

# Mukwonago High School Student & Parent Handbook



(Click on photo to be directed to building web page)

605 W Veterans Way  
Mukwonago, WI 53149  
262-363-6200



This handbook is intended to provide information on Mukwonago Area School District policies and procedures for students, parents and guardians. A full catalog of district policies may be found at the link below. This handbook highlights a selection of policies critical to student safety and attendance.

<https://go.boarddocs.com/wi/masd/Board.nsf/Public?open&id=policies>

This handbook is posted on the school website here or may be requested on paper from any school building or the Administration Building.

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# Introduction

Dear Students and Parents,

This handbook will acquaint you with school policies, procedures, and activities. Through a careful study of its contents, you will find the answers to many questions concerning your education. The school provides excellent educational opportunities which encourage the development of your interests and abilities to their maximum. We wish you the best in your high school career and are ready to assist you in any way possible that will make your education a rewarding and meaningful experience.

## Administration

|                               |                     |                      |  |
|-------------------------------|---------------------|----------------------|--|
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## Activities Program

The purpose of the Student Activities Program is to give students an opportunity to combine the various aspects of their academic learning into personal action. "Life, the living process, has no academic majors." Student Activities offer young people a place to try out their academic skills in a community-like environment. Here is the making of values and personalities that no single classroom can ever offer. Student Activities present the student with real situational challenges. It has decisions to be made and problems to be solved that involve the possibility of success or failure. Complete your total education. Select an activity and pursue it with active learning. [Click here for a list of current activities and advisors.](#)

An extracurricular activities program shall be offered to students in the schools in the district. Participation in school sponsored extracurricular activities shall be in accordance with established school and activity rules.

The administration shall select advisors for supervision of all school sponsored extracurricular activities.

Students who violate school and/or activity rules while participating in extracurricular activities shall be subject to disciplinary action or removal from the activity.

The school district shall not discriminate in admission to any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or religion.

### Activities & Clubs - Establishing and Continuing

The Mukwonago Area School District Board of Education recognizes the contribution clubs and activities can make to the academic, career growth, and physical development of students. Requests for clubs and activities must be submitted annually for the coming year, in time to be included in staffing plans. The School Board will not approve additions to the budget for new activities.

1. Nature: A club or activity's major purpose must be consistent with the school district mission and be directed toward physical development, mental development, service, career, or academics.
2. Interest Level: There should be at least 15 students committed to joining a new club or activity before it will be given consideration. If a club or activity drops below 10 members, that club or activity should be reviewed at the first meeting or practice. A report must be made to the Activity Director before continuation is given.
3. New club requests since January 2004 (Board policy) are to be at no cost to the school district.
4. A club will be defined as: An organized group of students whose activities are concomitant to the local school program with an emphasis on educational, civic and leadership activities. Clubs must have an organizational structure, program of work, and the bylaws should include:
  - purpose
  - membership
  - voting
  - officers
  - finances and dues

Clubs must have an advisor and should operate in an orderly manner so those students will learn how organizations and governmental bodies operate. The club must provide its own finances and may not exceed their resources within the Activity Account. An annual budget projection is due annually at the same time other district budgets are due.

5. An Activity will be defined as: An organized group of students whose function and purpose is concomitant to the local school program. Activities must have a chairperson/advisor.
6. Evaluation: The building administration and Activities Director will jointly review requests for club status on the basis of criteria outlined above. Decisions will be based on the primary purpose of an organization; secondary purposes will not enter into the decision.

If a request for a club is denied, the petitioning group may appeal the decision to the Director of Curriculum and Instruction. The next levels in the appeal process will be the Superintendent, then the Board of Education.

## **Alternative Pathways to Graduation**

### **GOAL**

The GOAL program is an alternative education pathway available for juniors and seniors who are at-risk of not graduating on time. If a student fails a course, it is expected that a student will retake the in-person class before being enrolled in the GOAL program whenever possible. Students cannot take a course for the first time through GOAL. APEX online instruction is the platform used for GOAL credit-recovery courses. Upon completion of the APEX course, students will receive a pass/fail grade on their transcript. When all GOAL courses are complete, students will be scheduled into a study hall or an in-person class. Only district-approved APEX courses that align with our in-person curriculum are offered. Students must receive a 70% in their APEX courses in order to successfully pass the class.

### **GEDO 2: General Education Diploma Option**

The GEDO2 Program allows the Mukwonago Area School District to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. A student who passes the GED tests and completes all GEDO2 program requirements, including the 90% attendance rate and 80% grade in Careers, Civics and Personal Finance is entitled to the traditional high school diploma.

There are specific Department of Public Instruction (DPI) assurances and programming requirements that Mukwonago High School must meet in order to offer the GED Option 2 Program. Some of these include:

- Students served will be at least 17 years of age.
- Students will be at least one year behind their 9th grade class in credits earned.
- Students served will demonstrate an ability to read at or above the 9th grade level.
- Formal meetings will be held before a student is allowed to begin the GEDO 2 program.

For additional information regarding the GEDO2 program, please contact the student's counselor.

### **S.O.A.R Alternative Education Pathway**

S.O.A.R. is a non-traditional learning environment, providing a blend of group and personalized learning experiences. Efforts are made to overcome barriers through academic, social, and emotional development, and service learning in order to prepare for the transition from adolescent to adult life and/or re-entry into the traditional educational program.

The program is for those students in the Mukwonago Area School District who are struggling with social, emotional, academic and/or behavioral needs in the traditional school environment. See the [S.O.A.R. Handbook](#) for more information. Formal meetings will be held before a student is allowed to begin the S.O.A.R. program. For additional information regarding the S.O.A.R. program, please contact the student's counselor.

## **A.P. Classes / Level 5 World Language**

Mukwonago High School has an Advanced Placement program in multiple subject areas. Students should select these classes based on teacher recommendations, interest level in the subject, and a high degree of self-motivation.

Advanced Placement courses which may earn high school students college credits are:

|                                |                                      |
|--------------------------------|--------------------------------------|
| AP Biology                     | AP Human Geography                   |
| AP Computer Science A          | AP Economics                         |
| AP Computer Science Principles | AP Psychology                        |
| AP Calculus AB                 | AP Statistics                        |
| AP Calculus BC                 | AP Physics I                         |
| AP Chemistry                   | AP Physics II                        |
| AP English Language & Comp     | AP U.S./Comparative Gov't & Politics |
| AP English Lit. & Comp         | AP U.S. History                      |
| AP Environmental Science       | AP World History                     |

## **Appropriate Apparel**

Personal pride and school pride should be major factors in determining proper dress. Dress and grooming are two factors considered by employers in the hiring and retention of personnel. Grooming is often closely associated with one's productive performance and positive behavior. Reference Board Policy #5511 Dress and Grooming.

Clothing should reflect concern for the health and for the safety of individuals in the buildings, respect for other individuals and school property, and should not create disruption. In all instances, if the wearing of specific clothing causes a disruption or interference with the educational process, the clothing will not be allowed.

Students must wear clothing, jewelry, and shoes that do not interfere with the health or safety of the student or others and do not cause damage to the building.

Footwear must be worn at all times when in the school building or on the school grounds.

Special classes (shops, labs, etc.) may establish additional rules governing dress, safety equipment, and hair.

Students must not wear clothing that:

- Displays expressions that are obscene, profane, or pornographic;
- Represents illegal behavior;
- Demeans on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
- Advocates pain, death, or violence;
- Advocates use of drugs, tobacco, or alcohol.
- Wear or carry coats or jackets during the school day.
- Wear hats or other headwear (headbands, bandanas, etc.) during the school day. The principal of any school may allow exceptions to this policy for medical or religious reasons or in celebration of a special pep rally, spirit

day, or hat day.

- Wear sunglasses in the building during the regular school hours, unless the use of sunglasses indoors has been prescribed by a medical practitioner. The principal of any school may allow exceptions to this policy in celebration of a specific theme day.

Students may, with teacher approval:

- Wear sweatshirts or light jackets if the school is unable to maintain a comfortable level of warmth.
- Wear light windbreakers or light jackets bearing the school logo to promote school spirit.

| Tops must:   | Bottoms must:                           |
|--|---|
| Fully cover undergarments<br>Cover front, back, and sides of body (no cleavage)<br>Meet the top of shorts, skirts, or pants (no midriff) | -Fully cover undergarments and buttocks |

### **Procedure for dress code correction:**

Students dressed in a manner which violates or is not consistent with this policy shall be sent to the principal's office and shall be required to remove or change the particular articles of clothing in question. This may necessitate being sent home for appropriate clothing.

## **Assembly Programs**

Student attendance at assemblies may be either required or optional. Students who attend assemblies are expected to behave in a courteous, attentive, appreciative manner. Remember, the impression of our school gained by assembly guests are the results of your behavior at the assembly.

## **Athletics**

Mukwonago High School has a complete athletic offering. There are opportunities for students to participate in a competitive sport.

Athletic participation offers students the priceless challenge to combine mental, physical, and emotional abilities in the pursuit of total individual and team excellence. It is a rare opportunity to be all you possibly can. Mukwonago High School encourages you to participate.

We also encourage you to spectate. Support and appreciate excellence in athletic skill. Back your school, your teams and your fellow students with the pride and the respect that they deserve and you represent. The following athletic opportunities are offered at MHS:

| FALL: Boys  | FALL: Girls   |
|---|---|
| Cross Country<br>Football<br>Soccer<br>Volleyball | Cross Country<br>Golf<br>Swimming<br>Tennis<br>Volleyball |
| WINTER: Boys                                      | WINTER: Girls   |
| Basketball<br>Downhill Ski Race                   | Gymnastics<br>Basketball                                  |

|   |   |
|---|---|
| Wrestling<br>Swimming<br>Hockey                         | Downhill Ski Race<br>Hockey                       |
| SPRING: Boys  | SPRING: Girls                                     |
| Baseball<br>Golf<br>Tennis<br>Track & Field<br>Lacrosse | Softball<br>Track and Field<br>Soccer<br>Lacrosse |

\*Girls Swim Co-op with Waukesha South

\*Boys Swim with Waukesha West

\*Girls Hockey with Brookfield Central

\*Boys Hockey with Kettle Moraine

### Athletic Code of Conduct

The athletic behavior code requires that behavior expectations be met all year. Behavior codes (except in-season rules set by the coach) apply in-season, out of season, and during the summer. All MHS students registered on a MHS team roster at any level are subject to code expectations and consequences for violations. MHS students registered on a MHS team roster at any level are subject to code expectations and consequences for violations. The complete athletic code can be found [here](#).

### Attendance

The Mukwonago Area School District encourages a strong partnership among the home, school, and community. It recognizes a positive relationship between school attendance and success in school and employment. If students are to learn and grow, parents/guardians, students, and school personnel must recognize their responsibilities to ensure regular attendance.

The Mukwonago Area School District takes a proactive approach to preventing truancy through a multi-level system of positive behavior interventions and supports, including school-wide reinforcements and re-teaching, proactive lessons, individual student meetings, group work, attendance improvement plans, and problem solving teams. All teachers are required to submit daily attendance reports on all pupils under their charge to the school attendance officer.

It is the responsibility of the parent/guardian to have his/her child ages 6 to 18 (and students enrolled in 5-K) attend school, unless excused by school board action, graduation has occurred, or the student is in a program leading to graduation.

### School Notification of Absence

In the event a student must miss school for an excused absence the following procedures should be followed by parent/guardians:

1. Parents/guardians must call the 24-hour **attendance phone number: 262-363-6200 / Option 1** by 9:00 a.m.

Call-in information must include: the student's name, grade, date, and periods of absence, and reason for absence or

late arrival. Any student falsifying a call or who is unexcused from a class period may have disciplinary consequences assigned by an administrator. This rule applies to all students, including those that are 18 years of age or older.

2. The school reserves the right to determine whether an absence will be considered excused or unexcused.
3. A record of attendance is required by law and is carefully noted (excused and unexcused) on the student's permanent record.

## **Excused Absences**

A student may be excused by the parent/guardian for 10 partial or full days with written notice. Such absences include:

- College visits
- Family trips
- Family or personal illness / emergencies
- Religious holidays
- Medical, legal, or personal appointments that cannot be made outside of the school day.

## **Student Vacations and Family Trips**

Student vacations or family trips contribute to the 10 parent-excused absences allowed per year. Extended absence and vacation requests should be submitted to the school attendance office at least one week in advance of the planned absence/vacation. Failure to follow this procedure may result in the absence being unexcused.

[MASD Planned Absence Form](#)

## **Unexcused Absences**

When a student does not appear in class, or is absent beyond the limit of time considered tardy, the student is marked absent. When a student is marked unexcused without parental notification, a phone call may be made to the parent/guardian to notify them of the absence within 24 hours. Students may be required to make up unexcused absences in a location and manner determined by an administrator. The Mukwonago Area School District will notify families when a student is repeatedly tardy/truant. Parents/guardians may be invited to an attendance problem solving team meeting to provide input and insight on their student's attendance patterns and to contribute to an attendance action plan for improvement.

## **Late Arrival / Tardiness**

When late to school a student must report to the attendance office for a tardy slip to admit you to class. Failure to check in upon arrival will result in disciplinary consequences. The second unexcused tardy and any thereafter in one semester will result in an office referral. NOTE: Mechanical car problems or oversleeping are regarded as unexcused absences.

