

School District of Mellen



Student Handbook 2024-2025

“Home of the Granite Diggers”

420 South Main Street * P.O. Box 500 * Mellen, WI 54546

Phone 715/274-3601 * Fax 715/274-3715

<http://www.mellendiggers.org>

“This institution is an equal opportunity provider.”

Board Approved: August 21, 2024

Table of Contents

Page

- 1 - Mission of the School
- Nondiscrimination Statement
- 2 - Equal Education Opportunity/
Anti-Harassment
- 3 - Title IX Regulations
- Annual Notifications
- 4 - School Day
- 4 & 5 - School Hours

SECTION I - GENERAL INFORMATION

- 6 - Advertising Outside Activities
- Armed Forces Recruiting
- Asthma Inhalers and Epi-pens
- Control of Communicable Diseases
- 6 & 7 - Controversial Issues in the Classroom
- 7 - Dances
- Diplomas
- Early Dismissal
- Emergency Medical Authorization
- 7 & 8 - Emergency Procedures
- 8 - Enrolling In The School
- 8 & 9 - Fees, Fines And Charges & Public
Records
- 9 - Food Service
- Head Lice
- Human Growth and Development
- 9 & 10 - Immunizations
- 10 - Individuals with Disabilities
- Injury and Illness
- Lost and Found
- Preparedness for Toxic and Asbestos
Hazards
- 10 & 11 - Protection of Pupil Rights
Amendment (PPRA)
- 11 - Scheduling and Assignment
- School Visitors
- Student Fundraising
- 11 & 12 - Student Records
- 12 - Student Rights and Responsibilities
- Student Sales
- Student Valuables
- Student Well-Being
- Transfer Out of the District
- 12 & 13 - Use of Non-Prescribed
(Over-the-Counter) Medications
- 13 & 14 - Use of Personal Communication
Devices
- 15 - Use of Prescribed Medications
- Use of School Telephones
- Video Surveillance
- Wellness Policy
- 16 - Withdrawal from School

SECTION II - ACADEMICS

- 16 - Academic Honesty
- Class Change Procedure
- Dual Enrollment
 - Early College Credit Program
 - Start College Now Program
- 17 - Field Trips
 - Field Trip Permission
- Grades
- 18 - Grading Periods
- Graduation Requirements
- High School Graduation Credit for
Hunter or Trapper Education
- Homework
- Honor Roll
- 18 & 19 - Promotion, Placement and Retention
- 19 - Student Assessment
- 19 & 20 - Student Network and Internet
Acceptable Use and Safety
- 20 - Artificial Intelligence
- Substitute Credit Option
- 20 & 21 - Syllabus

SECTION III - STUDENT CONDUCT

- 21 & 22 - Student Code of Conduct
- 22 - Care of Property
- Classroom Conduct
- Classroom Discipline
- Co-Curricular Activities
- 22 & 23 - Detentions
- 23 - Discipline of Disabled Students
- Dress Code
- Drug Abuse Prevention
- 23 & 24 - Expulsion
- 24 & 25 - Search and Seizure
- 25 & 26 - Sexual Harassment
- 26 - Student Anti-Harassment
- Students With Disabilities Removal
from Class Placement
- 26 & 27 - Student's Right of Expression
- 27 - Student Complaints
- 27 & 28 - Suspension
- 28 - Weapons
- 29 - Student Behavior and Discipline
- General Disciplinary Procedures
- Grounds for Removal of a Student
from Class
- Parent/Legal Guardian Notification
Procedures
- 30 - Behavior Intervention Flow Chart
- 31 - 33 - List of Actions & Consequence

SECTION IV – STUDENT ATTENDANCE

- 33
 - Attendance for Athletes
 - Compulsory Student Attendance
 - Excusing an Absence
- 33 & 34 - Excused Absences
- 34
 - Habitual Truancy – Wisconsin State Statute 118.16
 - Make-Up of Coursework and Exams for Excused Absences
- 34 & 35 - Make-up of Coursework and Exams for Unexcused Absences
- 35
 - Notice of Habitual Truancy
 - Senior Attendance

- Students Leaving During the School Day
- Tardies
- Truant
- Unexcused Absences

SECTION V – TRANSPORTATION

- 36
 - Bus Transportation to School
 - Bus Conduct
- 36 & 37 - Penalties for Infractions
- 37
 - Videotapes on School Buses
 - Student Driving/Parking
 - Driving to Extracurricular Events

A LETTER FROM YOUR PRINCIPAL

Dear Students,

Welcome to a new school year at Mellen! The staff and I are looking forward to working with you. The mission of our district is, “Work collaboratively in a **respectful, responsible, safe, and ready** environment to create an education where all students will succeed.” This mission applies to our students, teachers, and everyone involved in our school system. As you approach the coming school year, it is our hope that students and staff will work together to achieve this goal.

Mellen School District holds the expectation that its students will strive to be **respectful, responsible, safe, and ready** learners. These expectations guide this handbook and our classroom procedures. They provide the framework for each of us to achieve our full potential.

The policies, guidelines, and procedures in place exist to ensure that we have a safe atmosphere conducive to learning. This handbook serves as a guide for students and parents to help them understand the procedures in our school. Each student is responsible for knowing the contents of this handbook as it contains information about students’ rights and responsibilities. Please read and review them with your parents/legal guardians so that you each have an understanding of what is expected. Please visit our website at www.mellendiggers.org for a full description of the District’s policies that are currently in place.

Mellen School District has an outstanding staff that is ready to assist you in your overall education! We believe Mellen is an excellent place for you to gain an education and to grow academically, socially, and emotionally. You are encouraged to join in the numerous activities and opportunities the District has to offer. We want you to have the best learning opportunities possible and to have a tremendous experience at our school in a **respectful, responsible, safe, and ready** environment!

