

## PURPOSE OF HANDBOOK

The purpose of this booklet is to acquaint all students of Mondovi High School and parents within the School District of Mondovi with general information, rules, and procedures for Mondovi High School.

## HOW TO USE THE HANDBOOK

- Become familiar with your school by reading the explanations of organization and rules that govern work and conduct.
- Let your parents read this handbook, so they will also better understand what guidelines and standards M.H.S. maintains.
- Always feel free to go to your teachers, the guidance counselor, or the principal with any problems, comments, or suggestions. They will be glad to listen and help you.

## EDUCATIONAL MISSION AND GOALS

It is the mission of the School District of Mondovi to provide quality education which ensures each student through the availability of “equal opportunity” to achieve his/her potential as a member of our global society. The Schools will encourage the development of critical thinking, individualization, cooperative learning skills, social skills, physical fitness, aesthetic appreciation and creativity within each student. M.H.S. will also meet the demands of a changing world by adopting and applying new knowledge and technology in the improvement of public school education.

Goals of the School District of Mondovi are as follows:

- Maximize the use of the school environment by students, staff, and the community
- Teach students problem solving in all interdisciplinary areas
- Create an environment that supports the self-esteem of the student. Work for the total well-being of the child. Bolster students’ confidence in their ability to:
  - take appropriate risks
  - make decisions
  - cope and adapt to changes
  - deal with success and failure
- Examine, evaluate, and revise curriculum
- Build partnerships with business and the community
- Support the role of both genders in all aspects of education
- Teach students to accept and value everyone’s contributions and that everyone contributes to the attainment of goals

## NONDISCRIMINATION POLICY

The School District of Mondovi will not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional or learning disability.

## TABLE OF CONTENTS

ACADEMIC DISHONESTY .....	1
AFTER-SCHOOL EVENTS .....	1
ACTIVITIES CODE AND STUDENT CODE OF CONDUCT .....	1
<b>ATTENDANCE</b>	
ATTENDANCE POLICY .....	1
ATTENDANCE PROCEDURES .....	1
EXCUSED ABSENCES .....	1
MEDICAL EXCUSE REQUIREMENT .....	2
SENIORS AND OTHER 18 YEAR OLD STUDENTS .....	2
TRUANCY .....	2
UNEXCUSED ABSENCES .....	3
BACKPACKS .....	3
CLOSED CAMPUS .....	3
BULLYING.....	3
CO-CURRICULAR ACTIVITIES AND CLUBS.....	3
COMPUTER LABS .....	4
DANCE COURTS .....	4
DANGEROUS WEAPONS.....	4
DETENTION.....	4
DISTINGUISHED GRADUATE POLICY.....	4
DROPPING CLASS .....	5
EDUCATIONAL TRIPS .....	5
ELECTRONIC COMMUNICATION DEVICES .....	5
EMERGENCY DISASTER PROCEDURE (TORNADO DRILL) .....	6
EMERGENCY EVACUATION.....	6
EXPULSION .....	6
FIGHTING.....	6
FIRE DRILLS .....	6
FOOD AND BEVERAGES .....	6
GROOMING AND DRESS .....	7
HARASSMENT .....	7
HEALTH ISSUES .....	8

HIGH SCHOOL BELL.....	8
HOMEWORK MAKEUP POLICY .....	8
HONOR ROLL.....	8
IMC.....	9
INTERNET/E-MAIL ACCESS.....	9
LASER DEVICES .....	9
LEAVING AT LUNCH.....	9
LEAVING SCHOOL GROUNDS.....	9
LOCKERS .....	9
MEDICATIONS .....	9
MESSAGES FROM HOME.....	10
PERSONAL AUDIO EQUIPMENT .....	10
PUBLIC ADDRESS SYSTEM .....	10
PUBLIC DISPLAYS OF AFFECTION .....	10
REMOVAL FROM CLASS .....	10
REQUIRED COURSES FOR GRADUATION .....	10
SENIOR EARLY DISMISSAL POLICY .....	11
SEXTING .....	11
SCHOOL INSURANCE PLAN .....	11
STUDENT CONDUCT AND DISCIPLINE.....	11
STUDENT MOTOR VEHICLE USE .....	11
STUDENT TELEPHONE USE.....	12
STUDENT VISITORS .....	12
SUSPENSION .....	12
TARDIES .....	12
TEACHER ASSISTANT POLICY .....	12
TEXTBOOKS AND EQUIPMENT .....	13
THEFT AND VANDALISM.....	13
THREATS .....	13
TOBACCO, ALCOHOL, AND OTHER ILLEGAL DRUGS .....	13
WITHDRAWAL FROM SCHOOL .....	13

## ACADEMIC DISHONESTY

It is expected that all students will be honest and complete their own schoolwork. Copying from someone else, using someone else's work as your own, possessing a copy of a test in advance (without teacher approval), using notes during a test without permission, or talking while performing a test, and internet plagiarism are all examples of academic dishonesty. Students found to be involved in this type of misconduct will receive consequences for their dishonesty. Consequences may include, but are not limited to, receiving no credit for the assignment or test, detention, suspension, and ineligibility for academic honors (National Honor Society, scholarships, top ten, etc.) depending on the severity and circumstances of the incident(s). Additionally, all incidents of academic dishonesty will be reported to the principal for inclusion in the student's discipline file.

