	<b>Exploring Active Lifestyles PE</b>	\$40.00/ class
<b>Instrument rental</b>	\$75.00 per year	<b>Band Participation Fee</b>	\$10.00
<b>Locker Lock Fee</b>	\$5.25	<b>Lunch Prices</b>	\$2.90


## Student Fund-Raising 5830

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. Fundraisers have the following guidelines:

- Must be approved by the group adviser/coach and the principal or designee
- Fundraisers involving food must comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules.
  - Each organization will be permitted two fundraising exemptions per year.
- Fundraising off school grounds must be permitted by the District Administrator.
- Students must have an adult supervisor over the age of 18 present for the duration of the fund-raising activity.
- Funds earned should be held in a secure lock box provided by the office. Groups should return the funds to the main office immediately after the event to ensure they are secure.

## Student Network and Internet Acceptable Use and Safety 7540.03

Mayville High School has the privilege of being a 1:1 school. Students are expected to abide by the policies set forth in the *Acceptable Use and Safety*. Prior to accessing the Internet at school, students, when registering, must sign the agreement each year.

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Chromebook Expectations</b>	<ul style="list-style-type: none"> <li>• Keep passwords and log-in information private</li> <li>• Do not share personal information</li> </ul>	<ul style="list-style-type: none"> <li>• Charge your device so it is ready to use for school</li> <li>• Store and carry your device, so it is protected and safe</li> <li>• Turn lost devices into the library</li> </ul>	<ul style="list-style-type: none"> <li>• Use email and social media appropriately</li> <li>• Stay on task as expected for the lesson being taught</li> </ul>

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.
5. Sending images of others without their consent.

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.

Sending or receiving sexually explicit or pornographic material to minors is illegal. Students that partake in this activity will be subject to disciplinary consequences and a referral to law enforcement. If you receive these materials, report them immediately to the dean or principal to avoid disciplinary action.

## **Student Records 8330**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

### **Directory Information**

Directory information includes the following:

- Student's name
- Photograph
- Participation in officially-recognized activities and sports
- Height and/or weight, if a member of an athletic team
- Date of graduation
- Degrees and awards received

Often, this information is used in newsletters, social media, and communications. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information.

If parents want to refuse to allow use of Directory Information they should complete the following steps:

- Do not initial the areas in which you refuse permission on the "Registration Signature and Permissions Sheet" when registering your child for school.

- Provide a written notification to the Board fourteen days after the receipt of the District Administrator's annual public notice.
- If your child has enrolled after the notice, submit this notification fourteen days after their enrollment date.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

## 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.

## 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 is not 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).**

## 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.

## 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 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.

## Video Surveillance

Mayville High School uses 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 9150

<b>Before You Visit</b>	<ul style="list-style-type: none"><li>• Please make arrangements prior to visiting the school. This can be done by contacting the staff member you wish to meet with or making arrangements with the main office at X4000.</li><li>• Student visitors that wish to partake in a job shadow should complete and return the <a href="#">form that can be found here</a>.</li></ul>
<b>Visitor Procedures</b>	<ul style="list-style-type: none"><li>• Buzz in to obtain entrance into the school at the main entrance located off of Clark St.</li><li>• State your name and purpose at the buzzer.</li><li>• Once inside Mayville High School, proceed right, which will take you directly to the main office.</li><li>• Sign in to the main office and obtain a visitor badge.</li><li>• You will be escorted to your designated location.</li><li>• Before you leave, sign out in the main office and return your visitor badge.</li></ul>

## Youth Options Program 2271

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.



## 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.

The pages below include a synopsis of student's rights and responsibilities, the full addendum can be found here: [Student Rights and Responsibilities](#).

### 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:

- 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 [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

	Be Safe	Be Responsible	Be Respectful
<b>School-Wide</b>	<ul style="list-style-type: none"> <li>Keep common spaces clean</li> <li>Let the office greet visitors</li> <li>Report suspicious behavior</li> <li>Body control</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time to school</li> <li>Leave cell phones and personal devices in your locker</li> <li>Care for personal and school property</li> </ul>	<ul style="list-style-type: none"> <li>Treat others the way you would like to be treated</li> <li>Be polite and courteous to all</li> <li>Engage in learning</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>Keep your workspace clean</li> <li>Use materials for their intended use</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class on time</li> <li>Be prepared</li> <li>Be open to learning new things</li> <li>Have integrity and complete your own work</li> <li>Asking for help is a strength</li> </ul>	<ul style="list-style-type: none"> <li>Help fellow classmates</li> <li>Be an active listener</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Walk on the right side of the hallway</li> <li>Standing traffic off to the side</li> <li>Help peers</li> <li>Keep hands to self</li> </ul>	<ul style="list-style-type: none"> <li>Obtain appropriate passes and permissions to be in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice during class time, conversational voice during passing time</li> <li>Say "hello" and be friendly to peers</li> <li>Use appropriate language</li> <li>Open doors for others</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Clean up messes</li> <li>Push in your chair when leaving</li> </ul>	<ul style="list-style-type: none"> <li>Pick up after yourself</li> <li>Return trays and utensils to appropriate places</li> <li>Use food appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn in line</li> <li>Pick up your own garbage</li> <li>Use kind words and good manners- say "please" and "thank you"</li> </ul>
<b>Parking Lot</b>	<ul style="list-style-type: none"> <li>Abide by posted speed limit (15 MPH)</li> <li>Yield to pedestrians</li> </ul>	<ul style="list-style-type: none"> <li>Obtain appropriate parking permit</li> <li>Park in designated student areas</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of other drivers and pedestrians</li> <li>Park only in one stall</li> </ul>
<b>Chromebooks (PCD's)</b>	<ul style="list-style-type: none"> <li>Keep passwords and log-in information private</li> <li>Do not share personal information</li> </ul>	<ul style="list-style-type: none"> <li>Charge your device so it is ready to use for school</li> <li>Store and carry your device, so it is protected and safe</li> <li>Turn lost devices into the library</li> </ul>	<ul style="list-style-type: none"> <li>Use email and social media appropriately</li> <li>Stay on task as expected for the lesson being taught</li> </ul>
<b>Activities and Events</b>	<ul style="list-style-type: none"> <li>Think before you act and speak</li> </ul>	<ul style="list-style-type: none"> <li>Show up to events on time</li> <li>Obtain necessary tickets and permissions</li> </ul>	<ul style="list-style-type: none"> <li>Use positive cheers</li> <li>Include others</li> <li>Welcome guests to our school</li> <li>Model appropriate behavior for others</li> </ul>