Respectfully,
Mrs. Heidi Stricker
PreK-12 Principal
School District of Mellen
715-274-3601, ext. 402
hstricker@mellendiggers.org

School District Of Mellen

2024-2025 School Year

JULY 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	5
4	5	6	7	8	9	12
11	12	13	14	15	16	19
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024 (20 Days)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024 (22 Days)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024 (15 Days)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024 (15 Days)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Professional Development Days:

Aug. 26-29 Staff Professional Development
 Oct. 3 Conferences
 Oct. 4 Staff Professional Development
 Nov. 4 Staff Professional Development
 Jan. 24 Staff Professional Development
 Feb. 13 Conferences
 Feb. 14 Staff Professional Development
 April 4 Staff Professional Development
 *One Floating PD Day – not scheduled

AUGUST

26-29 Staff Professional Development Days

SEPTEMBER

2 No School
 3 First day of school

OCTOBER

3 Early Release for Students
 Family/Teacher Conferences
 (1:30-7pm)
 4 Staff Professional Development Day
 (NO SCHOOL for STUDENTS)

NOVEMBER

1 1st quarter ends (43 school days)
 Staff Professional Development Day
 (NO SCHOOL for STUDENTS)
 4 No School

DECEMBER

23 - 31 No School

JANUARY

1 No School
 23 2nd quarter ends (45 school days)
 24 Staff Professional Development Day
 (NO SCHOOL for STUDENTS)

FEBRUARY

13 Early Release for Students
 Student-Led Conferences
 (1:30-7pm)
 14 Staff Professional Development Day
 (NO SCHOOL for STUDENTS)
 17 No School

MARCH

14 & 17 No School

APRIL

3 3rd quarter ends (45 school days)
 4 Staff Professional Development Day
 (NO SCHOOL for STUDENTS)
 18-21 No School

MAY

24 Class of 2025 graduation @ 2:00 PM
 26 No School

JUNE

6 Early Release for Students
 4th quarter ends (42 school days)

175 Student Days

1 day = 2 Conference Evenings

1 day = 2 Open House Nights (Dates TBD)

9 Professional Development Days

1 Floating PD Day (needs prior approval, at school)

Total: 187 Professional Staff Days

BOE Approved: 2-21-24

School

Start & End Times:

◆ 8:10-3:30

Early

Dismissal Times:

◆ 1:00 pm

JANUARY 2025 (21 Days)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025 (18 Days)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025 (19 Days)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025 (19 Days)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025 (21 Days)

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025 (5 Days)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

CALENDAR KEY

- Professional Development
No School For Students
- No School
- Early Release Day
- 2025 Graduation 2:00pm

Calendar is subject to change. School year may be extended due to inclement weather.

2024-2025 Room and Phone Designations

*Extension numbers are the same as room numbers unless indicated otherwise.

Room Name / Program

First Floor

100 Family Room
101 MS/HS Math
102 Mr. Steve Eder, Business Education
103 Mrs. Trisa Kleczka, Art
104 Mr. Jeremiah Manzer, HS Science
105 Science Room
106 Before/After School Program
107 Before/After School Program
108 Mr. Adam LaRose, HS Spec. Ed.
109 Mrs. Libby Huber, Grade 5
110 Mrs. Laura Krell, Grade 3
111 Mrs. Kayla Sojka, Grade 4
112 Conference Room
113 Mrs. Coreina Stricker, Library Asst.
114 Mrs. Lynn Martin, Elem. SE
115 Mrs. Kris Kruzan, PreK
116 Ms. Melanie Nortunen, Kindergarten
117
118 Mrs. Michelle Hultman, Math Interventionist
119 Mrs. Amanda LaRose, Grade 2
120 Mrs. Tina Kretzschmar, Grade 1
140 Girl's Coaches/Official's office
145 Mr. Chris Scholz, Tech Coordinator
146 Occupational & Physical Therapy
147 Speech Therapist
149 Mr. Don Moreland, Phy. Ed./AD
197 Food Service Staff/Cafeteria
228 Mr. Corey Lake, Tech Ed./Asst. Principal
School Attendance Officer
230 Maintenance Department

District Office

410 Mrs. Rhonda Elmhorst-Friemoth,
Superintendent
402 Mrs. Heidi Stricker, Principal
403 Finance Manager
401 Mrs. Kristi Nortunen, Administrative Asst.
400 Mrs. Jennifer Peters, Student Services
Secretary

Second Floor

200 After School Program
201 Mr. Scott Maier, MS
202 Mr. Chris Scholz, Tech Coordinator
204 Staff Workroom
205 Ms. Jenny Stoiber, MS
206 Mrs. Kayla Schutte, MS SE
207 After School Program

Third Floor

302
303 Mrs. Amber Waters, HS English
304 Mr. Tom Ernest, School Counselor
305 Ms. Sheryl Koosmann, MS/HS Soc. St.
310 Mr. Tyler Burk, Band/Music

Board of Education Members

Mr. Cody Peters, President 715-274-2183
Mr. Scott Hultman, Vice-President 715-456-4560
Mr. Terry Peters, Treasurer 715-274-5302
Mrs. Elizabeth Young, Clerk 715-730-0542
Mrs. Amber Erickson, Member 715-977-1719
Mr. Peter Jokinen, Member 715-681-0667
Member

Special Education Department/Health Office

405
404 Mrs. Kayla Schutte, Special Ed. Director

Mission Of The School

The mission of the School District of Mellen is to work collaboratively in a respectful, responsible, safe and ready environment to create an education where all students will succeed.

Nondiscrimination 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](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: 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.

This institution is an equal opportunity provider.

Equal Education Opportunity/Anti-Harassment (Policy 2260)

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

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents/legal guardians who have questions should contact Mrs. Heidi Stricker, Principal at extension 402.

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

Mrs. Heidi Stricker, Principal
(715) 274-3601 ext 402
420 South Main Street
hstricker@mellendiggers.org

The complaint procedure is described in Board **Policy 2260** - Nondiscrimination and Access to Equal Educational Opportunity, and on Form 2260F8 and on Form 2260.01B. The policy and forms are available in the District office.

The complaint will be investigated, and a written acknowledgement given to the complainant as-soon-as-possible or will be given within forty-five (45) days of receipt of a written complaint. The determination of the complaint within ninety (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent.

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

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

TITLE IX REGULATIONS (Policy 2264/2266)

The Board of the Mellen 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 Coordinators are:

Coordinator

Heidi Stricker, Principal
715-274-3601 ext. 402
420 S. Main Street
Mellen, WI 54546
hstricker@mellendiggers.org

Assistant Coordinator

Corey Lake, Assistant Principal
715-274-3601 Ext. 228
420 S. Main Street
Mellen, WI 54546
clake@mellendiggers.org

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

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in **Policy 2264/2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities**, which is available on the District's web page or by requesting a copy from the District office. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond. Refer to **Form 2264 F1 - Notice and Statement of Nondiscrimination**.

Annual Notifications

- Program or Curriculum Modifications (Policy 2451)
- Parents' Right to Inspect Library Materials (Policy 2522)
- Title I - Parents' Right to Know (Policy 2261.02)
- Student Assessment (Policy 2623)
- Parents' Right to Inspect Instructional Materials (Policy 9130)

School Day

The educational process at Mellen begins at 8:10 am and ends at 3:26 pm. During instructional times, all classroom and entry doors are to be closed and locked. If you need to pick up your child prior to 3:26 pm, you will need to check-in with the District office located at Entrance A.