Tardiness to class is a behavior managed by teachers. After the 3rd tardiness to class, the behavior becomes an office-managed behavior and a referral will be entered into Infinite Campus.

## **Truancy**

Wisconsin statutes define "truancy" as any absence of part or all of one or more days from school during which the school has not been notified of the cause of the absence by the parent/guardian of the absent student.

A student is required to attend all assigned school classes, study halls, including after-school detention. Failure to attend assigned classes, study halls or after-school detentions, without an acceptable excuse to the school administration, will result in the matter being recorded as a truancy.

“Habitual truant” is “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.” Wis. Stat. §118.16(1)(a).

Students and/or parents who violate Wisconsin Statutes may receive a Municipal truancy citation and/or may be referred to the Waukesha County Social Services and to the court system of Waukesha County. Additionally, students attending the District via the open enrollment program who are habitually truant may have their open enrollment status terminated at semester or at the end of the school year.

When a student plans to withdraw from the Mukwonago Area School district, a formal withdrawal process must be completed and all fees must be paid prior to the student leaving the school setting. If the Mukwonago Area School District does not receive a request for the student’s records from the student’s new school within two weeks after the withdrawal date, it will be necessary to investigate the matter for a possible truancy referral.

### **Leaving During The School Day**

Students who become ill while on the school campus must report to the health room. If it is the opinion of school personnel that the student should go home, parents will be contacted by school staff to make these arrangements. No student will be sent home from the school campus during the school day without parent awareness (unless in a medical or legal emergency and the parents are unavailable for contact.) Students who leave school without checking out through the health room or attendance office will be marked truant.

### **Extra Curricular Attendance Requirements**

To participate in practices or competitions, students must be at school by the end of the lunch periods. Typically that is 12:15 PM on Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, lunches end at 12:30 PM. Exceptions can be made due to doctor appointments, college visits, funerals, etc. Pre-approval should be made with the athletic office, in those cases.

Limited involvement in extracurricular activities may also be approved in cases of students missing school due to diagnosed mental health concerns. The amount of involvement would be at the discretion of MHS Administration as well as the coach/advisor of the activity.

### **Work Completion Policies After Absences**

#### **Excused Absences**

Students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines.

1. Students, with the help of the parent/guardian, must be responsible to contact their teacher to make arrangements for making up work missed during an absence from school.

2. Students who miss classes for reasons that are excused will be given the opportunity, whenever possible, to make up missing work when they return to school. If it is impossible to make up missed work, the teacher may substitute an equivalent assignment. In no case shall students be penalized solely for the excused absence.
3. Teachers will allow students the same amount of time the student has been absent to make up work. Teachers have the discretion to extend the make-up timeline to support student learning opportunities. This provision applies to all work assigned during the absence.
4. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher. If the student and the teacher cannot mutually agree, the student, teacher, and administrator will meet to work out an acceptable arrangement.

### **Unexcused Absences**

Students are responsible for all material presented during the unexcused absence. All students with unexcused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school.
2. Students with unexcused absences shall be permitted to make up major examinations if course credit is at risk. Examination make-up date(s) shall be determined by administrator/teacher discretion. Students in this circumstance shall be prepared to make up the exam on the day of return.
3. Credit for make-up work can be given only after the student has satisfied the terms of any consequences imposed for unexcused absences. The extent to which make-up work credit can be applied shall be judged on an individual basis. The building administrator and respective teachers are to apply professional discretion as to make-up work assigned and the degree of credit and/or grades given.

## **Behavior Expectations**

### **The Mukwonago Way**

The Mukwonago Way embodies the expectations for all MHS students to utilize positive, productive decision making skills through the PBIS model. PBIS (Positive Behavior Interventions and Support) is an evidence-based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate, and support improved academic outcomes for all students.

### **Our Muk Way Mission**

To support positive student academic and behavioral achievement by utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment.

### **Our Muk Way Values**

BE RESPECTFUL  
BE ENGAGED  
BE RESPONSIBLE  
BE SAFE



# The Muk Way

At Mukwonago High School, students will...

## Be Respectful

Be *kind, courteous* and make others feel *welcome*.

Use *appropriate* and *non-offensive* language.

Be *accepting* of diversity and cultures within the school and considerate of all perspectives.

Give others *privacy* in locker rooms and bathrooms.

*Respect* your own, other's and MHS property.

## Be Engaged

*Ensure* teaching and learning can take place without distractions.

*Strive* for *excellence* and take *pride* in your achievements.

Remain *on task* and *in class* the first and last 10 minutes ("10 & 10").

Use school devices to *complete academic tasks* and personal devices when and where appropriate.

## Be Responsible

*Follow* the *Muk Way* inside and outside of the school setting, and use an appropriate volume level for the environment.

*Clean* up after yourself.

*Arrive* to class *on time*.

*Adhere* to district *dress code* policy.

## Be Safe

Make *good decisions* to *avoid* conflict.

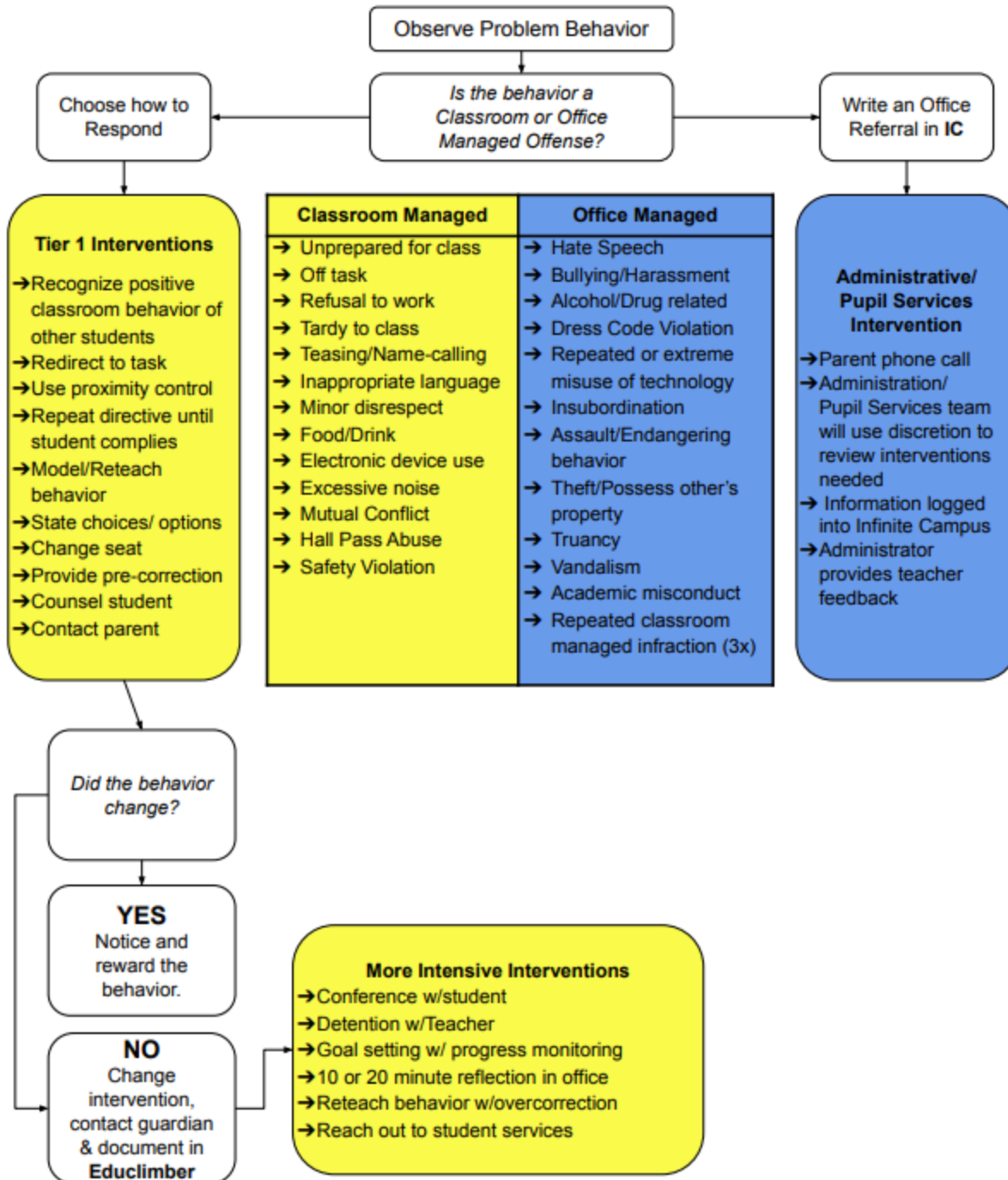
Be in the *right place* at the *right time*.

*Report threats* and suspicious activities to a trusted adult.

*Maintain safety* for yourself and others in all school areas, including buses, field trips and athletic events.

Stay in *supervised* and designated areas.

# MHS Behavior Flowchart



## Possible Office Consequences

The following actions may take place after the MUK Way Expectations are not met: restorative conference with student, warning, behavior contract, loss of privileges, parent notification, parent conference, lunch detention, restitution, 1-2 hour after school detention, suspension, and/or expulsion. **Board Policy 5600.01 - DISCIPLINARY CONSEQUENCES FOR STUDENT MISCONDUCT** will be followed.

## Appeal Process

The student and his/her parents have the right to appeal (with legal counsel, if desired) a school matter. Every attempt should be made to resolve the problem at the original source. If unsuccessful, an appeal can be made to the school principal. If the student and/or parent still have concerns about the issue, they may meet with the superintendent of schools. Continued concern over the issue would require an appeal to the school board. A school board's decision may be appealed to the Department of Public Instruction or circuit court if necessary. Detentions must be appealed prior to the assigned date.

## Student Removal from the Classroom

A student may be removed from class for unsafe conduct or behavior or that which interferes with the learning environment. This type of behavior includes but is not limited to the following:

- Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
- Destroying the property of the school or another student.
- Loud, obnoxious or outrageous behavior which interferes with the ability of the teacher to teach effectively.
- Open defiance and disrespect of the teacher, manifest in words, gestures or other behavior.
- Interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.
- Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, spitting, pushing, shoving, poking, pinching or grabbing.
- Inappropriate verbal or written conduct intended or likely to threaten, upset, distracts or annoys others, such as name calling, teasing or baiting.
- Behavior that may constitute sexual or other harassment.

## Excessive Displays of Affection

Excessive displays of affection are not appropriate at school or school activities and will result in disciplinary action being taken. The following are some examples of excessive displays of affection:

- Explicit language referring to genital areas and body interactions or gestures with profane intent.
- Hands below the belt, on the breasts, inside clothing and in another's pockets.
- French kissing or any form of kiss lasting more than a second.
- Sitting on laps, sitting on laps while facing each other with legs intertwined and sitting on bookshelves with legs intertwined.
- Dancing that includes suggestive body language or involves intimate body contact between partners.

A charge of sexual assault could result if a complaint was made by one of the parties involved in the above listed actions.

## **Inappropriate Language & Hate Speech**

Inappropriate language such as the use of profanity or other obscene language is not acceptable and may result in consequences.

Hate speech is defined as any form of expression through which speakers humiliate or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, or origin. Such incidents are unacceptable and will be taken seriously in order to maintain a safe environment for all students to learn. Consequences for incidents of hate speech may result in immediate suspension and may be referred to the Mukwonago Police Department.

## **Fighting**

Fighting is unacceptable and will be taken seriously to keep all of our students safe. Consequences for fighting in school, on school bus, or extracurricular activity may result in immediate suspension and may be referred to the Mukwonago Police Department for disorderly conduct or assault.

## **Tailgating**

Mukwonago Area School District realizes that interscholastic sports are an educational activity providing a positive experience for students. For prevention of personal injury and preservation/maintenance of district property tailgating is prohibited in Mukwonago Area School District parking lots. Picnicking in areas other than the parking lot is possible with an approved Facility Use Form, supervision by non-students over age eighteen, and an approved activity plan.

## **Vaping, Smoking, and Possession of Vaping/Tobacco Products /Ignition Devices**

Possession, smoking, and use of any tobacco, nicotine products, or any device that dispenses nicotine by students is prohibited by law and prohibited in all district buildings, on school property, in school buses and at all school sponsored events.

Smoking, chewing, or possession of tobacco products on school district property will result in an administrative referral to the Mukwonago Police Department for issuance of a municipal citation. This policy also applies to school-sponsored, off-campus field trips.

## **Alcohol and Drugs**

The Mukwonago Area School District is committed to maintaining a safe and drug-free school environment. Therefore, the district will not condone or tolerate the sale, possession, or use of alcohol and other drugs on school premises or at school-related activities. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. The District may authorize the use of alcohol breath testing (breathalyzers) if they feel it's necessary under reasonable suspicion that a student is under the influence.

### **Prohibitions**

- the use, possession, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state, and federal statutes)
- being under the influence of alcohol or controlled substances
- the possession, distribution or sale of look-alike or counterfeit drugs and/or controlled substances, or look-alike

- alcohol (e.g., near beer)
- the distribution, possession or sale of prescription or over-the-counter drugs. Prescription medications are construed to be exceptions to this policy when used by the student for whom they were prescribed, in the manner and amount prescribed, and in accordance with School Board Policy.
- misusing or abusing other potentially harmful products or substances which by their content or nature could adversely affect student health, performance, and demeanor, presents a danger to other students, or a disruption to the school environment.