## AFTER-SCHOOL EVENTS

Attendance at after-school events such as athletic contests, concerts, and dances is a privilege earned by being in good behavioral and academic standing. Students with failing grades or behavioral restrictions may not attend.

## ACTIVITIES CODE AND STUDENT CODE OF CONDUCT

All students participating in the athletic or extra-curricular programs at Mondovi High School are given a copy of the School District of Mondovi's Activities Code. Each participant and his/her parent or legal guardian is required to officially review the Code once a year prior to the start of the sports or activity season to review the policies and expectations set forth in the document. All participants and parents/guardians must sign an agreement statement of support and compliance for the code of conduct in order to participate. Specific questions or procedures required for participating in athletic programs should be directed to our activities director.

## **ATTENDANCE**

### ATTENDANCE POLICY

Regular school attendance is necessary to achieve academic success. It is the responsibility of the students and their parents to insure that students miss as little school as possible. The greatest single factor contributing to below standard school work and low or failing grades is tardiness and absence. Students enrolled at Mondovi High School are expected to be in school at all times during school hours unless the principal has approved a modified program.

### ATTENDANCE PROCEDURES

If it is necessary to be absent, the student's parent/guardian should contact the high school office by **8:30 a.m.** to report the student's absence and the reason for absence (Note that athletes must report by this time to be eligible to participate on that day unless they have an appointment note from a medical professional – Additionally, any athlete's planned absences must be arranged prior to 8:10 on the day of the absence). If a student is reported absent and no contact has been made with the high school office, the student's parents will be called and told that the student is not at school. The Attendance phone number is 926-3656. This number is accessible 24 hours per day. Parents/guardians must provide the school with written or verbal verification of absence by 3:30 p.m. the following school day or the absence will be considered unexcused.

### **STUDENTS, IT IS YOUR RESPONSIBILITY TO CHECK IN THE OFFICE TO PICK UP YOUR RE-ADMIT SLIP WHEN YOU RETURN TO SCHOOL**

### EXCUSED ABSENCES

Over the past few years the students, staff, and parents at Mondovi HS have made important strides in improving student attendance which has led to greater student success. The following initiative is intended to encourage even better attendance, and maintain compliance with Wisconsin State Statute §118.15:

The following are excusable reasons for an absence as noted in state and district policy:

1. Student illness
2. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request a written statement from the physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.

3. An illness in the immediate family, which requires the absence of the student because of family responsibilities.
4. Medical, dental, chiropractic, optometric or other valid professional appointments. **Students should not be absent all day for a single appointment.** Parents/guardians are requested to make their appointments during non-school hours.
5. A death in the immediate family or funerals for close relatives.
6. Religious holidays.
7. Family trips that can be taken only during the normal school term. The intent of this policy is to provide the opportunity for students to accompany their parent/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian is required to notify a school attendance officer 48 hours prior to leaving on vacation. Student vacations or trips without parent/guardian accompaniment are not excused absences.
8. A court appearance or other legal procedure, which requires the attendance of the student.
9. A quarantine is imposed by a public health officer.
10. Attendance at special events of educational value as approved by the school attendance officer.
11. Approved school activities during class time.
12. Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer.

Note: Students are allowed two days for each day absent to make up any missed assignments. Teachers may require that tests or quizzes announced prior to the absence be made up the first day a student returns to class.

**Students will be allowed 15 excused absences (All or part of a day) – parent or illness (not including medical excuses).** All excused absences require parent/guardian/legal custodian written/verbal verification, which is to be submitted to the school attendance officer in advance of the absence or prior to re-admittance to school. However, administration reserves the right to make all final attendance decisions.

The role of parents is paramount in this process to ensure that your child is not needlessly penalized due to the fact that procedure was not followed. These days should be used judiciously, in that after the fifteen days, all absences will require administrative approval.

#### MEDICAL EXCUSE REQUIREMENT

Data proves that attendance and success in school are directly correlated. If a student is absent due to illness, it will be logged in the attendance system as “ILL”. Students will be allowed eight occurrences of illness per year (full or partial days). After the eighth occurrence, a medical professional’s written note may be required to excuse the absence.

Administration reserves the right to place a student on the medical excuse list if necessary. If a student is placed on the medical excuse requirement list, parents will be notified by mail. The expectation will then be a written note from the doctor stating that the illness caused the student to be absent from school. This note will need to list specific dates and times of the absences. Such a note will be required for each absence for the remainder of the year. If no note is presented to the attendance officer, the absence will be logged as **unexcused** and the student will be subject to discipline as outlined in the school truancy policy.

#### SENIORS AND OTHER 18 YEAR OLD STUDENTS

Students aged 18 and older are subject to the same attendance policies and school rules as all other students at MHS. The school is legally responsible for all students and their academic programming between 8:10 and 3:29 so all students must attend all assigned classes, check out when leaving the building, and check in when arriving late. Additionally, parents are expected to write and sign all attendance notes unless a student has been declared legally independent of their parents and/or guardians. Seniors will be assigned a detention for each unexcused period. If the detentions are not served (limit one served per day), students risk not being allowed to participate in Graduation Ceremonies in accordance with an established written “attendance contract”.

#### TRUANCY

Truancy is defined as an absence without valid excuse from all, or part of the school day. Students who are determined to be truant may be placed on a Truancy Prevention Plan with steadily increasingly severe penalties for truancy up to and including referral to the Mondovi Police Department for truancy citations

(includes a fine and a mandatory court appearance). Note that all or part of a school day (even one period) missed without legitimate excuse can legally be considered truancy.