2024-2025 MELLEN SCHOOL HOURS

Middle School and High School

7:50 - 8:10	MS and HS students enter the building using Doors A or H
8:10-8:54	1st hour
8:57-9:41	2nd hour
9:43-10:28	3rd hour
10:31-11:01	DIGGER TIME
11:04-11:48	4th hour
11:48-12:18	MS LUNCH
11:51-12:35	HS 5th hour
12:21-1:05	MS 5th hour
12:35-1:05	HS LUNCH
1:08-1:52	6th hour
1:55-2:39	7th hour
2:42-3:26	8th hour
3:26	MS and HS Dismissal

Elementary

7:50-8:10	Elementary students enter the building using Doors B or G
7:50-8:05	Breakfast
9:45-10:15	PK, K, 1st & 2nd grade RECESS
9:43-10:28	3rd, 4th & 5th grade SPECIALS
10:55-11:25	10:55 Pre-K Lunch 11:00 K Lunch 11:05 1st Lunch 11:10 2nd Lunch 11:15 3rd Lunch 11:20 4th Lunch 11:25 5th Lunch
11:20-11:45	11:20 Pre-K Recess 11:20 K Recess 11:25 1st Recess 11:30 2nd Recess 11:35 3rd Recess 11:40 4th Recess 11:45 5th Recess
1:08-1:52	K, 1st & 2nd grade SPECIALS
2:00-2:30	3rd, 4th & 5th grade RECESS
3:20-3:26	Elementary Dismissal 3:20 K, followed by 1st, followed by 2nd 3:20 4th, followed by 5th, followed by 3rd

*Times not listed are for classroom instruction.

*Extra grade level recess times to be scheduled.

Schedule for 1:00 PM Early Release

Middle School and High School

No Digger Time

8:10 - 8:40	1st hour
8:43 - 9:13	2nd hour
9:16 - 9:46	3rd hour
9:49 - 10:19	4th hour
10:22 - 10:52	5th hour
10:55 - 11:25	6th hour
11:28 - 11:58	7th hour
12:01 - 12:31	HS 8th hour
11:58 - 12:28	MS Lunch
12:30 - 1:00	MS 8th hour
12:31 - 1:00	HS Lunch

High School is dismissed at 12:45 pm.
They need to remain in the cafeteria until 12:45 pm.

Elementary

There is not a second recess on the short day.

Grades: K, 1 & 2	Grades: 3, 4 & 5
9:16 - 9:46 SPECIALS	10:55 - 11:25 SPECIALS
Lunch 10:50 - 11:15 - PK 10:55 - 11:15 - K 11:00 - 11:20 - 1 11:05 - 11:25 - 2	Lunch 11:29 - 11:49 - 3 11:32 - 11:52 - 4 11:35 - 11:55 - 5
Recess 11:15 - 11:40 - PK 11:15 - 11:45 - K 11:20 - 11:50 - 1 11:25 - 11:55 - 2	Recess 11:49 - 12:19 - 3 11:52 - 12:22 - 4 11:55 - 12:25 - 5
End of Recess to 12:55 Classroom Time	End of Recess to 12:55 Classroom Time
12:55 Dismissal	12:55 Dismissal

SECTION I - GENERAL INFORMATION

Advertising Outside Activities

No announcements or posting of outside activities will be permitted without the approval of Administration.

Armed Forces Recruiting

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

If a student or the parent/legal guardian of a student submits a signed, written request (Form 8330 F13) to Administration that indicates that the student or the parent/legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials shall not allow that /legal guardians access to the student's directory information. The Administration shall ensure that students and parents/legal guardians are notified of the provisions of the opportunity to deny release of directory information. Please be aware that school email addresses are required by law to be released upon request from Armed Forces Recruiting agencies.

Annually, the School Counselor will notify male students aged eighteen (18) or older that they are required to register for the selective service.

Asthma Inhalers And Epi-Pens

Students with appropriate written permission from the physician and parent/legal guardian, may possess and use a method dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Inhalers and Epinephrine (Epi-pen) can be administered only in accordance with student's physician approval orders which are on file in the Health office. The orders must be updated annually.

Control Of Communicable Diseases (Policy 8450)

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

Persons who have a fever of 100.4°F (38.00C) or above or other signs of illness should not be admitted to the facility. Parents are to be on the alert for signs of illness in their children and to keep them home when they are sick.

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

Any student's removal from school will only be for the contagious period as specified in the District's policies.

As required by Federal and State law, parents/legal guardians may be required to have their child's blood checked to rule out Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV), and other blood borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Controversial Issues In The Classroom (Policy 2240)

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents/legal guardians find objectionable. If after careful, personal review of the

program lessons and/or materials, a parent/legal guardian indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent/legal guardian requested absences.

Parents/legal guardians will receive prior notice of all movies or videos that are to be shown. All movies and videos will be age-appropriate and approved by parents/legal guardians and Administration.

Dances

Students are expected to follow the Student Code of Conduct when attending dances. Once a student leaves the building, he/she is not allowed to return. Students must obtain a Guest Request form from the District Office for prior approval to bring a guest. The form must be turned into the District Office prior to the date of the dance.

Diplomas

Honors Diploma: The Board will present an honors diploma to all students who complete all of the District's requirements for a regular diploma and in addition maintain a GPA of 3.2-3.49 on 7 semesters of high school work. Said student shall be designated as an honor student.

High Honors Diploma: The Board will present high honor diplomas to all students who complete all of the District's requirements for a regular diploma and in addition maintain a GPA of 3.5 or higher on 7 semesters of high school work. Said student shall be designated as a high honor student.

Regular Diploma: The Board will present a regular diploma to all students who complete all of the District's requirements. This means earning at least the minimum number of credits prescribed with a letter grade of A, B, C, or D.

Special Diploma (Honorary): The Board will present a special diploma (honorary) to exchange students who do not meet the requirements for graduation in the School District of Mellen who have already received a diploma in their own country. They must satisfactorily complete all the prescribed work while in attendance. Exchange students who meet the requirements for either Honors or Regular Diplomas will receive the appropriate honorary diploma.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written or verbal request by the parent/legal guardian. No student will be released to a person other than a parent/legal guardian without a permission note or verbal request by the parent/legal guardian.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/legal guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent/legal guardian at the time of enrollment. A student's failure to return the completed form to school may jeopardize the student's participation in school activities.