## Student Code of Conduct 5500

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 school 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. 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 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.

## MINOR REFERRALS

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

Minor Infractions	Definition
<b>Dishonesty</b>	Being deliberately untruthful
<b>Disrespect</b>	Rude comments and/or behaviors that do not include inappropriate language or gestures. May be accompanied by an unfavorable tone and volume.
<b>Disruption</b>	Disorder in the classroom created by a student. May interrupt normal classroom order.
<b>Dress code violation Backpacks/purses</b>	Student's clothing disrupts the learning environment. Dress is not in compliance with the student handbook.
<b>Food/ Beverage</b>	Possessing food and/or beverage in a classroom or other unauthorized area with the exception of water in a clear container.
<b>Inappropriate language</b>	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.
<b>Inappropriate personal communication device (PCD) use</b>	Using a cell phone or personal communication device (PCD) during class. Devices may be used during lunch and passing.
<b>Inappropriate physical contact/ touching/ public displays of affection</b>	Touching an individual without their consent. Kissing, groping, hand-holding, and other displays of affection are not allowed.
<b>Misuse of technology</b>	Gaming, watching videos, being off-task with a device
<b>Property misuse</b>	A student not being responsible with school or student property. Damage can be cleaned-up or easily fixed.
<b>Tardy</b>	Being late for class without an excuse.
<b>Unprepared</b>	A student is unprepared for class by not having the necessary materials/ supplies needed.
<b>RULE OF 3</b>	<b>Three of the same Minor infractions within a quarter in the same classroom will result in a Major action response.</b>

## MAJOR REFERRALS

A Major referral is a severe behavioral infraction that results in direct disciplinary action from the Dean of Students, and possibly, law enforcement.

Major Infractions	Definition
<b>Abusive/ Inappropriate language</b>	Inappropriate comments that may include cursing, racial slurs, offensive comments accompanied by an escalated voice and aggressive tone. Repeated use of profanity.
<b>Academic Dishonesty Cheating/Plagiarism</b>	Cheating, copying, or using content that is not your own. Plagiarism and falsification of identification or school documents.
<b>Bullying</b>	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.
<b>Defiance</b>	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.
<b>Harassment/ Discrimination</b>	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.
<b>Illegal Substance</b>	Possession of drugs, alcohol, tobacco, or other illegal substance on school property.
<b>Insubordination</b>	Not following a staff member's directions after being asked several times to comply. Refusal to accept discipline or redirection.
<b>Loitering/ Wandering/ Walk out</b>	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.
<b>Parking</b>	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.
<b>Physical Assault/ Fighting</b>	Physical contact between students or between student and staff member. May include hitting, spitting, posturing, kicking, hair pulling, throwing an object.
<b>Possession of weapons</b>	Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons. Includes laser pointers.
<b>Property Damage/ Vandalism</b>	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.
<b>Repeated Minor infraction</b>	More than 3 of the same minor infraction.
<b>Safety</b>	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.
<b>Student Threat</b>	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.
<b>Technology Violation</b>	Inappropriate use of technology in reference to the Student Network and Internet Acceptable Use and Safety policy.
<b>Theft</b>	Stealing belongings that do not belong to you.
<b>Truancy</b>	An unexcused absence from school. Absences after 10 parent excused days per year.

## Consequences 5600

### Teacher Consequences for Minor Infractions

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.

<b>Break</b>	Teachers may instruct a student to take a short-term break to cool-down or remove them from a situation.
<b>Conference</b>	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.
<b>Detention/ Time Owed</b>	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.
<b>Loss of Privilege</b>	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.
<b>Restorative Activity/ Assignment</b>	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.
<b>School Service</b>	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.
<b>Special Seating</b>	Students may be assigned special seating, not to interfere with their learning, to prevent behavioral incidents from occurring.
<b>Removal from Class</b>	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.

## Office Consequences for Major Infractions

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

<p><b>Any Minor Consequence</b></p>	<p>Refer to description under "Teacher Consequences for Minor Infractions".</p>
<p><b>Behavior Contract/ Plan</b></p>	<p>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.</p>
<p><b>Schedule Change/ Long Term Class Removal</b></p>	<p>Behavior that is chronically disruptive or unsafe may necessitate a schedule change or a long term class removal.</p>
<p><b>In-School Suspension</b></p>	<p>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.</p>
<p><b>Out of School Suspension</b>  <b>5610</b></p>	<p>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.</p> <p>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 <i>Makeup Coursework and Examination</i> policies.</p> <p>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.</p> <p>Parents will receive a written notice of the rationale for suspension in the mail.</p>
<p><b>Expulsion</b></p>	<p>Removal from the school district due to disciplinary action.</p>

## **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.