State Statute §118.15 defines a “Habitual Truant” as a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.

If a student meets the definition of a habitual truant a court referral will be initiated. Students who become habitual truants may also lose the privilege of participation in extracurricular activities (including dances), and participation in open-campus lunch.

**UNEXCUSED ABSENCES**

Students who are unexcused may or may not be given credit for make-up work missed during an unexcused absence; their individual teachers will make the determination. Students will be permitted to make up examinations missed during the unexcused absence period at a reasonable time determined by the teacher. Unexcused absences will be noted on the student’s re-admit slip.

**BACKPACKS**

Students may carry backpacks to and from school, but they are not allowed in classrooms. This rule was instituted as a response to growing problems of food in classrooms, theft, student back problems, and classroom safety.

**BULLYING**

Bullying is deliberate or intentional behavior using word or actions intended to cause fear, intimidation, or harm. It includes, but is not limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing. Every student is encouraged to report any situation they believe to be bullying behavior. If investigation finds bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action.

**CLOSED CAMPUS**

Parental contact, written or verbal, must be made before a student will be allowed to leave school for any reason. Students must sign out from the high school office prior to leaving school grounds. Leaving school grounds without permission or signing out is considered a skip. Consequences will be assigned for those students absent without permission.

**CO-CURRICULAR ACTIVITIES AND CLUBS**

Mondovi High School offers a wide selection of co-curricular activities and clubs for students to participate in. Several of the clubs are an extension of regular classes that students are enrolled in. Frequent announcements are made explaining how students may join these activities. Additional information concerning athletics can be obtained from the activities director. Information concerning advisors and co-curricular activities and clubs can be obtained from the high school office. All students participating in co-curricular activities and clubs are required to sign and abide by the Mondovi Code of Conduct.

The following is a list of student co-curricular activities and clubs:

<b><u>Girls Athletics</u></b>	<b><u>Boys Athletics</u></b>	<b><u>Clubs</u></b>
Volleyball	Football	FFA
Cross Country	Cross Country	National Honor Society (NHS)*
Tennis	Basketball	Family Career and Community Leaders (FCCLA)
Basketball	Wrestling	Spanish Club
Track	Track	“M” Club (letter winners)
Golf	Golf	Pep Club
Softball	Baseball	Math Club
Dance (fall and winter)		Science Club
		Art Club

<b><u>Publications</u></b>	<b><u>Social Functions</u></b>	<b><u>Competitions</u></b>
N.O.T.E.S.	Homecoming	Academic Decathlon
Mirror (Yearbook)	Junior Prom	

	Winter Carnival	
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<b>Governance</b>	<b>Dramatics</b>	<b>Music</b>
Student Council	Forensics	Pep Band
Class Officers	Play	Swing Choir

\*Note that invitation for membership in National Honor Society requires a minimum cumulative GPA after three semesters. If students are selected they will be required to pay dues of \$7.00 (\$10.00 if late).

#### COMPUTER LABS

There are two COMPUTER LABS located throughout the school building. Students wishing to work in these labs must present a pass from a classroom teacher and receive permission from IMC personnel before beginning to work in either of the labs. There are also several computer stations located in the IMC area that are available for student use. Students are responsible for the safe and ethical operation and use of the equipment, software, and files. Any student tampering or attempting to tamper with the equipment, software, and/or files will be subject to school disciplinary action and possibly referred to law enforcement.

#### DANCE COURTS

Being elected to a dance court (Homecoming, Winter Carnival, or Prom) is an honor that carries an extra measure of responsibility. The court members publicly represent their class and their school so it is important that these students be models of responsible and honorable behavior. Note: Students elected to prom court are required to participate in all prom related activities including decorating and post-prom.

#### DANGEROUS WEAPONS

Mondovi High School has a zero tolerance policy for dangerous weapons. Firearms, or facsimile firearms, knives (excluding lockblades less than 3” in length), explosives, incendiary devices, or other objects which resemble dangerous items, or which are used in a manner that threatens, alarms, or intimidates another person are illegal and, therefore, are not permitted in the school building, school vehicles, or school-sponsored activities. This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms similarly stored. An attempt will be made to confiscate the dangerous item(s). Students in possession of dangerous items will be referred to local law enforcement and the legal parents/guardians will be contacted. Students violating the dangerous items policy on possession or use of dangerous items will be subject to serious disciplinary action, including expulsion. This policy applies to all enrolled students.

#### DETENTION

A detention may be assigned to a student by the principal or any other member of the faculty for inappropriate or disruptive behavior while in school or at a school-sponsored activity. All detentions are recorded in the student’s behavioral record. Detentions are served from 3:35 - 4:00 p.m. under teacher supervision in the high school study hall room or during lunch for some circumstances approved by the principal. Students assigned detention are required to report on time to the designated room with study materials and work silently throughout the detention time (failure to work quietly will result in students having to re-serve the detention). If circumstances warrant, students may re-schedule a detention one time at the principal’s discretion. Failure to serve assigned detentions will result in more severe consequences (at minimum two detentions). Students will not be excused from detention to participate in or attend co-curricular practices or events.