Emergency Procedures (Policy 8420, AG 8420)

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills.

In accordance with State law, fire drills are to be conducted once each month unless inclement weather conditions prevent doing so at the discretion of the individual responsible for conducting the drills.

Tornado drills shall be conducted at least twice annually in accordance with AG 8420A - Severe Weather and Tornadoes.

At least annually, each school shall conduct a school safety drill practicing evacuation or other appropriate action in the event of a school safety incident, consistent with the school's school safety plan.

Enrolling In The School

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

Students that are new to the Mellen School are required to enroll with their parents/legal guardians. When enrolling, the parents/legal guardians will need to bring:

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

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Homeless Liaison with regard to enrollment procedures. For more information, please call Principal Heidi Stricker at 715-274-3601 ext. 402.

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

Fees, Fines, And Charges (Policy 6152) & Public Records (Policy 8310)

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

Fees

Copy charge (each)	\$0.25
Fax machine (per page)	\$1.00
Labor cost (per hour)	\$20.00
Padlocks - Replacement	\$10.00

Fines

Lost/Damaged Textbooks

1 year usage	100%
2 year usage	90%
3 year usage	80%
4 year usage	70%
5 year usage	60%

Charges

High School Sports

Adults	\$4.00
District Students	FREE
Non-resident Students	\$3.00
Staff Members	FREE
Senior Citizen (62 or older)	FREE w/ Sr. Citizen Pass issued by District Office

Elementary/Middle School Sports

Adults	\$2.00
District Students	FREE
Non-resident Students	\$1.00
Staff Members	FREE
Senior Citizen (62 or older)	FREE w/Sr. Citizen Pass issued by District Office

Students using school property and equipment can be fined for excessive wear and abuse. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly.

Food Service

- *FREE MEALS FOR ALL STUDENTS

For the school year, all students will be able to participate in the breakfast and lunch program at no cost to the families. The Board has approved for the District to participate in the Community Eligibility Provision program through the Wisconsin Department of Public Instruction. As reimbursement for the District is now based on the number of meals served, we strongly encourage all children to eat breakfast and lunch, in order to continue this program for future years.

It is important to provide children the nutrition they need to stay focused during the school day. All students are encouraged to take the breakfast and lunch provided by the school. **Students who bring a meal from home may purchase half pints of milk in the cafeteria for \$.50.**

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on school premises during the school day. No food or beverage may be sold on any school property except in accordance with the standards approved by the Board.

The Board has established standards, aligned with state and federal requirements for food/beverages allowed during the school day. With the focus on healthy foods, items such as soda, candy bars, etc. are not allowed in the school. Water will continue to be allowed, when approved by the classroom teacher or person in charge.

Head Lice (Policy 8450/8451)

Students with head lice and/or nits may be removed from the classrooms and/or school until they have received proper treatment in accordance with State law and established procedures. Whenever a student is found to be infested with head lice, he/she is to be sent home for treatment and not readmitted until the parent/legal guardian completes Form 8450A F3 and it is confirmed that the child is free of any nits.

Human Growth And Development (Policy 2414)

School districts are required by the state to develop a Human Growth and Development curriculum. The curriculum strives to present accurate knowledge to work with the community's attitudes to help our students make responsible decisions regarding human relations.

Our curriculum meets the requirements of the law, but more importantly, it meets the needs and maturity levels of our students. We accept that parents/legal guardians are the primary educators of their children in the area of human sexuality. This curriculum was developed with the thought in mind of reinforcing what has been taught in the home and to provide basic information to those children who do not receive sex education in the home.

Parents/legal guardians can exempt their child from participating in the Human Growth and Development program. If you wish to not have your child participate in the program, please inform your child's teacher, in writing. Contact your child's teacher or Administration if you have any questions or would like additional information.

Immunizations (Policy 5320)

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

preschool children must be immunized in accordance with the regulations for that age group provided by the Department of Health and Human Services. Any questions about immunizations or waivers should be directed to Administration.

Individuals With Disabilities (Policy 2460)

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

A student can access Special Education services through the proper evaluation and placement procedure. Parent/legal guardian involvement in this procedure is generally required. More importantly, the school encourages parents/legal guardians to be active participants. To inquire about Special Education programs and services, contact Principal Heidi Stricker at (715) 274-3601 Ext. 402.

Injury And Illness (Policy 8442)

All injuries no matter how slight must be reported to a teacher, the health office, or the District Office. If medical attention is required, District staff will follow the school's emergency procedures, applicable policies, and Administrative Guidelines.

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

Lost And Found

The lost and found area is near the District Office and/or Health Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

Preparedness For Toxic and Asbestos Hazards (Policy 8431)

The District's priority is the safety of students and staff and is committed to following all Federal and State laws and regulations to protect students from hazards that may result from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the District office upon request.

Protection of Pupil Rights Amendment (PPRA)

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

- a. political affiliations or beliefs of the student or his/her parents/legal guardians;
- b. mental or psychological problems of the student or his/her family;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or his/her parents/legal guardians; or
- h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

Family Policy Compliance Office, US Department of Education
400 Maryland Avenue, SW, Washington, DC 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

Scheduling And Assignment

Elementary level

Administration will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with Administration.

Secondary level

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

School Visitors (Policy 9150/AG 9150)

The District welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. Every visitor to a school must register at the school office. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not register with the school office is on school property without authorization and should be asked to identify himself/herself properly and obtain permission or to leave the school grounds. If the visitor refuses to leave the school grounds or creates any disturbance, administration should request aid from the Mellen and/or Ashland County law enforcement.

Student Fund-Raising (Policy 5830)

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school policy. No unauthorized fundraising will be permitted.

Student Records (Policy 8330)

If you do not want the School District of Mellen to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing immediately. The School District of Mellen has designated the following information as directory information:

Student's name, date and place of birth, address, telephone listing, electronic mail address, photograph participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, major field of study, the most recent educational agency or institution, Dates of attendance and Grade level attended.

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

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

Student Rights and Responsibilities

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

Parents/legal guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, email, the mail or hand delivery may be used to ensure contact. Parents/legal guardians are encouraged to build a two-way link of communication with their child's teachers by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Parents/legal guardians and students can access grades and attendance at any time by logging into the school website at <http://mellendiggers.org> – Use the Parent/Student access tab; Academic Links tab; download the PowerSchool app. You will need to enter your confidential ID and password in the fields. Contact the Student Services Secretary at ext. 400 to request your passwords.