### **Consequences for Alcohol and/or Drugs, Use, Possession and/or Distribution**

Use, possession, sale, or distribution of alcohol or any other illegal controlled substance, including unauthorized use of any over-the-counter mood-altering drugs is considered a Level III violation and will be handled according to board policy 5560.

### **Weapons in School**

No one shall possess, use or store a weapon or imitation weapon in school buildings, on school property, in a District vehicle or school bus, or at any school-sponsored function or event. The sole exceptions to this policy are weapons under the control of law enforcement personnel, and the use of weapons or imitation weapons for school-sanctioned purposes approved in advance by the Building Administration.

A weapon is defined as a firearm loaded or unloaded, knife, razor, martial arts device, explosive device, metal knuckle, chemical/ biological agent, BB or pellet-firing gun, starter pistol, or any other object or substance which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. An imitation weapon is defined as toy guns, water guns, non-working replicas of weapons, cap guns, poppers, war souvenirs, spiked jewelry/apparel, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it was manufactured for that purpose.

Law enforcement personnel may be contacted in all weapons situations. School officials will attempt to confiscate any and all weapons or imitation weapons. If it is determined that a student is in possession of a weapon or imitation weapon, other than a firearm, the student may be suspended and the student's parent/guardian notified. Further disciplinary measures, including expulsion, may be recommended at the discretion of the Building Principal or designee.

Students with knowledge of the weapon or imitation weapon but who fail to report it may also be considered for suspension. Further disciplinary measures, including expulsion, may be recommended at the discretion of the Building Principal or designee.

If the weapon is a firearm, the school board shall suspend the student from school, commence expulsion proceedings, and expel a student from school for not less than one year if it is found that the student, while at school, or under the supervision of a school authority, possessed a firearm.

### **Expulsion**

According to Section 120.13 of the Wisconsin Statutes, "The school board may expel a pupil from school whenever it finds him guilty of repeated refusal or neglect to obey the rules, or finds that he engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his expulsion." Offenses which are illegal and/or threaten or endanger the health or safety of another person may require the immediate removal from school property and/or referral to the

appropriate authorities. These types of offenses shall be designated as class I offenses. All other unacceptable behavior shall be designated as class II offenses.

## **Bullying & Harassment**

It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions 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.

Furthermore, the School District prohibits its employees and students from any actions or words, which can be construed as sexual harassment. Violations of this policy will not be tolerated by the District and may result in discipline, up to and including immediate termination of an employee or expulsion of a student.

As such, the Mukwonago Area School District board has adopted three distinct policies prohibiting all forms of bullying, harassment, and hazing:

- [Student Hazing \(Board Policy 5516\)](#)
- [Student Anti-Harassment \(Board Policy 5517\)](#)
- [Bullying \(Board Policy 5517.01\)](#)

### **Bullying**

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristics. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

### **Harassment**

Harassment means 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 that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her 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.

## Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

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

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
  - 2. rating a person's sexuality or attractiveness;
  - 3. staring or leering at various parts of another person's body;
  - 4. spreading rumors about a person's sexuality;
  - 5. letters, notes, telephone calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- I. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, 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.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

For additional definitions relating to harassment, view [Board Policy 5517](#).

### **Bullying & Harassment Reporting Procedures**

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.

- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer and the building principal or Superintendent.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

### District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

|  |   |
|--|---|
| <p>Mrs. Christine Bowden<br/>         Director of Pupil Services<br/>         Mukwonago Area School District<br/>         385 E. Veterans Way<br/>         Mukwonago, WI 53149<br/>         (262) 363-6300 x 24200<br/> <a href="mailto:bowdech@masd.k12.wi.us">bowdech@masd.k12.wi.us</a></p> | <p>Mrs. Rachel Hermann<br/>         Director of Human Resources<br/>         Mukwonago Area School District<br/>         385 E. Veterans Way<br/>         Mukwonago, WI 53149<br/>         (262) 363-6300 x 24500<br/> <a href="mailto:hermara@masd.k12.wi.us">hermara@masd.k12.wi.us</a></p> |
|--|---|

### Bullying & Harassment Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

## **Bussing**

**Dousman Transport** (262-363-7176) is a private carrier contracted by the Mukwonago School District to provide bus service for Mukwonago High School.

## **Bus Behavior**

Students must enter, ride and exit the bus according to established procedures and refrain from conduct that does not respect the rights, dignity and safety of all individuals.

The same rules of conduct apply at school and on the bus, including the use or possession of tobacco, alcohol or drugs. In addition, the driver shall not require or allow passengers to stand while the vehicle is in motion except while the passenger is going door to door or seat just prior to stopping or immediately after loading. Windows are to be opened only with the permission of the driver. (Cha. MVD 17 School Bus Regulations & Wisconsin Statutes, Dept. of Transportation.)

## **Child Abuse and Neglect**

It is the purpose of this policy to protect the health and welfare of children. Reporting of suspected child abuse and child neglect assures that appropriate protective services will be offered to families of abused and neglected children, thereby protecting children from further harm and promoting the well-being of the child in his/her home setting, whenever possible.

The Board recognizes its obligation in the detection and reporting of suspected child abuse and neglect. In accordance with the Wisconsin State Statutes school personnel will report incidents to the appropriate authorities.

In-service instruction will be provided to all district staff in order to assure a wide range of coverage and familiarity with the intention of this policy and its procedures for implementation.

## **College Credit Opportunities**

Summer Courses - Applications must be submitted by February 1

Fall Semester - Applications must be submitted by March 1

Spring Semester - Applications must be submitted by October 1

Applications to take courses already offered at Mukwonago High School will not be approved. If a pupil receives a failing grade or fails to complete an ECCP course, the student/family will be responsible for reimbursing the district.

Transportation is the responsibility of the parent/guardian and student. State reimbursement may be available through direct application by the parent/guardian or student to the Department of Public Instruction.

## **Early College Credit Program(ECCP 4yr)**

High school students in grades 9 through 12 can take classes at a four-year college through the Early College Credit Program (ECCP). Students may earn college and high school credit through the program.

Under ECCP, the costs of the courses are shared among the IHE, the school district or private school, the state, and in some cases the student's family.

The Board of Education will limit the credits for which the district will pay at institutions of higher education under the ECCP to 18 credits per student.

More information may be found on the following websites:

**Early College Credit Program State Statute Link:** [\(118.55\)](#)

**DPI Website:** <https://dpi.wi.gov/dual-enrollment/eccp>

**DPI Communication Tools:** <https://dpi.wi.gov/dual-enrollment/eccp/communication>

**DPI ECCP FAQ:** <https://dpi.wi.gov/dual-enrollment/eccp/frequently-asked-questions>

ECCP applications and other resources can be found at the ECCP links below. Students need to complete the ECCP Participation Form for either the UW System or Private, nonprofit institution found at the websites below and turn it into your counselor or to the district office.

**UW System Schools:** [UW Early College Credit Program Information Page](#)

**Private, nonprofit institution of higher education:**

<https://www.waicu.org/dual-enrollment/eccp>

### **Start College Now (SCN Tech)**

High school students in grades 11 through 12 can take classes at Wisconsin's technical colleges through the Start College Now (SCN) program. Students may earn college and high school credit through the program.

Under SCN, the costs of the courses are shared among the Institution of Higher Education (IHE), the school district or private school, the state, and in some cases the student's family.

The Board of Education will limit the credits for which the district will pay at institutions of higher education under the SCN program to 18 credits per student.

### **WCTC Dual Enrollment**

This program involves spending the majority of your school day, both fall and spring semesters, at WCTC. You are required to provide your own safety equipment (e.g. shoes or goggles), school supplies and transportation to and from campus. After successfully completing the program, you'll earn a WCTC certificate or diploma along with high school credits.

The Dual Enrollment Academy helps ease the transition from high school to post-secondary education, giving you insight into college academics and a jump start on apprenticeship programs. This initiative also gives business and industry access to a pipeline of new, well-trained talent.

Learn more about the Dual Enrollment Academy:

- [Programs](#)
- [Eligibility](#)
- [Timeline and Checklist](#)

**MHS Counseling Vision Statement:**

Students at Mukwonago High School are responsible, empathetic, goal oriented and respectful citizens advocating for a better community and driven in the pursuit of lifelong learning.

**MHS Counseling Mission Statement:**

The mission of the Mukwonago High School Counseling department is to provide collaborative, comprehensive, equitable, and data-driven programming that supports all students. Purposeful programming will include academic, career, and social emotional components ensuring every student continues to strive for lifelong learning post graduation.

**Counseling Services**

The high school counseling services team (counselors, psychologist, social worker, and school resource officer or other agencies) addresses the academic, career, personal/social, and mental health needs and development of all students. The school counselors, school social worker, and school psychologist work collaboratively with teachers, administrators, parents/families, and community partners to provide comprehensive, coordinated, integrated, and customized support. Services provided include: assessment, screening, and evaluation; individual and small group counseling; classroom instruction; collaboration and partnerships with community-based systems; and services for staff.

Students are assigned a counselor alphabetically, as indicated in the staff directory. The counselor will work with the student throughout his or her high school experience. The school psychologist and social worker are available to all students and families upon request. Families who wish to change counselors must fill out this [Counselor Change Request Form](#). Change requests will be reviewed by a committee that includes a member of MHS administration.

**Daily Schedule**

|  |               |                |                  |                 |               |
|--|---------------|----------------|------------------|-----------------|---------------|
|  | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|--|---------------|----------------|------------------|-----------------|---------------|

|                       |                    |                    |                                    |                    |                    |
|-----------------------|--------------------|--------------------|------------------------------------|--------------------|--------------------|
| 1<br>7:30 - 8:40      | Period 1<br>Yellow | Period 2<br>Red    | Period 1<br>Yellow                 | Period 2<br>Red    | Period 1<br>Yellow |
| 2<br>8:45 - 9:55      | Period 3<br>Blue   | Period 4<br>Pink   | Period 3<br>Blue                   | Period 3<br>Blue   | Period 2<br>Red    |
| Flex<br>10:00 - 10:30 |                    |                    | Advisory<br>10:00 - 10:45          |                    |                    |
| 3<br>10:35-12:15      | Period 5<br>Orange | Period 5<br>Orange | Period 4<br>Pink<br>(10:50-12:30)  | Period 5<br>Orange | Period 4<br>Pink   |
| 4<br>12:20 - 1:30     | Period 7<br>Purple | Period 6<br>Green  | Period 7<br>Purple<br>(12:35-1:45) | Period 6<br>Green  | Period 6<br>Green  |
| 5<br>1:35 - 2:45      | Period 8<br>Silver | Period 8<br>Silver | Early<br>Release                   | Period 8<br>Silver | Period 7<br>Purple |

|             |                     |                     |
|-------------|---------------------|---------------------|
|             | M, T, Th, F         | Wednesday           |
| 3 (A Lunch) | Lunch 10:35 - 11:00 | Lunch 10:50 - 11:15 |

|             |   |   |
|-------------|---|---|
|             | Class 11:05 - 12:15   | Class 11:20 - 12:30   |
| 3 (B Lunch) | Class 10:35 - 11:10<br>Lunch 11:10 - 11:35<br>Class 11:40 - 12:15 | Class 10:50 - 11:25<br>Lunch 11:25 - 11:50<br>Class 11:55 - 12:30 |
| 3 (C Lunch) | Class 10:35 - 11:45<br>Lunch 11:50 - 12:15                        | Class 10:50 - 12:00<br>Lunch 12:05 - 12:30                        |

**M-T-Th - Lunch is held during Block 3 - Period 5 - Orange**

**W/Fr - Lunch is held during Block 3 - Period 4 - Pink**

## Dance Rules/ Expectations

During the year dances are scheduled for Mukwonago High School students only. Guest passes may be issued by the sponsoring advisor and must be completed in advance. All guests are to be of high school age. At no time will students younger than 9th grade or older than 12th grade be permitted at Mukwonago High School dances. Approval or denial will be screened by the Associate Principals' Office.

ALL school policies are in effect at all school sponsored dances, including those taking place off school grounds.

Once a student has left the dance he/she must leave school grounds and will not be readmitted for any reason.

Styles of dance will be restricted to those that do not endanger the safety of others in the area (example-slam dancing, moshing, grinding, dancing suggestively, sexual activity, and body passing not permitted).

Admittance will not be allowed after 9:45 p.m. at dances beginning at 8:00 p.m., and the dance will end at 11:00 p.m. Admittance will not be allowed after 10:15 p.m. at dances held after games and other activities and the dance will end at 11:30 p.m. (Prom is an exception.)

## Homecoming Court

Criteria for eligibility for homecoming court:

- A. Member in good standing of Senior class
- B. No athletic code violations pending or filed
- C. No pending or filed referrals for current school year; also, no referrals from previous semester II.
- D. No P or N attitude effort grades from previous semester II)

Possible waiver of either or both C and D upon administration appeal review.

## Prom Court

Criteria for eligibility for Prom Court:

- A. Member in good standing of Junior class
- B. No pending or filed referrals from current school year.

- C. No P or N attitude effort grades for current school year.

Possible waiver of either or both B and C upon administration appeal review.

## **Deliveries During the School Day**

All deliveries for students should be brought to the Main Office for distribution to students during the school day. Students are not to order food to be delivered to school during the school day without prior permission from a staff member.