By way of example and without limitation, detentions may be issued for the following offenses: use of obscene or abusive language, improper displays of affection, tardiness, skipping class, leaving school without permission, not having a required hall pass, possession of a laser device, and inappropriate or disruptive behavior. Reference School Board Policy.

#### DISTINGUISHED GRADUATE POLICY

In an effort to increase the rigor of our college readiness program, Mondovi High School is implementing a new **Distinguished Graduate program to replace the current “Top Ten” honors system.** The new program will reward students based on criteria beyond the current one-dimensional determination based on cumulative GPA. Under the new criteria students who take demonstrable extra steps will earn Distinguished Graduate status that would be indicated by black cap and gown at graduation, and noted on their diplomas and transcripts. **Students must be Distinguished Graduates in order to be eligible for Valedictorian or Salutatorian honors.**

The current Honors, High Honors and Highest Honors system would remain in place as a continuation of the current Honor Roll System. Gold tassels are given to students with a cumulative GPA of 3.0, gold chords and tassels are given to students with a 3.4 or above.

The following criteria for Distinguished Graduate status coincide with the District's Focus 20/20 goals and will enhance the quality of their secondary school program:

- 1) **A minimum 3.75 cumulative GPA.**
- 2) **28 credits** – the willingness to take additional coursework demonstrates added commitment to one's education and adds to the rigor of the senior year schedule (equates to seven courses per semester).
- 3) **A minimum of one online course, distance learning course or approved technology-based course (one with extensive use of Moodle, Edmodo, Blackboard, or other learning software)** – increases students' exposure to technology and helps prepare them for the significant amount of online instruction required at the college level.
- 4) **½ credit of Service Learning** – the district has already developed a service learning program through the School Improvement Committee to foster character development and citizenship. Given the four cornerstones of the Mondovi School District's mission it is reasonable to expect that our Honor Graduates participate in this portion of a well-rounded education. One in-district program to fulfill this requirement is the tutoring program.
- 5) **At least three AP Courses or other 5-point courses** – requires students to dedicate themselves to the increased rigor of our most challenging courses.
- 6) A minimum of 120 points worth of classes on the weighted course scale.

#### DROPPING CLASS

Students are discouraged from dropping classes once the semester has started. However, there are situations when students must drop from classes. Students seeking to drop a class must report to the Guidance Office and secure a drop-add form. Teacher signature must be obtained in order to authorize the class drop. Requests to drop classes with a failing grade after three weeks of class time will require written permission from a parent/guardian.

#### EDUCATIONAL TRIPS

All field trips, visits, tours, and excursions and the like which are properly planned and supervised by members of the professional staff or parents/guardians and approved by the building principal shall be considered part of the curriculum and bona fide activities of the School District of Mondovi. Students must ride school provided transportation to field trips unless the principal determines that the trip will directly interfere with a work release program or Youth Options class.

Students may be denied participation in educational trips as a result of misconduct on previous trips. However, such denials will be in compliance with state statutes and students will be accorded due process prior to any final determination being made.

If appropriate, students not participating in such educational trips will be afforded the opportunity to complete alternative assignments or class work to compensate for missing the scheduled trip. Reference School Board Policy 352.

#### ELECTRONIC COMMUNICATION DEVICES

In accordance with Wisconsin State Statute 118.258 and school policy. **Students are not allowed to use electronic communication devices such as cell phones or iPods for personal use in classrooms during the instructional day (8:10 AM – 3:29)** – Use in the hallways between classes, within the lunchroom, or during WIN Tier 1 is acceptable.

**Any cell phone seen being used in classrooms during the school day will be confiscated in accordance with the following progression:**



**First Offense – Student may pick up the phone in the office at the end of the day.**

**Second Offense – A parent must come in to pick up the phone after school.**

**Third (and subsequent) Offenses – Five Day confiscation of the phone**

*Note that failure to turn over a phone or iPod to a staff member will be considered Insubordination and will result in suspension.*

Cell phones should be set on silent or vibrate only. Electronic communication devices that go off during class will be confiscated until the end of the day.

The principal may authorize student use of an electronic communication device exception if he/she determines that it is needed for medical, educational, vocational, or other legitimate reasons.

#### EMERGENCY DISASTER PROCEDURE (TORNADO DRILL)

In any case of emergency disaster such as severe weather, tornado, or other emergencies, a warning signal of three (3) quick “beeps” will be repeated on the public address system. When this signal sounds, students are to follow the directions given to them over the public address system and by their teacher.

#### EMERGENCY EVACUATION

If it should become necessary to vacate the school building because of a bomb threat, loss of heat, a fire, or some other unusual circumstance, students will be moved or walked to emergency housing sites within the city, be placed temporarily on buses, or be housed in other outside facilities. Specific instructions will be given to students over the public address system and by teachers.

#### EXPULSION

The School District of Mondovi Board of Education may expel a student from school whenever it finds the student guilty of repeated refusal or neglect to obey rules or finds that the student is guilty of other conduct outlined in state law and the Board of Education is satisfied that the interest of the school demands the student’s expulsion.

The expulsion process begins with a five to fifteen day suspension pending an expulsion hearing with the School District of Mondovi Board of Education, the student and his/her legal parent/guardian, the school principal, and the district administrator. The Mondovi Public School District will follow the Wisconsin State Statutes related to the expulsion of students, (s. 120.131(1) (c)). Upon ordering the expulsion of a pupil by the Board, the Superintendent shall file a notice of such order with the parent or guardian of the pupil. Reference School Board Policy.