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

Student Sales

No student is permitted to sell any item or service, including fundraisers in school without the approval of Administration. Violation of this rule may lead to disciplinary action.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school is not responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Student Well-Being

All students must have an emergency medical card completed, signed by a parent/legal guardian, and filed in the Health office. Students with specific health care needs should submit those needs in writing and with proper documentation by a physician, to the Health Office.

Transfer Out Of The District

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

Use Of Nonprescribed (Over-The-Counter) Medications (Policy 5330)

Staff and volunteers will not be permitted to dispense non-prescribed medication products to any student without written or verbal parental consent. The Nonprescription Medication Product Request and

Authorization Form 5330 Fla must be filed with the Health Aide before the student will be allowed to begin taking any over-the-counter medication during school hours.

For each nonprescription medication product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended prescribed dose.

Only those nonprescription medications that are provided by the parent/legal guardian in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered.

The parent/legal guardian's request to administer a nonprescription medication product shall contain the following information:

- a. student's name
- b. date
- c. name of medication
- d. dosage and frequency
- e. special handling and storage directions

Elementary (Grades K to 5)

Parents/legal guardians may authorize the school to administer a non-prescribed medication product using a form which is available at the Health office. A physician does not have to authorize such medication, but all of the other conditions described above under Use of Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent/legal guardian to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Secondary (Grades 6 to 12)

Parents/legal guardians may authorize the school to administer a non-prescribed medication product using a form which is available at the Health office. A physician does not have to authorize such medication. The parent/legal guardian may also authorize on the form that their child:

- * may self-administer the medication.
- * keep the medication in his/her possession.

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

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

Use Of Personal Communication Devices (Policy 5136)

Possession and/or use of a personal communication device (PCD) by a student while at school during the school day is a privilege that may be forfeited by any student who fails to abide by District policy or otherwise engages in abuse of this privilege. Strict adherence is required. Earbud use is prohibited unless approved by administration.

"Personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g. mobile/cellular telephones, smartphones, telephone paging devices), and/or other web- enabled devices of any type.

Unless approved by an administrator or an IEP team, students are prohibited from using PCDs, and must have them on silent, during the school day except during lunch and before/after school. "Using" refers to, not only the making and/or receiving of calls, but also using the PCD for any other purpose (e.g., sending emails, text messages or instant messages, taking pictures, making recordings/videos, etc.). Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle during school-sponsored activities, at the

discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are not permitted to wear their PCDs clipped to a belt or otherwise display them in plain sight during the school day. Students may, however, carry PCDs inside a pocket of slacks, jeans, etc. provided they are silent. PCDs must be stored out of sight during the school day.

PCDs, including but not limited to devices with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. Administration has authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

A student may keep his/her PCD "On" under the following circumstances with prior approval of administration:

- a. The student is a member of a volunteer fire company/department, ambulance, or rescue squad.
- b. The student has a special health/medical circumstance (e.g. an ill family member, or his/her own special health/medical condition).
- c. The student is using the PCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of a PCD to engage in non-education-related communications is expressly prohibited.
- d. The student is involved in an extracurricular activity after school hours and needs to communicate with his/her parent/legal guardian when the activity is ending so the student can be picked up.

Students participating in extracurricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of PCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.

The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and parents/legal guardians are strongly encouraged to take appropriate precautions, if students possess PCDs at school, to make sure the devices are not left unattended or unsecured.

Using a PCD in an unauthorized manner or in violation of **Policy 5136** or this guideline may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the PCD (in which case, the device may only be released/returned to the student's parent/legal guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography).

If a staff member or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the District office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the District office until the item is retrieved by the student, student's parent/legal guardian, and/or turned-over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/legal guardians to inform them that the item was confiscated and that it will only be returned to the parents/legal guardians.

Also, during after school activities when directed by administration or staff, PCDs shall be powered completely off or in silent mode and stored out of sight.

Earbud usage is prohibited without administrative approval.

Use Of Prescribed Medications (Policy 5330)

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

- a. Parents/legal guardians should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- b. The Medication Request and Authorization Form 5330 F1, Form 5330 F1a, and Form 5330 F1b must be filed with the Health Aide before the student will be allowed to begin taking any medication during school hours. The forms are available in the Health office.
- c. All medications to be administered during school hours must be registered with the Health Aide.
- d. Medication that is brought to the Health office will be properly secured.
- e. Medication **must be brought** to school directly by the parent/legal guardian.
For each prescribed medication, the container shall have a pharmacist's label with the following information:
 1. student's name
 2. practitioner's name
 3. date
 4. pharmacy name and telephone
 5. name of medication
 6. prescribed dosage and frequency
 7. special handling and storage directions
- f. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- g. Any unused medication unclaimed by the parent/legal guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- h. Medications will be dispersed by trained/licensed personnel.

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

Use Of School Telephones

Students may use telephones in the classroom, with permission from the classroom teacher. Parents/legal guardians should encourage students to make family plans and remember necessary school materials before leaving home each day.

Parents/legal guardians may call the District Office to leave a message for their student and the office staff will make every effort to relay the messages in a timely manner. However, we ask that parents/legal guardians allow ample time for the staff to deliver the message. The student may call home during a free period, lunch hour or after school. Students will not be dismissed from class to accept phone calls unless it is an emergency.

Video Surveillance

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment throughout the school and District property. Any person who takes action to vandalize, block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action, and possible criminal charges filed.

Wellness Policy (Policy 8510)

The Child Nutrition and WIC Reauthorization Act of 2004 and, more recently, the Healthy, Hunger Free Kids Act of 2010, require that all schools that participate in the National School Lunch Program or other child nutrition programs create a local school wellness policy with goals for nutrition education, physical activity, and other school activities designed to promote student wellness and set nutrition standards for all foods on school District property.

The Board has established standards that align with federal and state requirements for food/beverages allowed during the school day. With the focus on healthy foods, items such as soda, candy bars, etc. are not allowed in the school. Water will continue to be allowed, when approved by the classroom teacher or person in charge.

Withdrawal From School

Students under the age of eighteen (18) (and 18 years old students during the semester of their birthday) will NOT be allowed to withdraw from school without the written consent of his/her parents/legal guardians, the approval of the District Administrator, and completion of any required forms.

SECTION II - ACADEMICS

Academic Honesty (Policy 5505)

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Class Change Procedure

There is a drop/add period during the first five days of school each semester. A course dropped after the first five days of instruction will be recorded as a failure. Exceptions may be made by Administration.