## **Dual Enrollment**

2013 Wisconsin Act 20, the 2013-15 biennial budget act, eliminated Part-Time Enrollment and, in its place, established a new program for students entitled Dual Enrollment. Dual Enrollment still provides a means for Wisconsin students to take courses offered by other Wisconsin school districts, but now also includes the opportunity for students to enroll in courses offered by charter schools, various institutions of higher education, and approved nonprofit organizations at no cost to the student. Specifically, the new Dual Enrollment law 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 Dual Enrollment statute as: A public school in a nonresident school district; the University of Wisconsin System; a technical college; nonprofit institutions of higher education; a tribal college; a charter school; and a nonprofit organization that has been approved by the Department of Public Instruction (DPI). Follow this link <http://courseoptions.dpi.wi.gov/> for additional information about Dual Enrollment including the application form and guidance for submitting and processing the application.

The Board of Education limits a student's credit enrollment at district expense to 18 postsecondary credits over the high school junior and senior years effective with classes taken fall of 2004-05.

If a student fails a course or does not complete a course the student enrolled in as part of ECCP, and the student's school board or private school governing body paid for the course, the board or governing body may request a reimbursement from the student for the course costs incurred. Upon receiving such a request, the student must either reimburse the school board or private school governing body or forfeit future participation in ECCP and SCN. [s. 118.55 (7t), Stats.]"

## **Elevator Use**

All students with handicapping conditions warranting use of the elevator will be informed by the health room personnel that they (the student) are to use the elevator rather than the stairs to avoid injury. The health room aide will provide instruction in the proper and safe use of the elevator and decide for assisting the handicapped student when necessary. The elevators are not for general public use.

## **Examinations, Semester/Final**

Semester/final examinations are given at the end of each semester, over a three-day time period, for all courses. Exams are given on the day designated by the examination schedule unless school is canceled on the day of the examination or a modification has been made by the administration. Students unable to take their examinations on the designated date as a result of personal conflict need to see the principal for permission to take the exam(s) on another date.

## Fees

Parents have the option to pay a student's fee(s) online via Infinite Campus Parent Portal, at registration, or in the main office. Fees will be prorated for free/reduced lunch approved students. Free lunch approved students would have fees waived; reduced lunch approved students would pay half the normal fee. [This document](#) outlines the most current MASD student fees.

## Fire Regulations and False Emergency Reports

No student may possess or use any pyrotechnic devices (firecrackers, sparklers, smoke bombs, etc.) or ignite (start) a fire within a school building or on school property without permission of school personnel.

No student may initiate false bomb threats, false fire alarms, remarks, notes, or phone calls which would cause police or fire department personnel to appear at school for no valid reason. Violators will be subject to legal action and expulsion.

## Food Service Program

A complete hot lunch program is available 10:30-12:15. Breakfast is available before school beginning at 6:55 AM. High school students may purchase ala carte food items from our cafeteria snack shop. Students must have cash in hand or money in their lunch account to make ala carte purchases. High school students are not allowed to "charge" their purchases.

Deposits can be made online or by check to the student's food service debit account. Purchases may also be made daily with cash. Students may deposit their money in the mornings in the designated boxes in the main office and Commons. You can deposit money online by logging in to your Infinite Campus Parent Portal.

Students are required to enter their PIN to make purchases at the POS terminal. PINs will be sent to all students and parents via text and email messages one week prior to the first day of school and again on the day before school opens.

## Free Food Service

Mukwonago Area School District Board of Education recognizes the importance of providing free and reduced-price meals for needy children. Good nutrition is an important factor in the educational progress of all school children. Therefore, the following policy has been established in all Mukwonago Area Schools according to the provisions of the National School Lunch Act.

Minimum income standards of eligibility used to determine approval for free and reduced-price meals are based on the United States Department of Agriculture criteria. Free meal applications are now being accepted online through your Infinite Campus Parent Portal. If you are unable to access the Internet, you may obtain a print application from the principal's office or by calling the Food Service Clerk at 262-363-6200 ext 25602. This completed and signed application is to be returned to the principal's office. The District Food Service Department will take the proper action and notify the parent/guardian.

### Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Grading Procedures**

- Students are given a performance grade in each course at the end of each nine week period.
- Mid-way through each grading period, the families of students who are not performing up to their potential or who are in danger of failing a course are notified of the student’s academic performance.
- Final semester grades are recorded on the transcript and are used to determine grade point average.
- Student improvement may be taken into consideration when grading.
- As part of the curriculum evaluation cycle teachers will develop common course descriptions which will include grading criteria and major course requirements.
- Grades should reflect what students know and are able to do. Extra credit will not be given.

**Academic Grades**

- Based only on academic criteria (what the student knows or is able to do within the content of the course).
- Represented by a letter grade and a percentage.
- Semester Grades will be calculated by a running average of the entire semester.
- Final exams for most classes count 20% toward a final semester grade.
- Mukwonago High School uses a consistent grading scale :
  - 100-90.....A
  - 89-80..... B
  - 79-70.....C
  - 69-60.....D
  - Below 60.....F

### Incomplete Grades:

Incomplete grades can be issued if it is determined the student needs extra time to show their knowledge and must have the approval of the principal. Students with a grade of incomplete will be given a specific timeline to complete their work by their instructor. If an incomplete grade is made up between the time grades are reported and report cards issued, it is the responsibility of the teacher to notify the administration of any grade changes.

### Attitude / Effort Grades

The following is the list of criteria established for evaluating a student for the “A/E” grade at the High School:

|                  |  |                    |   |
|------------------|--|--------------------|---|
| O = Outstanding  | exceeds requirements<br>excellent use of class time<br>displays positive leadership<br>always prepared<br>superior to his/her ability                      | P = Poor           | insufficient requirements met<br>inappropriate use of class time<br>negative influence to the class<br>seldom prepared<br>working below ability |
| G = Good         | meets all requirements<br>uses class time wisely<br>positive influence to the class<br>well prepared<br>working above ability                              | N = Not Acceptable | few or no requirements are met<br>completely wastes class time<br>disrupts class activities<br>rarely prepared<br>doesn't use his/her ability   |
| S = Satisfactory | needs encouragement to complete requirements<br>adequately uses class time<br>acceptable in the classroom<br>occasionally unprepared<br>working at ability |                    |   |

### Grading Turnaround Times - Staff Expectations

The district acknowledges that (a) families desire swift feedback and (b) feedback is most instructive when provided quickly. At minimum, staff will post grades every three weeks and at the end of each term for report cards. Staff can choose -- and are encouraged -- to post additional grade updates on a more frequent basis depending on score availability.

### Grade Appeals

All grade appeals begin with the teacher. If the issue is not resolved at the teacher level it may be appealed in writing to the Grade Review Committee which will be comprised of three people:

- the principal
- a teacher representative selected by the teacher whose grade is in question
- A teacher selected by the student or the student's parent(s). This teacher may not be one of the child's current teachers. If the student or the student's parent(s) do not select a teacher, the school principal will select a teacher to serve on the committee.

A hearing will be scheduled whereby the parent, child, and teacher involved will each present their view to the committee. A majority vote of the committee is required for a change to the appealed grade.

## Graduation Requirements

| Credit Requirements (27 Total) |                     |
|--------------------------------|---------------------|
| <b>English</b>                 | <b>4 credits</b>    |
| Freshman English               | 1 credit            |
| Sophomore English              | 1 credit            |
| Junior English                 | 1 credit            |
| English Electives              | 1 credit            |
| <b>Social Studies</b>          | <b>3 credits</b>    |
| American Government            | 1 credit            |
| World History                  | 1 credit            |
| U.S. History                   | ½ credit            |
| <b>Science</b>                 | <b>3 credits</b>    |
| Biology                        | 1 credit            |
| Physical Science               | 1 credit            |
| Science Elective               | 1 credit            |
| <b>Mathematics</b>             | <b>3 credits</b>    |
| <b>Physical Education</b>      | <b>1 ½ credits</b>  |
| <b>Health</b>                  | <b>½ credit</b>     |
| <b>Personal Finance</b>        | <b>½ credit</b>     |
| <b>Additional Credits</b>      | <b>11 ½ credits</b> |

Refer to the Course Catalog for a more detailed description on graduation requirements. Please note: these High School requirements are different from the minimum requirements for a 4-year university.

### MUK READY Capstone Project

All Mukwonago High School Seniors will be required to create their own MUK READY capstone project. The capstone project is a way for students to outline their college and career readiness as a MHS graduate. This project is often a presentation that outlines their journey at MHS and how it has shaped their post-secondary plans whether that be post-secondary education, going directly into the workforce, enlisting in the military, etc. Students are expected to share their projects with their advisory teacher/mentor and present them to their peers in advisory.

When students finish their MUK READY capstone project, they will be able to answer the following questions:

- What do you plan on doing after graduation?
- Why did you choose to pursue this as your next step on your journey?
- Do you have a plan to financially support that decision?
- What opportunities did you pursue at MHS to help guide your decision?
- Do you have a backup plan?

## Progress Toward Graduation

Students must earn a minimum of 6.5 credits per year in order to be on target for graduation in four years:

|             |                                       |
|-------------|---------------------------------------|
| Freshman -  | Successful completion 6.5 credits     |
| Sophomore - | Successful completion of 13 credits   |
| Junior -    | Successful completion of 19.5 credits |
| Senior -    | Successful completion of 27 credits   |

## Health Room

A trained health room assistant is available to all students during school hours. Parents are contacted whenever a student seeks medical help. A student who becomes ill while on the school campus must report to the health room. Any students on crutches or temporarily handicapped must first report to the Health Room to inform this office about their temporary condition. In an emergency situation, action is taken to serve the best interest of the student.

|                  |  |        |
|------------------|--|--------|
| Noel Menghe      | District Nurse<br><a href="mailto:menghno@mmasd.k12.wi.us">menghno@mmasd.k12.wi.us</a> | x27515 |
| Trisha Heller    | District Nurse<br><a href="mailto:helletr@masd.k12.wi.us">helletr@masd.k12.wi.us</a>   | x25509 |
| Jennifer Huebner | Health Assistant<br><a href="mailto:huebne@masd.k12.wi.us">huebne@masd.k12.wi.us</a>   | x25503 |
| Melanie Wepking  | Health Assistant<br><a href="mailto:wepkime@masd.k12.wi.us">wepkime@masd.k12.wi.us</a> | x25508 |

## Emergency Medical Information Forms

At the beginning of each school year, every student is required to have on file an emergency medical information form. This form will be utilized by the school's health services to contact parents and or family doctors in medical matters and also to be aware of any special medical problems of the student. Students are required to submit the completed form in order to receive their schedule and other material during registration week prior to the opening of school.

## Physical Examinations

All freshmen and students new to Mukwonago High School are encouraged to have a physical examination and dental check-up by their family physician and dentist without cost to the school. Verification of these examinations shall be filed with the school nurse by the end of the first week of school in the fall or within two weeks after a new student to the district registers.

## Immunizations

Students entering Early Childhood, Kindergarten and grades 1 through 12 are required to have received the first of a series of three Hepatitis B vaccines. Students entering Early Childhood, Kindergarten, and non-Wisconsin new students must have dose #1 by the 30th day. State law requires each student to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction exception is filed with the school. The following are the minimum required immunizations:

| Age/Grade   | No. of Doses  |
|-------------|---|
| Grades 9-12 | 4DTP/DtaP/DT<br>1Tdap<br>4Polio<br>2MMR<br>3Hep B<br>2Var |

## Honors Classes

Mukwonago High School offers an Honors program in English, science, social studies, and mathematics in the ninth, tenth, or eleventh grades. Students are selected for these classes based on grades in pre-requisite courses, WSAS scores, achievement tests, and teacher recommendations. Student interest and motivation is also considered.

Student selection for the freshmen courses will be finalized according to departmental criteria in April and a letter will be sent home to the student/parent(s) in May informing him/her of eligibility for a given class or classes.

## Infinite Campus

Infinite Campus is an online database program used by the Mukwonago Area School District to store student information. The Infinite Campus "Portal" feature allows district parents/guardians to have password-protected access to their child's data. District students may also be allowed password-protected access to their individual information.

Online access to the Portal is a privilege, not a right. The district will place information on the Portal only when it can confirm the security and accuracy of posted data. The district reserves the right to deny, limit, or withdraw Portal access at any time.

## Library

The Mukwonago High School library is an outstanding resource available to all students and staff. Student ID cards serve as MHS library cards. Students may visit the library independently or with a class. Our library features a diverse collection of physical resources including books, computers, iPads, camera equipment, audio equipment, and more. The library also includes a large collection of digital materials available 24/7 including ebooks, e-audiobooks, periodicals, databases, movies and more. The library is open before and after school as well as throughout the day. Students are responsible for the proper use and timely return of all materials, and will be expected to pay or work off fines for lost or damaged materials.

## Lockers

A wall locker, a physical education locker and an industrial education locker for shop and art students are assigned to each student. These lockers are to be kept neat and orderly at all times. They should not be shared with unassigned students. Trouble in opening or closing a locker or a locker that has not been thoroughly cleaned should be reported to the Associate Principals' Office.

Students should always keep the locker properly locked. In the physical education dressing areas, large size lockers are to be used and secured by students only when he/she is attending class. Students must leave these large sized lockers unlocked when they complete physical education so that other classes throughout the day may share in their use. Padlocks which remain on large lockers and therefore limit their function will be removed by physical education staff.

members. All losses should be reported to the school office, physical education or shop instructor. The school cannot assume responsibility for lost, stolen, or damaged items.