#### FIGHTING

Students are expected to behave in a manner which shows respect toward teachers and other students at all times. As a result, fighting, either physical or verbal, is not allowed on school property or at school-sponsored events. Students will not be allowed to threaten, cause, or attempt to cause physical injury to any student or employee. Students are to seek the assistance of teachers, counselors, or the principal to find a way to resolve conflicts without fighting. Students involved in fighting may be referred to local law enforcement, issued detentions, suspended, or expelled depending on the circumstances and the severity of the incident.

#### FIRE DRILLS

Monthly fire drills are held in accordance with state regulations and are an important safety precaution. It is vital that when the signal is given, everyone clears the building in a prompt and orderly manner using the appropriate evacuation route. Instructions for evacuating the building are posted in each room. The teacher in each classroom will direct the students in the proper evacuation procedure. Once outside, students are to move at least 50 feet from the building. Teachers will then take roll to ensure that all students have safely left the building. Students are reminded that it is against state law to tamper with the fire alarm system.

#### FOOD AND BEVERAGES

Food and beverages are not allowed in the library or computer labs at any time. Note that normally the only food or beverage allowed in class is bottled water and then only with teacher permission. Teachers may allow other food for special occasions.

## GROOMING AND DRESS

Students are expected to dress in a reasonable and appropriate manner.

- Students have the right to determine student dress providing that such attire is not destructive to school property, does not affect the health or safety of the student or others, or does not interfere with or distract from the educational process. Apparel in which the midriff shows, or any other item in which a student's undergarment shows will not be allowed. Additionally, the enforcement standard will be faculty judgment as to whether the clothing is inappropriate, too revealing or offensive.
- Students may not wear coats, jackets, caps, hats, scarves, or any other headgear during the regular school day.
- Hats must be removed when a student enters the building and cannot be worn until the student exits the building.
- Clothing which promotes alcohol, tobacco, other mood-altering chemicals, and/or inappropriate language is also unacceptable. Students will be asked to remove any coats, jackets, or headgear and to turn any inappropriate or unacceptable shirts inside out or be sent to the office for a covering shirt.

A detention may be issued for repeated or severe violations of this policy.

## HARASSMENT

Religious, racial, and sexual harassment will not be tolerated at Mondovi High School. Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics (race, creed, national origin, disability or gender) that:

- A. Places a student in reasonable fear of harm to his/her person or damage to property.
- B. Has the effect of substantially interfering with a student's educational performance, opportunities or benefits, or
- C. Has the effect of substantially disrupting the orderly operation of a school

Specific examples of harassment include:

1. Making jokes about a person's appearance, race, religion, gender or family.
2. Repeatedly making hurtful comments to another person (verbal abuse).
3. Writing negative things about a person for public view

Specific examples of sexual harassment include:

1. Unwelcome or unwanted sexual advances (patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual).
2. Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual (commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, or actions that offend others).
3. Requests or demands for sexual favors (subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of special treatment or a negative consequence).
4. Showing sexually-oriented materials including, but not limited to, photographs and posters.

\*\* The standard in all cases - in both general and sexual harassment - is how the behavior is perceived by the victim, not the intent of the person doing the harassing. It is not acceptable joking around if it hurts the victim.

Any student who believes that he/she has been the victim of harassment or any student who knows or believes harassment is taking place should report the harassment to the principal, the guidance counselor, or a teacher. All complaints will be investigated.

If the district does determine that harassment did occur, it will take the necessary and appropriate disciplinary action. This may include, but is not limited to, a verbal warning, detention, suspension, or expulsion. Retaliation or filing a malicious or knowingly false complaint will also be considered a violation of this policy

A complete copy of the “Student Anti-Harassment” policy is available from the principal or the District Office. Reference School Board Policy 5517.

### HEALTH ISSUES

Students who come to school are expected, with few exceptions, to participate fully in school activities. When a student is ill, he/she is not able to function well in class; and, if contagious, will spread his/her illness to other students. Therefore, the following guidelines will be used to determine if a student who is not feeling well should remain in school or be sent home:

- 1) Fever: A fever of 100 or more signals an illness. If a student has a fever of 100 or more, the school nurse will call the ill student’s parent or emergency contact person to have the student picked up from school. A student with a fever of 100 or more will not be allowed to stay in school.
- 2) Vomiting, Diarrhea, or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school. Students who develop these symptoms during the school day will not be allowed to remain in school.
- 3) Infectious Diseases: Diseases such as impetigo, pink eye, and strep throat require a doctor’s examination and prescription for medication. Contacting the doctor and using the medicine as directed for the full recommended length of time are necessary. Once medication has been started, the doctor has given approval for school attendance, and the child is feeling well, he/she may return to school.
- 4) Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.
- 5) Coughing: A persistent cough is commonly an upper or lower respiratory infection. If the cough is ongoing, coincides with a fever or loss of appetite, or causes breathing problems, the ill student should stay home.
- 6) Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education class is not recommended, a doctor’s excuse is required.

The school nurse should be contacted at 926-3645, with any questions regarding school health issues.

### HIGH SCHOOL BELL

Students will be allowed four (4) minutes of passing time between periods. The first bell rings at 8:06 a.m. This is the “clear the hall” bell and students are to go to their first period class. The final bell signifying the beginning of first period will ring at 8:10 a.m. Any student entering class after this time will be considered tardy.