Dual Enrollment

Dual enrollment includes a variety of programs through which high school students are enrolled simultaneously in both high school and college to earn both high school and college credit. Such programs make college more affordable for families and introduce students to higher level coursework before they immerse themselves in college life.

Early College Credit Program (Policy 2271)

The Early College Credit Program (ECCP) statute allows Wisconsin public and private high school students to take one or more courses at an institution of higher education for high school and college credit or college credit only. Students looking to take courses in the fall semester must turn in the application to their high school counselor each year by March 1. For spring semester courses the same application is used, however the due date each year is October 1. For detailed information please refer to Wisconsin State Statute 118.55.

Start College Now Program (Policy 2271.01)

Start College Now will allow Juniors and Seniors the opportunity to take college courses at Wisconsin Technical Colleges. In order to qualify, the pupil must have completed the 10th grade, be in good academic standing, and applied by the appropriate deadline. Students looking to take courses in the fall semester must turn in the application to their high school counselor each year by March 1. For spring semester courses the same application is used, however the due date each year is October 1. For detailed information please refer to Wisconsin State Statute 38.12 (14).

Under the Early College Credit and Start College Now Programs, a student does not have to pay for a college course if the Administration determines the course qualifies for high school credit and is not comparable to a course offered by the Mellen High School. If the course is approved, the student can receive both high school and college credit for it. There is an eighteen (18) credit limit on credits the Mellen School District will pay towards. Grades earned in college courses are included in a student's graduation grade point average. If the student does not complete the course or does not pass the course, the parent/legal guardian will be required to reimburse the Mellen School District for all fees associated with the course that was not completed or passed.

Mellen grants high school credit as follows:

1 Credit	=	.25 Credit
2 Credits	=	.50 Credit
3 Credits	=	.75 Credit
4 Credits	=	1.00 Credit

Field Trips (Policy 2340/Policy 8640)

Day time field trips will be allowed when used for learning an integral component of the curriculum. Chaperones for day time field trips will be chaperoned by male/female staff members or approved community members as approved by Administration. All chaperones must satisfactorily pass a background check prior to be approved as a chaperone. All chaperones will be listed on the field trip request form.

Overnight field trips will also be allowed when used for learning an integral component of the curriculum or for co-curricular/extra-curricular activities. All overnight field trips must be Board approved prior to booking any hotels, event tickets, etc. Please keep this in mind when planning your overnight field trip.

No student may participate in any school-sponsored trip without parental consent. All District policies including Attendance rules, the Code of Conduct and the Search and Seizure policy apply to all field trips.

Field Trip Permission

In the course of the school year, there are a number of activities that involve students leaving the school grounds by walking. Some of the walking activities include visiting the School Forest, the Legion Memorial Library, the Mellen Manor Assisted Living Home, the Fire Department, Gilman Park, the Post Office, and local financial institutions, etc. With this in mind, we would like for you to initial the Field Trip Permission line on the Student Handbook Consent Sheet for only "in town" activities and field trips. Thank you for your help and cooperation. For out of town field trips, a permission slip will be sent home with your child/children.

Grades (Policy 5421)

The District has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, they should ask the teacher.

The following grading and reporting expectations will be required:

- Learning targets that are assessed will be clearly communicated to students at the start of the unit.
- Teachers are expected to update grades in PowerSchool on a weekly basis.
- Within 2 days of midterm grades being posted, teachers are expected to provide students with an opportunity to improve their grade (i.e. a new assignment, test corrections, redo/retake, etc.).
- Teachers are expected to use the collected symbol (green circle with white checkmark) when work has been turned in but hasn't been graded yet.
- Assignments/tests need to be graded and recorded within 3 days of the assigned due date.
- Appropriate grading categories will be reviewed with administration prior to the start of the year.
- If a child is struggling and has a grade lower than a C-, the teacher will contact the parent/guardian via email, phone call, or in person.

Under the system, letter grades will be assigned a numerical value as shown below:

<u>Grade</u>	<u>Regular Class</u>
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	0.667
F	0.000

Grading Periods

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. Mid-term report cards are sent out within one week after mid-term ends if a student is failing.

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

Graduation Requirements (Policy 5460)

In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits.

Please refer to the Course Description Handbook outlining the required courses for graduation.

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

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

A student may be denied participation in graduation activities for disciplinary and/or attendance reasons.

All fees need to be paid in order to participate in the graduation ceremony.

High School Graduation Credit for Hunter or Trapper Education (Policy 5460)

The Mellen School Board can award a half credit toward high school graduation to a high school student who successfully completes a Department of Natural Resources (DNR) Hunter Education program, Bow Hunter program, or Trapper Education program. The School Board may award credit for completion of only one of the above listed programs.

Homework (Policy 2330)

The Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student.

Honor Roll

Students in grades 6-12, having a grade point average of 3.2 or higher and not receiving a grade of F or I (incomplete) for any subject, will qualify for the honor roll for that quarter.

Promotion, Placement, And Retention (Policy 5410/ag5410)**Elementary - Middle School**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student is moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing appropriate tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an

Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her School Counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the School Counselor's office.

Placement and Retention:

- a. If a student fails, more than 1 semester in any combination of courses(s) the School Intervention Team will determine the possibility of retention based on the criteria below:
 1. Current level of achievement
 2. Potential for success at the next level
 3. Emotional, physical, social maturity
- b. Middle School Remediation (ag2440): Students in grades 6-8 who fail any semester of a core subject will be required to attend summer school. If a student does not attend summer school to remediate skills, he/she will be assigned to an appropriate intervention during the following school year.
- c. Timeline for Middle School Grade Placement: In early March: Teacher notifies Administration, if an alternative grade placement or retention is being considered. The School Intervention Team will be convened by Administration.

Credit Recovery

Students who fail a semester of a core course will be required to retake the course. Twenty-eight to twenty-nine days of summer school will be required of students who have failed one semester of a core course. Each day will consist of 3-hour blocks of time. If needed, the Credit Recovery calendar can be adjusted to ensure the same amount of time is scheduled.

If a student fails a 1st or 2nd semester core course they must retake that semester.

If a student fails both semesters of a core course they must retake the entire year.

Student Assessment (Policy 2623)

To measure student progress, students will be assessed in accordance with State standards and District policy. Additional group assessments are given to students to monitor progress and determine educational mastery levels. These assessments are used to help the staff determine instructional needs. Classroom assessments will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives and benchmarks.

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

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

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

College entrance testing information can be obtained from the School Counselor's office.