Anyone caught entering someone else's locker without permission will be considered suspect of stealing and will be reported to the local law enforcement authorities.

Students may not use their lockers to display obscene, profane or offensive materials. Placing decorations on the exterior of the locker may only be done with prior authorization.

### **Locker Searches**

School lockers are the property of the Mukwonago School District and are provided for the convenience of students. Mukwonago School District schools reserve the right to conduct a general locker inspection and revoke student(s) locker privileges if student(s) violate proper locker usage guidelines. School staff may take possession of items which are found illegally possessed.

In accordance with court rulings, the administration also reserves the right to search personal belongings on campus if there is reasonable and justified suspicion to believe that the student has been involved or is in possession of substance or items declared illegal by village, county, state or federal laws.

### **Locker Room and Restroom Privacy**

Locker rooms and restrooms are provided for the use of students, athletes, and other activity groups or individuals authorized by the building principal or Board policy. The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms and restrooms:

- No person may use a camera, video recorder, cell phone, or other recording device in a locker room or restroom.
- Under no circumstances may a person use a cell phone to capture, record or transfer a representation of a nude or partially nude person in a locker room or restroom to take any other photo or video image of a person in the locker room or restroom.
- No media is allowed access to locker rooms before, during, or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state and/or local law. The building principal or designated supervisor, as applicable, shall be responsible for enforcing this policy.

A copy of this policy shall be distributed to all employees, published annually in all student handbooks, and a notice posted at the entrance to each locker room in the district.

### **Locker Thefts**

In order to minimize losses from lockers due to thefts, the following is suggested:

- Be sure the locker is locked before leaving the locker.
- Large amounts of cash or other valuables should not be left in lockers.
- Do not bring expensive coats or jackets to school.
- Report lockers that do not close or work properly to the Associate Principals' Office immediately.
- Report the theft of items from lockers to the Associate Principals' Office.
- Use only your assigned locker.
- Do not share the locker combination with other students and exercise caution when opening the locker so that

others do not observe the combination.

- The school is not liable for any items lost due to locker theft.
- Continual intentional failure to secure lockers may result in referral to administration.

## **Lost and Found**

There is a lost and found collection area outside of the main office. Articles will be held for one month, after which they will be donated to a worthy charity.

Books are usually returned to the department to which they belong or the collection area in the main office. Chromebooks are turned into the library.

The school does not assume any responsibility for lost or stolen student personal belongings in lockers or open shelves. Books, clothing, and other personal belongings must be kept in the student's locker to reduce the chances of theft.

## **Medical Emergencies**

In the event the student is involved in a medical emergency during the school day, the following procedures will be in effect:

1. If possible, the student will be taken to the school's health office, accompanied by a staff member.
2. The health assistant will locate the student's emergency information card to determine if there are special medical problems or parental instructions.
3. Unless parental instructions are to the contrary, the Mukwonago Fire Department's Emergency Medical Service (EMS) unit will be called to the high school, if necessary.
4. The school will contact the parent informing them of the nature of the medical emergency.
5. After initial diagnosis by the EMS unit member, the decision will be made whether or not to transport the student to emergency medical facilities. The parent will be informed of the decision. \*\*

\*\* In the event that the school is unable to contact the parent at all, the school authorities will proceed in a manner that is in the best interest of the student's health.

## **Medications at School**

In compliance with the State of Wisconsin Medical Examining Board's ruling regarding dispensing of medication in school, the Mukwonago Area School District's medication policy is as follows:

### **Parental Consent Required-Labeling**

No medication shall be administered without specific, written request of parents. Any parent requesting school personnel to administer any medication(s) shall supply such medication(s) in a clearly labeled container indicating the name of the student, the name of the medication, the dosage, the time to be given, the name of the physician and any other pertinent information felt necessary in a particular case, including the name of the pharmacy where appropriate.

### **Prescription Medications**

No prescription medication shall be administered without prior "directional" contact from a physician. Authorization for PRESCRIPTION medication form must be completed and signed by the physician. The form may be returned to school by student or

faxed by the physician's office. The physician must express a willingness to accept direct communication from the person dispensing or administering the medication. The physician must state in writing the specific conditions under

which he or she should be contacted regarding the condition or reactions of the student receiving the medication. Prescription medication must be supplied by the pupil's parent or guardian in the original pharmacy-labeled package, and the package must specify the pupil's name, the prescriber's name, the name of the drug, the dose, the effective date and the directions. The physician or pharmacist shall be required by the parent or guardian to supply a properly labeled bottle of medication for the school health authorities. All prescription medications must be stored securely in the school health room and administered by designated staff.

## **Non-Prescription Medications**

WI Statute 118.29(2)(1) notes that school employees or volunteers “may administer any drug which may lawfully be sold over the counter without a prescription to a pupil in compliance with the written instructions of the pupil’s parent or guardian if the pupil’s parent or guardian consents in writing.” Nonprescription drugs must be supplied by the pupil's parents or guardian in the original sealed manufacturer's package, and the package must list the ingredients and recommended therapeutic dose. Parents or guardians must complete an Authorization for NONPRESCRIPTION medications form including indications for use of medications and appropriate dosage for their child, within standard package directions. A pupil may be administered a nonprescription drug in a dosage other than the recommended therapeutic dose only with the written approval of the pupil's practitioner.

## **Training Required for Administration of Prescription and Nonprescription Medications**

None of the persons enumerated above may administer either to a pupil unless the person has received appropriate training that has been approved by DPI. The person administering the drug to a pupil is not immune from civil liability if he or she has not received DPI-approved training and the authorizer is not immune from civil liability if he or she authorizes a person who has not received DPI-training to administer a drug to a pupil.

## **Immunity from Civil Liability**

Any person enumerated above from civil liability for his or her acts or omissions in administering a prescription or nonprescription drug to a pupil unless he or she is a healthcare professional or the act or omission constitutes a high degree of negligence. A person who authorizes a person enumerated above to administer a prescription or nonprescription drug to a pupil is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required DPI approved training to administer a nonprescription drug product or the prescription drug to a pupil.

## **Recordkeeping Requirement**

An up-to-date roster of students receiving medication in school shall be maintained in the student’s school health office. Such lists shall be reviewed periodically by the school nurse. An individual record for each pupil shall be kept and will include the dosage, time administered and by whom.

## **Self-Administration of Medication**

All Prescription Medications must be stored securely in the School Health Room and administered by designated staff. Students in grades 7-12 may be granted the responsibility to carry and self-administer Non-Prescription medications at school. Self-administration of non-prescription and emergency medications may be allowed with the approval of parent or guardian, and physician in the case of prescription emergency medications. Students may submit a letter of approval from the parent or guardian and physician or signed permission for self-administration as part of Authorization for

Medication forms. These forms shall be kept on file in the health room. Mukwonago Area School District is not responsible for the self-administration of medication by pupils.

## **Nondiscrimination and Access to Equal Educational Opportunity**

The Board of the Mukwonago Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Mrs. Christine Bowden  
Director of Pupil Services  
Mukwonago Area School District  
385 E. Veterans Way  
Mukwonago, WI 53149  
(262) 363-6300 x 24200  
[bowdech@masd.k12.wi.us](mailto:bowdech@masd.k12.wi.us)

Rachel Hermann  
Director of Human Resources  
Mukwonago Area School District  
385 E. Veterans Way  
Mukwonago, WI 53149  
(262) 363-6300 x24500  
[hermara@masd.k12.wi.us](mailto:hermara@masd.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s) and/or the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights.

## **Non-Public School Student Participation in District Programs**

The Mukwonago Area School District Board of Education realizes that participation in curricular and extracurricular activities is an important part of our students' total educational program. The Board encourages students of the district schools to participate fully in such activities, while giving their academic work first priority.

The Board also affirms that school sponsored extracurricular activities and organizations have been established for the benefit of students attending the Mukwonago Area School District.

Students enrolled in private, parochial or home-based private educational programs are limited to participation in public school programs as follows:

1. A non-public school student may participate when specifically required by law;
2. Non-public school students who are residents of the school district may participate in summer school classes including driver education upon approval of the Superintendent or his/her designee;
3. Textbooks used in district classes may be made available to home-based students if extra texts are available within the district, and no purchase cost is incurred by the district.

## **Parking Lot Regulations**

### **Motor Vehicles**

To drive and park a vehicle on school property is a privilege. This privilege may be withdrawn at any time and such a decision is solely the prerogative of the school administration. Students that park at Mukwonago High School do so at their own risk and must pay for a parking permit to park a vehicle in the student lot.

Students who drive to school are reminded to observe the motor vehicle and parking regulations established for the safety and convenience of students, staff, and school visitors.

Student parking regulations will be monitored and enforced on a daily basis by the Mukwonago High School staff and/or School Resource Officer. The school board has approved a random drug-testing policy at MHS. The students under this policy would include those choosing to purchase a parking permit.

Parking permits are non-transferable. Sophomores and Juniors are to park in lots 1-3. Only seniors are allowed to park in the senior lot. Student parking is not allowed in the faculty lot or the visitor lot.



Any student or parent with a question regarding student parking should contact the Associate Principals' Office at 363-6200, ext. 25515.

### Parking Permit Requirements

1. Each student must take the [Driver's Safety Improvement Video and Test](#). A passing score is 8/10 correct. You may take the test several times.
2. Fill out the [Student Driving and Parking Regulations Agreement](#). Please complete this with a parent/guardian. By filling out this agreement, you are acknowledging the rules and regulations of the MHS parking lot and agree to abide by them.
3. Complete the [MASD Random Drug Testing Program Consent & Release Form](#). This must be completed by both the student and the parent/guardian. **This form only needs to be filled out once during a student's time at MHS.**
4. Online registration of your vehicle is required. You must fill out the vehicle information on the Parent Portal prior to being issued a permit. This will require you to complete the entire [Annual Update for Infinite Campus](#). Parking info on Page 21.
5. Pay the parking fee via Infinite Campus.

## Parking Fees

|  |              |
|--|--------------|
| Year-Long Parking  | \$180.00     |
| 2nd Semester Only  | \$90.00      |
| Daily Parking<br>(Students must register their vehicle between 7:00 a.m. and 7:25 a.m. in the AP office.)  | \$3.00 / day |
| <b>Students will not be able to purchase a parking pass until all outstanding fees are paid in full and detentions from previous years are served.</b> |              |

**PARKING HANG TAGS** are issued on a first-come, first-serve basis. **Hang Tags must be visible on the rear-view mirror. Lost or misplaced hang tags must be reported to the AP Office immediately. There will be a \$5.00 replacement fee assessed at that time.**

## Parking Violations

The following will be considered a violation of regulations and may result in a municipal citation and/or loss of parking privileges:

- 1) Careless operation of a vehicle, including the transportation of students on the outside of vehicles or riding in the bed of a truck.
- 2) Excessive speed (campus speed limit is 10 mph).
- 3) Non-registered vehicle (\$20 Village of Mukwonago fine).
- 4) Parking in fire lanes, faculty, visitor spot, any sidewalks, grass areas, or any posted reserved spot OR parking in more than one space.
- 5) Improper placement of hang tag.
- 6) Use of vehicle to transport other students off campus during the school day resulting in a truancy.
- 7) Use of vehicle to transport, possess, or consume alcohol or any illegal substances on school property during the school day or at extracurricular activities.
- 8) Smoking/vaping in a vehicle while parked on school property.
- 9) Any other act that is considered dangerous or in violation of local traffic ordinances.
- 10) The student driver cannot hold the school responsible for damage or theft while his/her vehicle is parked on school property.
- 11) Vehicle doors must be locked while parked at Mukwonago High School.
- 12) Vehicles are subject to random search or a search based on reasonable suspicion by the administration while parked on Mukwonago School District property.
- 13) Students with parking tags are subject to a random drug-testing policy at MHS by the start of the 2018-19 school year. The students included under this policy would be those choosing to purchase a parking permit.
- 14) The visitor parking area is for legitimate visitors to Mukwonago High School and **CANNOT** be used by students. Student vehicles **will be** ticketed and towed if in violation.

Failure to comply with the policies will result in one of the following parking consequences (**NOTE: Consequences may include one or more of the following, at the discretion of MHS Administration.**)

- a. Office Discipline Referral

- b. After School Detention
- c. Revocation/suspension of parking privileges (examples include: 5-day suspension, 10-day suspension, remainder of the semester suspension, permanent revocation) **Refunds are not given if parking privileges are revoked.**
- d. Towing of vehicle at the owner's expense
- e. Citation by law enforcement

Students are not permitted to enter the parking lot during the school day without permission from the office, or possessing an early dismissal or off-campus pass.

### **Motorcycles/Scooters:**

- Motorcycles/Scooters shall park in the front or back parking lots in designated parking stalls.
- Motorcycles/Scooters may park two to a stall, maximum.
- Motorcycles/Scooters may park for free in the designated area of the front lot.

### **Bicycles**

Students who ride bicycles to school may park them in the racks provided. The school assumes no responsibility for theft of or damage to a bicycle.