### HOMEWORK MAKEUP POLICY

Upon returning to school following an unplanned absence, the student must bring a signed note from a parent/guardian explaining the absence. This note needs to be brought to the high school office before the student attends any class. The student will then be given an admit slip which they will be required to show their teachers before they receive any missed assignments or tests. Students will be allowed two days for each day absent to make up any missed assignments. Teachers may require that tests or quizzes announced prior to the student’s absence be made up the first day the student returns to class. Note that students with unexcused absences may not be allowed to make up assignments and classwork.

### HONOR ROLL

Each semester, students have an opportunity to earn Honor Roll recognition based upon their Grade Point Average for that quarter and/or semester.

3.0 – 3.399 = Honor Roll

3.4 - 3.699 = High Honors

3.7 - 4.0 = Highest Honors

Grade Point average scale:

A = 4.0	A- = 3.6667	B+ = 3.333
B = 3.0	B- = 2.6667	C+ = 2.333
C = 2.0	C- = 1.6667	D+ = 1.333
D = 1.0	D- = .6667	
F = 0.0		

### IMC

The IMC is open daily from 8:00 a.m. to 4:30 p.m. New magazines can be checked out for use in study hall and returned to the library that hour. Magazines older than one month can be checked out for one week. The check-out time for books is two weeks with students being allowed to renew books. Fines are assessed for lost and damaged books.

Students are to use IMC materials in a responsible manner. Articles or order forms should not be cut out of books or magazines. A copy machine is available for students to use if something is needed for a class assignment. Care should be taken to ensure that school library books and public library books do not get mixed together. Students using the IMC must show respect toward others studying or reading in the facility by remaining quiet..

### INTERNET/E-MAIL ACCESS

All district computers have been equipped to provide students with Internet access. All students are expected to follow the district policy regarding internet use. Students must have an internet project if using the internet. A pass from the teacher assigning the project must be given to IMC staff before you begin to access internet sites. Student e-mail accounts are not permitted. All students are responsible for knowing the rules and regulations related to using the Internet. Students will be accountable for violations of these rules. Consequences may include revocation of Internet privileges, school disciplinary action including possible expulsion from school, and a referral to law enforcement, if warranted.

### LASER DEVICES

Student use or possession of any laser devices is prohibited in school buildings, on school grounds, in school vehicles, and at school-sponsored activities. Teachers are authorized to use and/or carry laser “pointers” for educational purposes as deemed appropriate. Students violating this policy shall be disciplined in accordance with established procedures.

### LEAVING AT LUNCH/CLOSED CAMPUS

Leaving school grounds over the lunch period is a privilege reserved only for seniors in good academic standing (no failing grades) and under no behavioral probation. If an underclassman obtains parental permission to leave school grounds for lunch, it will count as a parent/illness excuse.

Seniors wishing to leave during the lunch period must have a signed parent permission form on file. This form can be picked up on the first day of school from the high school office. Students are reminded that they need to be responsible with this privilege. It is expected that all students will conduct themselves appropriately while off school property and will return to school on time. Failure to do so will result in revocation of this privilege.

### LEAVING SCHOOL GROUNDS

Students shall not be released from school under any circumstances unless the principal’s office determines the request has been made by a legal parent/guardian and for a good and sufficient reason (Board Policy 433). Students who leave the building without checking out through the office will be considered unexcused/truant.

### LOCKERS

Student lockers and gym lockers are the property of the school district and are provided to students for the purposes of protecting and storing books and personal belongings. Lockers should be treated appropriately - do not kick your locker door or pull excessively on the handle to open it. Any damage to lockers caused by kicking or other misuse will be charged to the student. Students should always keep their lockers locked and are not allowed to share their locker or combination with others. Note that lockers are not always secure – avoid bringing money or valuables to school. Lockers may be opened and searched, if necessary, by the building principal or designee and/or local law enforcement officials. **No tape of any kind should be used on school lockers – inside or on the front.**

### MEDICATIONS

Students are not allowed to keep any medications in their locker or carry medications with them from class to class. All prescription medications (including inhalers) are to be taken to the School Nurse with a completed

Physicians Order for Prescription Medication and Parent/Guardian Authorization form. The form is included in the fall mailout and can be obtained from the School Nurse.

This does not prohibit a student from assuming the responsibility for him/herself with the approval of his/her parent/guardian and physician in which case medication should be in the original container and no more than a day's supply should be at school.

#### MESSAGES FROM HOME

Parents should feel free to call the high school office concerning any matter dealing with their students and the school. Only in emergency situations, however, will students be called from class to take a telephone call. Other non-emergency messages from parents will be delivered to students in a manner that will not interrupt instruction time in the classrooms.

#### PERSONAL AUDIO EQUIPMENT

Personal audio equipment such as iPods and mp3 players may be allowed during study halls with teacher permission. Volume should be kept to a level where it is inaudible to other students and staff. Students who bring these items to school will be required to keep them in their lockers until school is completed. Any student bringing personal audio equipment to school assumes all responsibility for its use and safety. Failure to comply with these regulations will result in confiscation of the equipment.