Student Network And Internet Acceptable Use And Safety (Policy 7540.03)

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

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

materials. Administration or designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

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

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Administration will assign consequences if a student breaches security.

Artificial Intelligence (AI) (Policy 7540.08)

The Board recognizes the positive impact that artificial intelligence (AI) technology may have in the District's educational program and operations. The District Administrator is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

Substitute Credit Option (Policy 5460)

A student, who participates in athletics, may request that he/she be allowed to complete an additional 0.5 credit in English, social studies, mathematics, science, or health education in lieu of 0.5 credit in physical education.

The student must complete the entire season of the sport in good standing with no athletic violations and attendance at all practices and games unless excused by the coach; or the substitution will be voided, and the student will need to complete the 0.5 credit of Physical Education.

The following athletics qualify for this option: Baseball, Basketball, Cross Country, Football, Golf, Softball, Track and Volleyball.

Syllabus (ag2230)

All middle and high school teachers will provide a syllabus to each student and parent/caretaker for each class the student is enrolled in. If the syllabus is altered or new material is added during the course of the class, a new syllabus will be provided to each student and parent/caretaker without delay.

The following expectations have been established in regards to communicating learning goals, instructional materials, and expectations with students and families. Teachers in grades 6-12 will provide to students and families a syllabus for each class at the beginning of the year, or beginning of the 2nd semester. The syllabus will contain the following:

Teacher Information: Name, email, phone number

Course Details: Course name

Course Description: An overview of what the course will cover for the term or year.

Units of Study for the Course: Provide an outline of the unit topics for the year.

Objectives: Describe what the student should understand or be able to do as a result of taking your course, and how it will be measured (i.e. research project, classroom assignments, quizzes, etc.).

Materials: List materials students will need for the course.

Required Texts and Resources: List District curriculum materials for course; if a teacher created course: list required textbooks, other books, online resources and subscriptions, or other materials students will use.

Communication Protocols: Specify how often and through what channels students should be accessing course information, looking for updates and announcements, and contacting you.

Classroom Expectations: Describe your classroom expectations. Need to be aligned to Universal Expectations.

Electronic Device Policy: Please refer to PO5136 - Personal Communication Devices.

Academic Policies and Procedures: Please refer to PO5421 - Grading.

Acknowledgment Signature lines for student and parent/guardian that need to be returned.
Returning a signed syllabus cannot be used as a graded assignment.

SECTION III - STUDENT CONDUCT

Student Code Of Conduct (Policy 5500)

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

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of the school. No code can be expected to list each and every offense that may result in the use of disciplinary action. It is the purpose of this Code of Conduct to list certain offenses that, if committed by a student, will result in the imposition of a specific penalty. However, in each case of misconduct, the level of infraction, the age and past behavior record of the student shall be considered before disciplinary action is taken. Administration reserves the right to alter disciplinary consequences when the situation warrants. An Administrator and parent/legal guardian conference may be required in any disciplinary case prior to the student being readmitted to class or to attendance at school. When a student is suspended for disciplinary reasons, either in-school or out-of-school, the suspension includes suspension from participating and attending all extracurricular activities for the same period of time.

Expected Behaviors

Each student shall be expected to:

1. Abide by federal, state, and local laws as well as the classroom rules and board policies of the school;
2. Respect the rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, sex, sexual orientation, race, or ethnic background;
6. Complete assigned tasks on time and as directed;
7. Help maintain a school environment that is safe, friendly, and productive;
8. Act at all times in a manner that reflects pride in self, family and in the school.

Students are expected to demonstrate the Digger Values at all times.

1. Readiness
2. Responsibility
3. Respectfulness
4. Safety

Parents/Legal Guardians are encouraged to:

- Support the Digger Values.
- Keep in regular communication with the school concerning their child's conduct and progress.
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being healthy, well groomed, and clean.

- Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.
- Discuss report cards and work assignments with their children.
- Maintain up-to-date home, work, and emergency numbers at school.

Care Of Property (Policy 5513)

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

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

Classroom Conduct

The School District of Mellen is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all teacher's classroom rules and policies of behavior established by the District.

Policies and guidelines apply to all school programs, activities, functions, curricular and co-curricular. The school area is defined but not limited to, that area that is under direct jurisdiction of the school, athletic field, school playground, school forest, school parking lot, and school buses, along with the school building itself. Policies and guidelines also apply to all school affiliated competitions, events, and sponsored trips whether by personal or school transportation.

Classroom Discipline

A good learning atmosphere is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and expectations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.

The teacher has the responsibility to act on infractions of classroom rules. These rules will be explained at the outset of the school year and will be on file in the administrator's office.

The purpose of assigning a student to detention or loss of recess is to re-establish the learning atmosphere that the student has disrupted and to provide a setting for the student to examine his/her removal and make a commitment to correct his/her behavior.

Co-Curricular Activities

During sporting events, once a student enters the building, they are not permitted to leave and return without again purchasing a ticket, unless they have the permission of the game supervisor.

It is strongly advised that students be accompanied by a parent/legal guardian/adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without parent/legal guardian/adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. If a student is disruptive and not following school expectations or Board policies, they may be removed from the property.

Detentions

A student may be detained after school or asked to come to school early by a teacher after giving the student's parent/legal guardian at least a two day's notice. The student or his/her parent/legal guardian is responsible for transportation. A student may serve a lunch/recess detention with a teacher or administration. The parent/legal guardian will be notified as soon as practicable, which may not be before the detention is served.

The following rules shall apply to a detention.

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic devices or other recreational articles shall be allowed.
- No food or beverages shall be consumed, other than water.

Discipline Of Disabled Students

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

Dress Code (Policy 5511)

While fashions change, the reason for being in school does not. Students are in school to learn. Students are to be appropriately dressed and groomed at all times. Attire with printing or pictures relating to profanity, nudity, drugs, tobacco, alcohol, weapons or violence will not be tolerated. Students' clothing may also be deemed inappropriate if it is judged to be damaging, unhealthy, unsafe, revealing, or of a nature which disrupts the educational process.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, they will be asked to change.

Hats, hoods, backpacks, belt bags, and purses are not allowed.

Staff members will refer any students not in compliance to the Principal. Infractions will be corrected in all cases.

Students who are representing our school at an official function or public event will be required to follow a specific dress code, if directed to do so by staff/event sponsor and follow the school dress code requirements. This will apply to athletic teams, bands, and other District sponsored events.

Drug Abuse Prevention (Policy 5505, Policy 5530, AG5530)

The Board recognizes that the use of drugs is a serious problem with legal, physical, and social implications for the entire school community.