### **Passes**

Students who have a pass from a teacher to be released from a study hall to go elsewhere in the building must report to the study hall first and submit a copy of the pass to the study hall supervisor. Passes will not be written for unsupervised areas such as SGI breakout rooms or athletic foyers. Students who must leave a classroom or study area during the class period must pass stating the destination. Students who submit a pass with a forged staff signature will face school consequences, which may include suspension and/or loss of their pass privilege.

### **Plagiarism / Academic Dishonesty**

The Board of Education and staff of the Mukwonago Area School District believe that academic honesty and integrity are fundamental to the purpose of education. The school district has the responsibility to promote academic honesty and integrity and to develop the procedures necessary to address academic misconduct. Students are responsible for the honest completion and representation of their work. Students who violate this area of their responsibilities must accept the consequences of their actions. Teachers are responsible for reviewing this policy at the beginning of each course / grade level.

### **Cheating**

"Cheating" is an intentional act to violate rules or regulations put in place. It's a form of being dishonest. For instance, taking an exam after improper access to answers is inappropriate.

The following are examples of academic misconduct but are not limited to:

- looking at another student's exam, communicating with another student verbally, by signal, or in any other manner information concerning the content of the exam, using any materials such as notes or other sources not specifically designated by the instructor for use during the exam period, or engaging in any other activity during an exam for the purpose of seeking aid not authorized by the instructor
- submitting a paper or assignment as one's own work when a part or all of the paper or assignment is not the student's original work. This can include submitting work from another person, organization, or online tool.

- submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
- stealing examinations or course materials
- submitting, if contrary to the rules of a course, work previously presented in another course
- tampering with the laboratory experiment or computer program of another student
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

## Plagiarism

“Plagiarism” is an act (either intentional or unintentional) of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own. Plagiarism includes an exact copying or rewording of another's work, paraphrasing, partial quotation, or summarization of another's work not giving credit to the original author.

## Consequences of Academic Dishonesty

Described below are the disciplinary measures used by Mukwonago High School in incidents involving the act of cheating.

First Offense: Cheating for the first time results in a written disciplinary referral and a meeting with the associate principal and student. In addition, a grade of “0” will be given to the student on the work which was involved in the cheating. Cheating for the first time could also prevent a student from being selected for membership in the National Honor Society and could cause a current member to be dismissed from the Society.

Second Offense: Cheating for the second time results in a written disciplinary referral, parent contact, and a conference with the principal, parent, and student. In addition, a grade of “0” will be given to the student on the work which was involved in the cheating and a warning given by the principal about being withdrawn from the course with an “F” if another incident arises.

Third Offense: receiving an “F” in the course in which the third incident of cheating took place; being ineligible for an Honor pass for the remainder of the high school career; being ineligible for valedictorian, salutatorian, or honor student; being ineligible for any scholarship controlled or sponsored by the school district. *NOTE: The student may continue in the course on an audit status.*

## Police Liaison and Resource Officer

In order to ensure the safety and well-being of students and staff, the Board of Education recognizes the need for, and is supportive of, law enforcement presence in our schools. In each school, it is the responsibility of the principal, or the principal's designee, to administer and oversee the application of this policy.

Police School Liaison Officers are law enforcement officers. They retain their law enforcement authority on school property and are bound by police rules while operating in a school. They are employees of the police department, not the Mukwonago Schools.

## Interviews of Students by School Administration

Law Enforcement officers may sit in on any interview with the principal/designee and a student if the school requests assistance in a school related incident. The responsibility to notify a parent in regards to law enforcement involvement is

the responsibility of the principal/designee. When the principal/designee interviews a student in the presence of police, but the police do not actively participate in the questioning of the student, the principal/designee shall notify the parent of the interview no later than the end of the school day when the interview occurred.

### **Interviews of Students by Law Enforcement**

When an officer leads the questioning of a student, the officer is to provide students with an informal notice of their rights, which, at a minimum, requires that the student be informed that he or she does not have to speak to officers if he or she does not desire to do so. When a student is interviewed by law enforcement officers on school premises, the decision regarding the giving of Miranda rights is at the complete discretion of that officer. Law Enforcement authorities are solely responsible for determining whether an interview is likely to be deemed a custodial interrogation for purposes of complying with Wis. Stat. § 938.195. If it is determined that an interview is a custodial interrogation, law enforcement authorities are responsible for ensuring that the custodial interview is properly documented.

The building principal or appropriate school designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards. Parents will be notified as needed per policy 5540.

### **Arrest / Apprehension on School Grounds**

In cases where the student is asked to leave the building and accompany the officer to the law enforcement station, the law enforcement department is responsible for contacting the student's parent or guardian. Except for cases where the school officials have specifically requested the assistance of law enforcement, it is the Policy of the District not to have law enforcement arrest or apprehend students on School District property, in order to minimize disruptions to the school environment. However, should law enforcement deem it necessary to arrest a student at school, due to a threat to the health and safety of the school, its students, or the community in general, the principal/designee may grant such requests on a case-by-case basis as circumstances require.

### **Random Drug Testing Program**

Our random drug testing program is implemented in order to foster a safe learning environment at MHS. This program is meant to deter students away from drug and alcohol use and encourage a healthy and drug-free lifestyle. All students participating in athletics and co-curricular activities as well as those who choose to purchase a parking pass are eligible for random drug testing. Students remain eligible throughout the remainder of their high school years, regardless of whether they have been previously tested or if they are currently participating in an activity at the time. Students are required to complete the [Mukwonago High School Random Drug Testing Program Consent Form](#). More information and guidelines can be found [here](#).

### **Religious Expression in Public Schools**

Students may, acting on their own, express their personal religious views or beliefs in school situations, and students must be given the same rights to engage in religious activity and discussion as they have to engage in other comparable activities in the school setting. The administration and other staff may not endorse religious activity or doctrine, nor may they coerce student participation in religious activity.

In informal settings, such as cafeterias and hallways, students may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities. They may speak to and attempt to persuade their peers about religious topics just as they do with regard to political topics. The right of religious expression in school does

not include the right to have a captive audience listen, to compel other students to participate, or to harass other students for not participating or sharing their views.

Students may participate in before or after school events with religious content such as flagpole gatherings on the same terms as they may participate in other non-curriculum activities on school premises.

A. Individual Student Prayer

Students may pray in a non-disruptive manner during the school day subject to the same rules of order as apply to another student speech. For example, they may read their Bibles or other scriptures, say grace before meals, and pray before tests, all in non-disruptive ways.

B. Graduation Prayer and Baccalaureate

School officials may not mandate organized prayer at graduation, nor organize religious baccalaureate ceremonies. If facilities are open to private groups, the facilities must be available on the same terms to organizers of privately sponsored religious baccalaureate services with the school not extending preferential treatment to baccalaureate ceremonies nor officially endorsing the ceremonies.

C. Official Neutrality Regarding Religious Activity

Teachers and school administrators, when acting as representatives of the state, are prohibited by the establishment clause from soliciting or encouraging religious activity, and from participating in such activity with students. They are also prohibited from discouraging activity because of its religious content, and from soliciting or encouraging anti-religious activity.

D. Teaching about Religion

Schools may teach about religions, including the Bible or other scriptures, such as the history of religions, comparative religions, the Bible or scripture as literature and the role of religions in history. Teaching about religious influences on art, music, literature and social studies is permissible. Schools may not observe holidays as religious events or promote such observance by students, though they may teach about religious holidays, including their religious aspects and may celebrate the secular aspects of holidays.

E. Student Assignments

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments, if appropriate to the assignment, free of discrimination based on the religious content of their submissions, with their work judged by ordinary academic standards of substance and relevance.

F. Religious Literature

Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place and manner or other constitutional restrictions on distribution of religious literature as they do on non-school literature generally.

G. Religious Excusal

Individual students may be excused from lessons that are objectionable to the student or the student's parents on religious or other conscientious grounds. School officials may neither encourage nor discourage students from availing themselves of an excusal option.

H. Release Time

Students may be dismissed to off-premises religious instruction, but schools may not encourage, discourage or

penalize participation. Religious instruction on school premises during the school day is not allowed.

I. Teaching Values

Though schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtues that hold us together as a community.

J. Student Garb

Students may display religious messages on items of clothing to the same extent that they are permitted to display other comparable messages. Garb that is part of the religious practice, such as yarmulkes and headscarves, may not be prohibited.

K. Equal Access Act

The Equal Access Act grants student religious activities the same access to public school facilities as student secular activities. Their meetings may include a prayer service, Bible reading or other worship exercise. Their meetings may be publicized in the same way other non-curriculum student groups are allowed to publicize their activities. Schools may inform students that certain groups are not school sponsored. A school creates a limited open forum under the Equal Access Act, triggering equal access rights for religious groups, when it allows students to meet during their lunch periods or other non-instructional time during the school day, as well as when it allows students to meet before and after the school day.

L. Religious Beliefs

The Mukwonago Area School District's Board of Education recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Accommodations made under this policy shall be provided to students without prejudicial effect. Accommodations may include, but are not limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities, and opportunities to make up work missed due to religious observances.

Written requests regarding accommodations should be made by parents/ guardians to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The principal shall inform the parents/guardian of his/her decision in a timely manner. If a parent/guardian is not satisfied with the principal's decision, he/she may appeal to the superintendent and, if necessary, to the Board. Appeals beyond the Board may be made to the State Superintendent of Public Instruction in accordance with provisions of state law.

Notification of this policy shall be published annually in student, teacher, and parent handbooks.

## **Respecting our School Space**

The Mukwonago Area School District prides itself on the appearance of the school and school grounds. We encourage personal responsibility in all students by picking up after themselves and by maintaining a clean and healthy environment that we can all be proud of.

## **Safety/Emergency Drills**

The safety of students is our number one priority. All buildings participate in drills on a regular basis as required by law. Safety drills include:

- fire drills
- tornado drills
- evacuation drills
- active shooter drills

## Fire Drill/Emergency Evacuation

Fire drills will be held periodically during the school year. Their purpose is to give practice in the most efficient procedures for vacating the building in case of a real fire. Fire exit signs are posted above or in the nearby vicinity of all entrances and exits to classrooms and offices. For your own safety and the safety of others, please follow these procedures when the fire alarm rings:

1. Cease work immediately.
2. Leave the building when the fire horn sounds or the announcement is made without stopping at your locker or restroom.
3. Remain with your instructor when you are outside or have to go to another building. Students cannot go to the parking lots or off campus.

## Severe Weather Drill / Emergencies

A coordinated take shelter plan has been developed by the school's administration and county authorities and will be implemented if an advance warning is given to the school. Instructions will be made over the public address system. If there is no advance warning, all personnel will have to remain where they are, in a kneeling position face down near the floor. Students in halls should remain as close to the wall as possible, with an aisle kept open if possible. There should be a quiet atmosphere to enable instructions to be heard.

Severe weather drills are held throughout the school year. Tornado exit signs are posted above or in the nearby vicinity of all entrances and exits to classrooms and offices.

## Scheduling Procedures

### Schedule Changes

Changes to student schedules impact many other factors and, therefore, will only be made on a limited basis. Schedule changes not only impact students' individual schedules, but also the class size of the course into which he/she is transferring, the number of sections per department and, consequently, the number of teachers in each department, which are based upon students' prior year course selections. Students are limited to **one change per semester** and may only make a change to their schedule for the reasons listed below. Students must have at least 6.5 credits on their schedule to be a full time student at MHS. **THIS FORM MUST BE COMPLETED PRIOR TO MAKING A SCHEDULE CHANGE REQUEST and can be found on the [MHS Counseling Webpage](#).**

\*You must follow your currently assigned schedule until you are notified of a change. Please note that multiple courses/lunch period in your current schedule may need to change in order to facilitate your request, and once a change is made you will not be permitted to revert back to your original schedule.

| Acceptable Reasons | Unacceptable Reasons |
|--------------------|----------------------|
|--------------------|----------------------|

|   |  |
|---|--|
| Student is missing the prerequisite for the course  | Student changed mind and would like to switch electives                        |
| Student has been approved for the:<br><a href="#">Early College Credit Program</a><br><a href="#">Start College Now Program</a><br><a href="#">Youth Apprenticeship</a> | <b>Student would like a different teacher</b>                                  |
| Student earns the credit over the summer/through credit recovery and no longer needs the course   | Student wants to be with friends/family  |
| Student would like to add or remove a study hall. Student must maintain a minimum of 6.5 credits (\$10 fee applies)   | Student wants a different lunch hour or a different retake study hall location |
| Senior is missing a graduation credit   |  |
| Student would like to change levels of a course   |  |
| Student has changed their post secondary plans/ career pathway and requests a related course (\$10 fee applies)   |  |
| Student has medical documentation supporting a change in schedule (submit this documentation to the appropriate counselor)  |  |

Students who drop classes within the first 5 school days of each semester, for that semester's courses, will be withdrawn without academic penalty. Students who drop classes, thereafter, will receive a failing grade for the quarter and semester. The exception to this rule is level changes (see below).

Level changes are a move, either up or down in difficulty, within a specific course. An example would be a student moving from Honors Advanced Algebra to Advanced Algebra or American Government to Honors American Government. Students have until the end of the first quarter to make these types of changes. These changes are not guaranteed and depend on class/section availability. Students must talk with their current teacher in the subject and acquire their approval to go up or down. That teacher will then notify the School Counselor who will look into the possibility of making the change. Again, these changes are not guaranteed so it is best practice to ensure students are asking for their current teachers' input in all core subjects when registering for the next year's classes.