#### PUBLIC ADDRESS SYSTEM

Announcements will be read over the public address system. These announcements must be written out prior to 8:10 a.m. and presented to the high school secretary. Only announcements pertaining to school activities and school business will be made. All announcements must be approved by an advisor or the high school principal. Copies of announcements will also be posted on the bulletin boards in the lower hallways of the high school. Note that the announcements are printed on the school website daily.

#### PUBLIC DISPLAYS OF AFFECTION

The expression of feelings of affection towards others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for public display of feelings toward a boyfriend/ girlfriend. Being overly affectionate in school is not in good taste. This type of continuous behavior could lead to disciplinary action and parents being called. Only holding hands is acceptable.

#### REMOVAL FROM CLASS

By Wisconsin Law teachers shall be authorized to remove students from class for reasons specified in the Student Code of Conduct. This Code will serve as the basis for decisions relating to the removal of students from class and the placement of students following such removal. All students and their parents will be sent a copy of this Code in the August mailout.

#### REQUIRED COURSES FOR GRADUATION

Please note: these are only high school graduation requirements college entrance requirements may vary. Please see guidance office.

- 4 credits in English
- 3 credits in Social Science (World Geography, US History, Senior Political Science/Psychology)
- 3 credits in Science (9<sup>th</sup> grade Physical Science or Biology, plus one more science course)
- 3 credits in Mathematics
- ½ credit in Personal Finance
- ½ **credit in Academic Career Planning (ACP) – beginning with Class of 2020**
- 1½ credits in Phy-Ed unless excused by doctor (Grades 9, 10, 11)

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15 ½ REQUIRED CREDITS

10 ½ ELECTIVE CREDITS

Plus a semester of Health (8<sup>th</sup> through 12<sup>th</sup> grade)

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26 TOTAL CREDITS REQUIRED FOR GRADUATION

In case of failure in any required course (F for a semester grade), the semester must be repeated the next school year. The student must take the responsibility to make sure the correct number of credits is earned in the required courses and the electives, otherwise graduation may be jeopardized. Students must also earn four Graduation Points (WKCE tests, Portfolio and/or additional coursework)

#### SENIOR EARLY DISMISSAL POLICY

As per Wisconsin Statute §118.3 (1)(b), with a parent permission note on file, seniors in good academic and behavioral standing may be dismissed for up to one period at the beginning or end of the school day if they do not have a regularly scheduled class. Students may be released to work for additional unscheduled periods if they are in a work/study program. Note that work-study students must be in good academic and behavioral standing in order to be released from school. To be in good academic standing, students must be on track to graduate. Good behavioral standing is defined as any non-probationary status – **Students with an unexcused absence will lose their miscellaneous no credit or work release period.**

#### SEXTING

Any student guilty of “sexting” – sending sexually explicit text or photographs – through the phone or computer will face an expulsion hearing and possible referral to law enforcement.

#### SCHOOL INSURANCE PLAN

The school insurance benefit plan is for students and athletes who sustain injuries in athletics or other school activities. This insurance is secondary to parent/guardian insurance—the school insurance provides benefits only after the family’s personal insurer has provided initial coverage. If a student is injured in any school activity, he/she is to report the injury to the supervising teacher as soon as possible so that an injury report form may be completed. This report must be filled out before any notification can be made to the insurance company. An explanation of the school’s insurance benefit plan and the extent of its coverage is included in the August mailout which is sent to every family in the school district. Copies of this information are also available in the high school office.

#### STUDENT CONDUCT AND DISCIPLINE

Rules and regulations for discipline and control of pupils may be made by the state, local boards of education, teachers and administration, and these may be enforced reasonably for all who are in the school setting, below or above the age of 18. These rules and regulations may be “relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district including regulations relative to the conduct of pupils...”

The administration and faculty of Mondovi High School believe that, given a few guidelines, high school students are capable of determining right from wrong and choosing proper courses of action. It is our desire to place restrictions upon students only when necessary for the common good.

Authority to discipline lies with all of the adults employed at the school. This includes secretaries, aides, custodians, cooks, teachers, and administrators. These people have the responsibility of enforcing school rules and regulations and must be accorded respect.

Teachers and other students have the right to expect that students will conduct themselves in a manner that will provide a positive atmosphere for both learning and teaching. Each teacher has developed classroom expectations for their students covering grading, subject matter to be taught, and behavior. All students should be made aware of these expectations and the consequences of failing to meet them. Violation of school rules and misconduct will result in disciplinary action and/or corrective measures being taken. The corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct the undesirable behavior.

#### STUDENT MOTOR VEHICLE USE

Students bringing cars to school should use the school parking lot across the street in front of the high school. Students are not to move their cars at any time during the school day unless permission is granted by the high school principal. Seniors may leave school property during the lunch period provided a signed parent permission form is on file in the high school office. This form can be picked up from the office on the first day of school.



Students are reminded to exercise care and caution when entering and exiting the parking lot. Additionally, students should use the designated parking spaces only. Students are not allowed to park on the west of Jackson Street in front of the school or along the north side of the building by the multi-purpose room. Any unsafe driving or parking violations will result in behavioral probation (loss of school privileges including leaving at lunch, attending after-school events, checking out of study halls) and possible referral to law enforcement.

#### STUDENT TELEPHONE USE

The telephones in the high school office and in teachers' classrooms are for school business only. Students will not be permitted to use these phones except in cases of emergency.