### Course Retakes

High School students may retake a class in which they earned a grade of D or F, with the higher grade being the final grade calculated into the GPA but both grades appear on the transcript. These conditions apply to the retaking of the class:

1. A class may be repeated only once.
2. Courses with a grade of D may not be retaken for credit in summer school.
3. Courses with a grade of D cannot be counted as a subject credit the second time, only elective credit.

4. Both courses will count as credits toward the total 27-credit graduation requirement, but only the final grade will be calculated in the student's GPA.
5. If the course is part of the state graduation course requirements, the repeated course will count as an elective. For example, Algebra 1 taken twice does not meet the two math credits needed for graduation.

## Scholarships

Student Scholarships are found on the [MHS Counseling Webpage](#), under the [Scholarship link](#). Students should begin looking for appropriate scholarships beginning the fall of their senior year. In addition, the local scholarship process begins in January of a student's senior year. The Guidance Department will disperse the information to students. Electronic applications will be made available to students on the guidance webpage under the local scholarships link. The school district shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or religion.

## Academic Excellence Scholarship

It is the policy of the Mukwonago Area School District to use the following criteria in selection for awarding the Academic Excellence Scholarships. Determination of scholars will be made by the high school principal and guidance counselors using these criteria and definitions.

- Seniors are defined as students who have earned a minimum of 19 credits at the start of the school year in which the awards are to be given.
- The scholarships will be awarded to seniors who have attended Mukwonago High School the three semesters previous to the February 15 deadline for naming the scholars.
- The scholar will be selected based on the highest-grade point average, (GPA), which is determined by all semester grades in all courses taken during grades 9-12 that are accepted for credit by the school.

If two or more students have the same grade point average, these criteria in rank order will be used to determine the eligible scholars:

- Highest ACT composite score earned on the national level test and on record at Mukwonago High School as of December 31 of the student's senior year.
- Total points of AP and Honors classes taken at Mukwonago High School, including Post-Secondary Enrollment Option classes taken during the junior and senior year. One point will be assigned for each semester completed in an AP or Honors class.

If ties cannot be broken in the steps above, a random selection process will be used by placing students' names on uniform pieces of paper, papers folded and placed in a container, and in the presences of the school principal and the students' guidance counselors, one name will be drawn by a staff member.

*Special Note: Recipients of scholarship must attend a college, university, or technical school in the State of Wisconsin that is participating in the academic excellence program.*

## Service Recognition Program

The Service Recognition Program at Mukwonago High School is designed to recognize those students who have given outstanding service to the school and community during the year. The program awards certificates for cumulative hours

of service given by a student throughout his or her high school career. Students who have contributed 50 or more hours of service to the school and non-profit community groups during each year (June through April) are recognized. (A maximum of 25 hours of school-related service will be counted each year in this total.) Students who accumulate at least 200 hours of service during their high school years will be awarded the white service cord at a program during their senior year.

Service activities must be for no academic credit, for no pay, and under the direction of non-profit organizations. Activities and hours must be certified by the Activity Advisor by April 15 each school year. Service Certification Forms are available from the service director at Mukwonago High School and through the Mukwonago Area Schools Website (Choose “MHS” under schools and then “Parent Resources”.) The form is to be completed by the activity advisor and given to the service director. The director will keep track of the cumulative hours for each student, and award certificates and cords in May of each year.

## **Shortened Day Passes**

Junior and senior students with shortened day passes will be allowed, with parent permission, of late arrival or early release if the student schedule indicates a period 1 or end-of-day study hall/halls. Students will only be allowed to leave for 1 study hall block.

In order to qualify for the privilege of a shortened day pass at the High School, the student must meet the following:

- Have a 2.0 GPA. Students with an “F” grade in the previous semester may not be accepted depending on the class.
- Receive no Administrative disciplinary referrals the previous quarter

To apply for an honor pass, fill out this [shortened day pass application form](#).

Students may have their shortened day pass revoked if they receive any disciplinary referral. Students granted this pass must not enter the building until they are scheduled for a class. Students granted this permission who leave the building may not reenter until 2:45 p.m. Administration reserves the right to revoke permission of a shortened day pass for reasons not listed above.

## **Snow/cold weather cancellation protocols**

Each winter the school administration is faced with a decision regarding the closing of school because of storms. School operates as usual except in extremely inclement weather. In cases where school is in session but no buses are running, parents will have to decide if pupils are to attend school or stay home. Parents are asked to make this determination because school officials do not want them to believe that attendance is being forced under questionable conditions. In the event school is closed all after school activities and contests are canceled.

If the school is to be closed, radio station WTMJ-AM-620 will be notified prior to the opening of school & will be asked to announce such information periodically throughout the early morning.

The above stations will also be used in the event that school has to be closed during the day due to storms, power blackouts, or other similar emergencies.

## **Student Activity Cancellations**

When school is canceled for the full day or dismissed early due to weather conditions, all after-school activities are also canceled, including practices, competitions and meetings. An exception may be made if these conditions are met:

1. conditions improve during the day
2. approval is obtained from building administration
3. attendance is voluntary

No consequences may be invoked on an athlete or participant who chooses not to participate.

If school is or was in session and questionable weather develops, the administrator will determine whether to cancel an event based on input from the bus company on highway conditions, field conditions at host school and current weather conditions and/or forecasts. In the absence of administration, coaches will take on the responsibility. When inclement weather conditions develop during an outdoor activity, the coach, responsible advisor and/or game official may suspend the activity and is responsible for instructing all game officials, participants, and fans as to the activity suspension and appropriate actions to take.

## **Special Education Services**

In recognizing its responsibility to provide appropriate education for all children of the district, the Board shall provide free and appropriate programs for children with disabilities.

The following student needs shall be addressed in special education programs:

- Autism
- Intellectual disabilities
- Emotional behavioral disabilities
- Hearing impairments
- Specific Learning disabilities
- Other health impairments
- Orthopedic impairments
- Speech or Language Impairment
- Traumatic brain injury
- Visual impairments
- Any combination of the above

The district shall ensure that supportive and related services needed to assist an individual student to benefit from special education programs will be provided. Students with special education needs who are enrolled in private or parochial schools within the district may participate in special education services in accordance with state and federal laws.

All district special education programs and supportive and related services shall be under the direction and supervision of the Director of Pupil Services and shall be in accordance with state and federal laws. Individual Education Program teams shall be established to evaluate, develop individual program plans, and place students with special education needs in accordance with state and federal law.

The district shall maintain a special education handbook that outlines the special education policies, plans, and procedures relating to children with disabilities that meet state and federal requirements.

Due process safeguards for parental rights and appeal within the parameters of state and federal laws governing the operation of programs for students with special education needs shall be adhered to by the district. The district shall complete all special education report forms and district plans as required by the Department of Public Instruction.

## **Special Education Referral Procedure**

The following procedure enables staff to make a referral to Pupil Services for suspected disabilities: Specific Learning

Disability, Emotional Behavioral Disability, Intellectual Disability, Speech/Language Impairment, Other Health Impairment, Hearing Impairment, Visual Impairment, Orthopedic Impairment, Autism, and Traumatic Brain Injury. Staff who suspect a student of having a disability should follow building procedures to expedite determination of special education needs.

#### Step 1

Meet with the student's Guidance counselor to discuss concerns regarding the student's academic achievement/behavior. The counselor will contact the School Psychologist to alert him/her of background information. The counselor will arrange a consultation meeting between teachers, counselor, psychologist and/or other support staff. At the consultation meeting a staff member will be designated to contact the parent regarding the proposed referral. Designated staff will contact the parent prior to completion of the referral form. Parent contact dates will be recorded on the referral form. The School Psychologist will serve as the Case Manager for the IEP Referral Process.

#### Step 2

The School Psychologist, with the assistance of the Guidance Counselor and Teacher, will complete a referral form to start the Individual Education Plan (IEP) evaluation process. Within 15 business days of receipt of referral by the Director of Pupil Services a Notice of Receipt of Referral will be sent to the parent along with a Request for Consent for Evaluation. This Request for Consent for Evaluation will list members of the IEP team who will conduct assessment and be members of the IEP team.

#### Step 3

Within 60 days of receipt of parent consent for evaluation the IEP will determine if the student has an impairment and has a disability which requires special education. A meeting will be held with all IEP team members, including the parents and the student to make the determination of disability and need for special education through an Individual Education Plan (IEP). Staff will be notified in writing of the date and time of the meeting. Each staff member who completed an evaluation must submit a written report of their findings (i.e., observations, behavior/achievement concerns, test results, and recommendations). Staff named to the IEP are expected to attend the IEP meeting unless excused in writing by the parent; staff may be required to submit written information for the team's use. The IEP team will determine if the student has a disability according to the State and Federal criteria in IDEA. To qualify for special education the student must have both an impairment that adversely affects the student's educational performance and the student, as a result thereof, needs special education. As a part of the determination of need for special education the team must identify all of the following:

- that the student's needs cannot be met through the regular education program;
- modifications, if any, that can be made in the regular education program, such as adaptation of content, methodology or delivery of instruction to meet the students' needs identified under par. (a) that will allow the student to access the general education curriculum and meet the educational standards that apply to all children, and
- additions or modifications, if any, that the child needs which are not provided through the general education curriculum including replacement content, expanded core curriculum or other supports.

If the IEP team determines the student has a disability and requires special education an Individual Education Plan (IEP) will be developed within 30 days from the date of determination of disability. The IEP team including parents and staff will develop the IEP. If parents give written consent for placement, the student will receive special education services in accordance with the IEP. Services described in the IEP must be delivered; parent contact is made prior to making any changes to IEP.

## **Regular Education Teachers as Members of the IEP**

Section 614 (d) (1) (B) of the federal law known as the Individuals with Disabilities Education Act delineates the composition of the IEP team, and states that at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), shall be an IEP team member along with the parents of a child with a disability, at least one special education teacher, a representative of the LEA, and wherever appropriate the child with the disability. Regular education teachers will be requested to attend IEP meetings. Staff will be notified of appointment to the team. Staff should arrange for a substitute if needed. For questions at the building level contact the school psychologist who serves as the case manager for the student.

## **Least Restrictive Environment**

The federal law known as IDEA Section 300.130 requires that disabled students be educated to the maximum extent appropriate with children who are not disabled. Disabled students are to be removed from regular education class only when they cannot be educated in a regular setting with supplementary aids and services. The IEP team, of which the regular education teacher is a part, determines the extent to which a placement is appropriate for the child. Staff are required to make accommodations within the regular education setting for students with a disability.

## **Section 504**

Students at Mukwonago High School who have been diagnosed as having a physical or mental impairment which substantially limits one or more major life activities (e.g.: walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self, and/or performing manual tasks) may be eligible to receive special accommodation plans so that they may have access to and receive an appropriate education. Referrals for evaluation of a student's individual education needs can be made via consultation with the student's guidance counselor and the school psychologist.

## **Homebound Teaching**

A homebound instruction program is a program for children with disabilities in which a teacher serves students in the home or hospital. Enrollment in the program requires:

- A physician's statement on a prescribed form declaring the child physically or emotionally unable to attend school.
- The physical or emotional incapacity to attend school shall be anticipated as continuous over 30 days.
- The ISP team shall recommend that homebound instruction is the most appropriate program to meet a child's exceptional education needs.
- The child with exceptional education needs shall be formally enrolled in the public-school system during the period of instruction in the homebound program.

The student must be referred for homebound to the Director of Pupil Personnel Services. The Director will then appoint an Individual Services Plan Team (ISP team). If the ISP team recommends homebound services, members of the team will develop an individual educational plan which specifies goals, objectives, days and hours of instruction. The team will offer program placement to the parents (or student, if 18) and upon written parental consent to program placement, will assign a homebound instructor.

## **Sportsmanship and Spectator Behavior**

The Classic 8 Conference promotes good sportsmanship which is essential to a successful high school extracurricular

program. The elements of fairness, courteous behavior, and gracious acceptance of positive human relations must be a priority.

With these objectives in mind, the Classic 8 Conference shares the following fundamentals of sportsmanship:

- Respect is to be shown to opponents at all times.
- Officials are to be accorded respect at all times. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Self-control must always be maintained. A prerequisite of good sportsmanship requires one to understand his or her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an opponent's good performance is a demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

Students who do not represent Mukwonago High School in an appropriate manner may be denied admission to future athletic contests (home or away). In order to attend the next athletic event, the parents/guardian of the student involved must decide with the athletic director and the high school principal for a meeting to resolve the issue of the undesirable behavior. Failure to meet goals may result in indefinite suspension from attending contests.

Students who have behaved in an inappropriate manner for a second time will be denied admission to all athletic contests (home and away) for three months. A meeting with the parents/guardian, athletic director, and superintendent must be arranged by the parents/guardian prior to re-admission.

## **Standardized Testing Programs**

The testing program in the school district shall be designed to obtain information on student achievement and ability. Professional staff is expected to use the test results as an aid in the evaluation of individual students and instructional programs.

The superintendent or designee shall issue regulations to ensure the confidentiality of testing reports and results. General testing reports shall be reported to the public in accordance with state law.

The district-testing program shall embody those tests required by state laws and regulations. Decisions regarding the inclusion or exclusion of exceptional educational needs (EEN) or limited-English proficiency students in the district's standardized testing program shall be made on an individual basis in accordance with established procedures.