#### STUDENT VISITORS

In most cases, students are not allowed to bring guests to school during the regular school day. Situations in which other students may visit include former students who have moved away and are returning for a visit, students who will be enrolling in our school district, or students whose parents are considering enrolling the student in our school district. Each visitor request must be approved by the principal prior to the guest student being brought to school. Parental permission from both parties will also be necessary to gain approval.

#### SUSPENSION

A student may be suspended from school for violating school rules, violating school board policy, and for other conduct outlined in state law. Suspension can be assigned for either in or out of school. School administration will consider each discipline situation on a case-by-case basis and issue consequences appropriate to the severity of the infraction. By way of example and without limitation, actions which may result in suspension include: an accumulation of five (5) detentions, directing profane or abusive language toward an adult, disrespect toward a school employee, failure to serve detentions, failure to serve in-school suspension, fighting, forging a note or pass, inappropriate or disruptive behavior, intentional destruction of school property, possession of an electronic communication device, possession of a dangerous item, possession and/or use of illegal substances on school property or in school vehicles, harassment, refusal to obey school rules, theft, vandalism, threat to cause bodily harm to another student or school employee, or uncooperative behavior.

If a suspension (in- or out-of-school) occurs on the day of any co-curricular activity, the student will not be allowed to participate in or attend the activity. Suspended students who are involved in the school's athletic program will also be subject to any disciplinary actions outlined in the Mondovi High School Athletic Code.

If the suspension is in-school, the student will be assigned to the suspension area within the school for the entire day. The student will be allowed to complete school work or take any tests. Students serving in-school suspension will eat their lunch in the suspension area.

If the suspension is out-of-school, the student is not allowed to be on school grounds during the time he/she is suspended. Parents or guardians are responsible for the activities of the student during this time.

#### TARDIES

Students who are tardy for any class will lose a portion of their class participation points as outlined by each teacher. Teachers will deal with the first three tardies each semester as a classroom discipline problem. Repeated tardiness will result in referral to the office. A time limit of five minutes will be the standard all hours; a tardy will become an unexcused absence after five minutes. Excessive tardies to any one class may result in a student being dropped from the class, and the student will be subject to referral for truancy.

#### TEACHER ASSISTANT POLICY

Students may work as a Teacher Assistant (TA) during one period of the day their junior or senior year. Students can elect to earn ½ credit per semester for a maximum of 1 credit during their high school career, or work as a TA for no credit in place of a study hall. Applications can be picked up in the main office or guidance office and must be submitted to the supervising teacher. Qualifications: TA's must be earning at least a 3.0 GPA (exceptions can be made for students receiving two teacher recommendations). TA's must be enrolled in six regular classes (phy-ed included) in addition to their teacher assistant period.

### TEXTBOOKS AND EQUIPMENT

Students are given the opportunity to use various types of school equipment such as lockers, locks, textbooks, lab equipment, and athletic equipment. Students are responsible for the return of this school-owned equipment in a condition commensurate with the original state of the equipment and the length of time it was used.

Students are responsible for and will make monetary restitution for any act of negligence or vandalism which leads to damage of school-owned equipment or materials.

Laboratory oriented classes such as science, technology education, family/consumer education may require the student to pay for usage of materials, creation of student projects, purchase of laboratory manual, etc. Students enrolled in these classes are responsible for payment of such required fees.

### THEFT AND VANDALISM

The respect for property of others is a fundamental responsibility which each and every student is expected to follow. To steal or destroy the property of the school or other students and teachers is an extremely serious violation and will be handled as such. Students who have had personal items stolen are to report this to the high school office.

### THREATS

Verbal or written threats against other students, teachers, school employees, or school property will be considered a serious matter by school authorities. Students making such threats will be dealt with in a severe manner and will be subject to serious school district disciplinary action, including possible expulsion. Students who have been threatened or any student with knowledge of threats taking place should immediately report the incident to the principal, guidance counselor, or teacher. All reports will be investigated by the building principal.

Threatening to use an explosive or incendiary device to damage a school and harm its occupants is a Federal offense. Bomb threats or the actual unauthorized use of an explosive or incendiary device in school will result in serious disciplinary action, including expulsion. Appropriate law enforcement authorities will be contacted to assist with prosecution and/or other disciplinary action.

### TOBACCO, ALCOHOL, AND OTHER ILLEGAL DRUGS

The possession and/or use of tobacco products (or look a likes-including, but not limited to, Hooka Pens and E-Cigarettes), alcohol, or illegal drugs on school property are prohibited by state law. No students are allowed to manufacture, distribute, possess, or be under the influence of illegal drugs, intoxicants, or tobacco while on school premises, in district-owned vehicles, or while involved in any school related activity. Controlled substances such as medication may be used only as prescribed by the student's physician (see Medications). Student searches can be conducted upon suspicion of possession.

Students who violate this policy will be subject to disciplinary action up to and including suspension or expulsion from school, as well as referral to law enforcement officials for prosecution under state and federal laws. Lighters and matches are prohibited and will be confiscated, and the student in possession will face disciplinary action. Students lighting matches and/or lighters in school will face additional consequences.

### WITHDRAWAL FROM SCHOOL

A student who is withdrawing from school must report to the guidance office for an exit conference. The counselor and the student will complete a withdrawal form that assures the payment of fees and the return of all books and other school property. Transfer of the student's records will also be arranged at that time. Final approval for all withdrawals will be made by the high school principal.