The school district shall not discriminate in the methods, practices, and materials used for testing and evaluating students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or religion.

## **Standardized Testing Accommodations**

Standardized tests are given to all students at designated grade levels including students determined to have disabilities pursuant to Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 2004 (IDEA), and students who are English language learners (ELL)). Special populations must be included in the assessments and, when necessary, be provided with any necessary modifications or accommodations to ensure their participation.

Accommodations in assessment for students with disabilities or ELL or Section 504 students should reflect the accommodations used in instruction. Students with disabilities and ELL students, who have been determined on an individual case-by-case basis to be exempt from the test, must be provided alternative assessment to measure their proficiency and achievement levels.

Decisions regarding participation in standardized testing must be consistent with federal NCLB legislation and specifically based on Chapter PI 13 Wisconsin administrative code. To facilitate the participation of students with special needs the district follows guidelines published by the Department of Public Instruction. Qualified school staff shall determine, on an individual basis, whether an ELL student will participate in the assessment and will specify the type of accommodations that will be provided, if necessary.

For students with disabilities under IDEA, their Individual Educational Program (IEP) will include a written statement about the inclusion or exclusion of a student in testing to meet requirements of IDEA 2004 and s. 115.77 Wis. Stats.

Students with disabilities under Section 504 must be tested and provided with the necessary modifications and accommodations in testing when appropriate. District staff must document in the students' Section 504 Individualized Accommodation Plan (IAP) any appropriate accommodations offered during the testing situation.

The DPI Guidelines for Non-discriminatory Testing should be used when making decisions of inclusion or exclusion of students with disabilities, disabilities under Section 504, and ELL students.

The parent or guardian may request the School Board to excuse a pupil from taking the state wide 8th and 10th grade examination administered under the pupil assessment law. The parent or guardian should send their request in writing to the building principal within the first 10 days of the school year.

## **Students in the Building after School**

As the school day ends at 2:45 p.m., students participating in any after-school activity must be in that activity with their teacher/coach/supervisor by 3:00 p.m. Students may not loiter in any part of the school or wander the hallways after 3:00 p.m.

At 3:30 p.m. daily, the after-school supervisor will announce any relevant instructions to students still in the building.

When dismissed from their after-school activity, students are to report to the Athletic Foyer and remain/wait there for their ride home. Only appropriate student conduct, like that expected in classes, will be acceptable in the Athletic Foyer after school. Students waiting for rides have 15 minutes from the end of their activity to be picked up, unless they have gained prior administrative approval.

## **Student Privacy Rights**

Mukwonago Area School District will protect student privacy rights under the Protection of Pupil Rights Amendment (PPRA) and the No Child Left Behind Act of 2001.

The district requires written parent consent for any child to be required to submit to a survey, analysis, or evaluation that

reveals information concerning:

- Political affiliation of the student or the student's parents.
- Mental and psychological problems potentially embarrassing to the student or his/her family.
- Sex behavior and attitudes.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom the student has close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or the student's parents.
- Income other than information required by law to determine eligibility for participation in a program receiving financial assistance.

Should the district conduct any of the activities listed under the PPRA, it will notify parents within a reasonable amount of time. Parents have the right to inspect the survey or evaluation prior to its administration and parents have the right to opt their child out of participation in:

1. Activities involving the collection, disclosure or use of personal information including the student or parent's first and last name, home or other physical address, telephone number or social security number.
2. Third party surveys and evaluations containing any of the eight informational items listed above.
3. Non-emergency, invasive physical examinations or screening required as a condition of attendance, and administered and scheduled by the school in advance, and not necessary to protect the health and safety of the students. Invasive physical examination does not include a hearing, vision or scoliosis screening.

Parents who wish to examine surveys, or instructional materials (instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials and materials in electronic or digital formats but not including tests or academic assessments) will make their written request to the principal of the school who will provide access to the material within ten school days of the request.

Parents have the right to inspect any survey that contains information from one of the above listed subject areas, any instructional materials (defined above) used as part of the educational curriculum, any surveys created by third parties and administered to students, and any survey that collects a student's personal information for the purpose of marketing or selling that information. Exceptions are made for surveys with the exclusive purpose of providing educational services and products, including college or military recruitment, book clubs or other programs providing access to low-cost literacy products, sales by students to raise funds for school related activities, student recognition programs, or tests and assessments used to evaluate students.

The district will notify parents annually of these rights.

## **Student Publications**

Student publications, films, and electronic media productions are recognized as important potential contributors to the accomplishment of the school's goals. The Board of Education supports the concept of student production of printed media, films, and electronic media to express students' points of view.

In the production of such media, the Board of Education upholds the freedom of speech and expression as guaranteed by the First Amendment. Students shall observe the normal rules for responsible journalism. The school retains the prerogative of editorial content in its relationship with such student publications to protect the school's compelling interest in maintaining a school atmosphere conducive to an orderly program of learning, upholding community standards of decency and good taste, and upholding the traditional exceptions to free speech, the avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice.

## Student Records

In order to provide appropriate educational services and programming, the District must collect, retain, and use information about students. Simultaneously, the District recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "directory data" information may include, but is not limited to: a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; degrees and or awards received; and name of school most recently previously attended.

Furthermore, the Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include the right to inspect and review a student's education records within 45 days of the day the School receives the request, the right to request the amendment of student's education records that the parent or eligible student believes are inaccurate, the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. Parents and eligible students who need assistance or wish to file a complaint under the Family Educational Rights and Privacy Act FERPA may do so in writing to the Family Policy Compliance Office, US Department of Education, 400 Maryland Ave SW, Washington, DC 20202-5920.

More information can be found in the [District's Annual Notices](#) under [Notification of Rights under FERPA for Elementary and Secondary Schools](#).

## Student Representative to the Board of Education

Goals:

1. Act as a liaison between district students and the Board of Education, providing input on educational issues from a student perspective.
2. Report academic and extra-curricular highlights on behalf of all district schools.

Expectations:

1. Attend all school board meetings. Full board meetings will last 2-4 hours and are held approximately every three weeks.
2. Attend selected C/P committee meetings.
3. Communicate with district principals, or their designee, prior to each board meeting.
4. Periodically meet with the Superintendent on the Friday or Monday prior to all board meetings to discuss issues and receive background information.
5. Periodically meet with the Director of Instruction prior to select C/P meetings to discuss board policies and receive background information.
6. Report back to district schools within one week following each Board of Education meeting.

Limits:

1. Non-voting position
2. Student representatives to the Board of Education may participate in Board of Education goal setting, but may not prioritize goals or vote on goals.
3. Student representatives will not attend closed sessions.
4. Two representatives will be selected.

5. Student reps will receive a meeting agenda on the Thursday prior to each board meeting.
6. Students must be of junior or senior status to be eligible for consideration.
7. Students will be eligible to serve a maximum of two years.
8. The official term for this position will begin with the reorganization meeting in April.
9. Incoming student representatives will “shadow” outgoing student representatives at the March/April meetings in an attempt to become acclimated to the position.

## Suicide Policy and Suicide Prevention Resources

### Policy:

The Board of Education recognizes that depression, anxiety, and other mental health conditions are severe problems among children and adolescents. All school personnel should be alert and report to an administrator or school psychologist, school counselor, or school nurse regarding any student who exhibits symptoms or warning signs of depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. The law provides that anyone whom, in good faith, attempt to prevent suicide by a student is immune from civil liability for his/her acts or omissions in respect to the suicide or attempted suicide.

### Resources:

Center for Suicide Prevention: <https://www.centerforsuicideawareness.org/> or text HOPELINE to 741741

988 Suicide & Crisis Helpline: <https://www.dhs.wisconsin.gov/crisis/988.htm> or text/call 988

The Trevor Project: <https://www.thetrevorproject.org/>

Speak Up, Speak Out Wisconsin: <https://speakup.wisconsin.gov/>

Waukesha County Crisis Intervention: <https://www.waukeshacounty.gov/HHS/>

## Technology Related Board Policies

The following link contains information regarding board policies covering technology:

[https://docs.google.com/document/d/1rzXPshWWn0Th7ef6HMCKrnnOORDvWzUUV\\_mY2AaDGw/edit?usp=sharing](https://docs.google.com/document/d/1rzXPshWWn0Th7ef6HMCKrnnOORDvWzUUV_mY2AaDGw/edit?usp=sharing)

## Technology - Cell Phone, Use of Electronic Devices, Social Media

Students may possess cell phones and/or personal electronic devices during passing periods, lunch, study halls and before or after school. **Cell phones should be in the classroom cell phone caddy during instruction.** Classroom teachers and supervisors have the authority to create and enforce their own specific guidelines involving cell phone and/or electronic device usage for their specific learning environment. Interference/distraction will be interpreted and determined by supervising staff or administrators with staff input.

If a student will not comply with adult direction regarding cell phones and/or electronic devices:

- Cell phone and/or electronic devices are removed for the remainder of the hour or any part of the day. This may involve administration. These will be placed in a secure area of the classroom or office.
- Multiple referrals will result in the development of a technology plan for the student which may include loss of personal technology privileges.

## Technology - Device Requirement ~ Technology Partnership Program (TPP)

Mukwonago Area School District is committed to a 1:1 device environment to support and encourage collaborative teaching and learning and enhance the educational process. As such, students attending Mukwonago High School are required to bring a mobile device to school. To assist families with this initiative, we are proud to offer the [Technology Partnership Program \(TPP\)](#) in which the district shares the cost of a device with families. Students receive a new Chromebook on the day of registration and are billed \$50 per year along with their registration fees. After the fourth and final payment, ownership of the device is transferred to the family.

## Valedictorian/Salutatorian

Candidates for valedictorian and salutatorian must complete eight semesters of high school work earning a minimum of 27 credits, none of which may be graded in a Pass/Fail basis. Selection for these honors will then be made at the conclusion of the eighth semester. In order to be considered for these honors, students need to meet all criteria that designates them as full-time students at MHS while completing at least half their graduation credits within MASD. Early graduation will preclude the student's nomination as a candidate for valedictorian/salutatorian.

## Video Surveillance and Electronic Monitoring

Video cameras are in use to monitor public areas of a school facility (i.e., hallways, entrance areas, parking areas, school grounds, cafeterias, gyms, weight room, library, art gallery, etc.) for security purposes.

Videotaping shall not be conducted in private areas such as bathrooms, locker rooms, or dressing rooms.

The use of hidden cameras in classrooms, offices, etc. will not take place without written authorization from the Superintendent or Director of Business Affairs.

Access to and use of videotapes shall be limited as follows:

1. When needed, recorded video shall be maintained under the control of the building principal, who shall limit viewing of video to the purpose of documenting misconduct. Viewing of video shall be restricted to personnel necessary for the purpose of documentation and discipline, as well as the parents of the student who is to be disciplined as a result of the misconduct which is shown on the video. Such a viewing of the video by the parent(s) of the student shall be under the jurisdiction and control of the building principal, and shall be performed in a setting which is designed to guarantee confidentiality.
2. The District reserves the right to introduce a video at any disciplinary hearing involving student misconduct or rule violations.
3. The video shall not be available for viewing by the general public, media or other individuals. Building principals and/or district administrators may authorize other individuals, such as guidance counselors, school psychologists or social workers, to view segments of the video if:
  - Such individuals are working with the student on the video because of behavior, emotional or learning problems.
  - Viewing the video would be beneficial to their role in assisting the student.
  - The viewing of the video is considered to be necessary in order to provide a means of defending the District

in the event of litigation, brought by any individual, pertaining to the conduct of the student(s) in question as shown on the video.

## **Work Based Learning**

The Mukwonago Area School District recognizes the educational value that school-supervised work experiences offer to its students.

Work based learning experiences expose students to different types of jobs and help students learn and apply skills necessary to the working world. Concurrently, these experiences give students the opportunity to acquire attitudes, skills, and knowledge for work and other life roles by participating in actual or simulated work settings related to in-school instructional programs. All of these activities are aimed at the infusion of workplace experiences into the academic environment to assist students in developing work behaviors that will make them more employable. Further, these activities provide workplace and academic experiences to assist them in becoming responsible, cooperative, and active members of the community.

All work experience programs will be school supervised, arranged in cooperation with local business, and conducted in compliance with state and federal child labor laws.

DWD. 270.04(1) of the Wisconsin Department of Workforce Development (DWD) administrative code provides that no minor shall be employed or permitted to work in any gainful occupation during the hours he/she is required to attend school under section 118.15 of the statutes, except for those students participating in an approved high school or vocational school work-training or work-experience program for which proper scholastic credit is given.

Students participating in work-training or work-experience programs for scholastic credit are considered student learners under the Child Labor laws and are not subject to the law or rules concerning prohibited employment for minors, except those specified in DWD. 270.03 of The Wisconsin administrative code. "Student Learners" are those students employed on a part-time basis under a bona fide written schoolwork training program agreement to obtain both scholastic credit and employment training. The training agreement shall contain the name of the student learner, be signed by the parent, employer, and school principal, shall be kept on file by both the school and the employer and must provide, among other things:

1. That the work of the student learner in the occupations declared hazardous is incidental to his/her training, and shall be intermittent and only for short periods of time;
2. That such work is under the direct and close supervision of a qualified and experienced person; That safety instructions will be given by the school and correlated by the employer with on-the-job training;
3. A schedule of organized and progressive work processes to be performed on the job.