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

- a. All dangerous controlled substances as designated and prohibited by Wisconsin statute;
- b. All chemicals which release toxic vapors;
- c. All alcoholic beverages;
- d. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- e. "Look-alikes": Anabolic steroids; Any other illegal substances so designated and prohibited by law.
- f. Ingesting legal chemicals which alter one's physical, emotional and/or behavioral state.
- g. Misuse of prescription medication, dosing instructions not followed or abused.

The use, possession, concealment, or distribution of any drug, drug look-alike and any drug-paraphernalia at any time on school property or at any school-related event is prohibited. Disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school's drug abuse policies and guidelines. Refer to Form 5530 F2 - Memorandum to Parents Regarding School Board Policy On Drug-Free Schools.

Expulsion (Policy 5605, Policy 5610)

- **Grounds for Expulsion:** The Board may expel a student only when it is satisfied that the interest of the students and District demands the student's expulsion and it finds that the student:
 - Repeatedly refused or neglected to obey the rules and policies established by the District;
 - Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or other threat that may result in serious injury or death;

- Engaged in conduct while at school, at a school event, representing the District at an off-campus location or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority, that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board member of the School District in which the student is enrolled; or
- Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority, or representing the District at an off-campus location that disrupted the ability of school authorities or supervision to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.
- **Expulsion for Bringing a Firearm to School:** The Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm, to school own property/premises, a school event, or while under the supervision of a school authority, possessed a firearm or a replica deemed to resemble a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.
- **Expulsion Hearing:** Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parents/legal guardians. The notice will comply with the requirements of State law. The student and the student's parents/legal guardians have the right to request a closed hearing or the Board may choose to close the hearing. The student and the student's parents/legal guardians may be represented at the hearing by counsel.
- **Expulsion Order:** The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision.
- **Student Records:** The student's expulsion from school shall be entered in the student's record as required by Board policy concerning the content of student records.

Search and Seizure (Policy 5771)

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment and storage is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or District policies. Locks are to prevent theft, not to prevent searches. Locks issued or used for any District locker is not to imply privacy or to restrict a legal search.

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

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

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

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

Sexual Harassment (Policy 5517)

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- a. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- b. Sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

Sexual Harassment consists of unwelcome sexual advances, unwelcome staring, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, unwanted touching 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; or
- f. unwelcome behavior or words directed at an individual because of their sex or sexual orientation.

Sexual harassment examples include, but are not limited to:

- a. repeatedly asking a person for dates or sexual favors after the person has indicated no interest;
- b. rating a person's sexuality or attractiveness;
- c. staring or leering at various parts of another person's body;
- d. spreading rumors about a person's sexuality;
- e. letters, notes, telephone calls or materials of a sexual nature; and
- f. displaying pictures, calendars, cartoons or other materials with sexual content;
- g. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- h. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- i. commenting on physical attributes, i.e.: breasts, buttocks, or genitals.

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

If you wish to report harassment, please contact Mrs. Heidi Stricker, Principal at (715)274-3601 extension 402.

A copy of the school's Anti-Harassment Policy, including the reporting, investigation, and resolution procedures, is available in the District office and on the District's website.

Student Anti-Harassment (Policy 5517)

It is the policy of the 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.

The Board will vigorously enforce its prohibition against harassment based on the traits of 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 (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See **Policy 5517.01 – Bullying**).

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- Filing a malicious or knowingly false report or complaint of harassment;
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Students With Disabilities Removal From Class Placement

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

Student's Right Of Expression

The School District of Mellen recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials.

Material cannot be displayed if it:

- a. is obscene to minors, libelous, indecent, or vulgar
- b. advertises any product or service not permitted to minors by law
- c. intends to be insulting or harassing
- d. intends to incite fighting or presents a likelihood of disrupting school or a school event
- e. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of District Policy, or the commission of an unlawful act

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet District policies, may present them to Administration twenty-four (24) hours prior to display.

Student Complaints (Policy 5710)

The Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.

The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:

- A. **Policy 5517.01** - Bullying
- B. **Policy 2260.01** - Section 504/ADA Prohibition Against Discrimination Based on Disability;
- C. **Policy 2260** - Nondiscrimination and Access to Equal Educational Opportunity;
- D. **Policy 5517** - Student Anti-Harassment; and
- E. **Policy 9130** - Public Requests, Suggestions, or Complaints.

If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the Principal or the District Administrator for review and response.

Suspension (Policy 5605, Policy 5610)

- **Duration and Grounds for Suspension:** Administration may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:
 - Noncompliance with school or Board policies
 - Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives
 - Conduct while at school, school sponsored event, representing the District at an off-campus location, or while under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or event
 - Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or Board member of the school district in which the student is enrolled
 - Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property

The suspension period applies to "school days." Thus, a suspension period does not include weekend days or vacation days. A student missing any portion of his/her assigned time in, In-School Suspension may be given an additional two (2) hour period. Failure to timely serve In-School Suspension may lead to a suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

- **Suspension Procedure:** Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised of the reason for the proposed suspension and given an opportunity to explain his or her conduct.
- **Notice of Suspension:** Notice of Suspension in the mail. Administration will inform the student's parents/legal guardians of the reason for the suspension. Administration will meet with all involved parties if requested by any of the involved individuals.
- **Sending a Student Home on the day of the Suspension:** Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if

the situation requires that the student be removed from the premises before school is dismissed. Administration shall attempt to contact the student's parent/legal guardian to request that she/he pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

- **Opportunity to Complete School Work:** A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by Administration.
- **Reference to the Suspension in the Student's Record:** The student's suspension from school shall be entered in the student's record as required by Board policy concerning the content of student records.
- **Co-Curricular or Extra-Curricular Participation:** A student cannot participate in or attend co-curricular or extra-curricular activities, while serving an in-school or out-of-school suspension. This includes the day you receive the suspension and the day(s) a student serves the suspension.

Weapons (Policy 5772)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law, cased or uncased, within 1,000 feet of the school.

This prohibition does not apply to cased, unloaded firearms in a locked vehicle driven or parked in any part of school grounds used as a parking facility, and ammunition for such firearms.

STUDENT BEHAVIOR AND DISCIPLINE

General Disciplinary Procedures

Teachers are responsible to resolve discipline problems through regular, traditional methods including, but not limited to:

- Personal conferences with the student
- Contacting the student's parent/legal guardian
- Consulting and seeking colleague and/or school counselor assistance,
- Assigning a discipline referral to Administration
- Requesting a Student Intervention Team (SIT) meeting

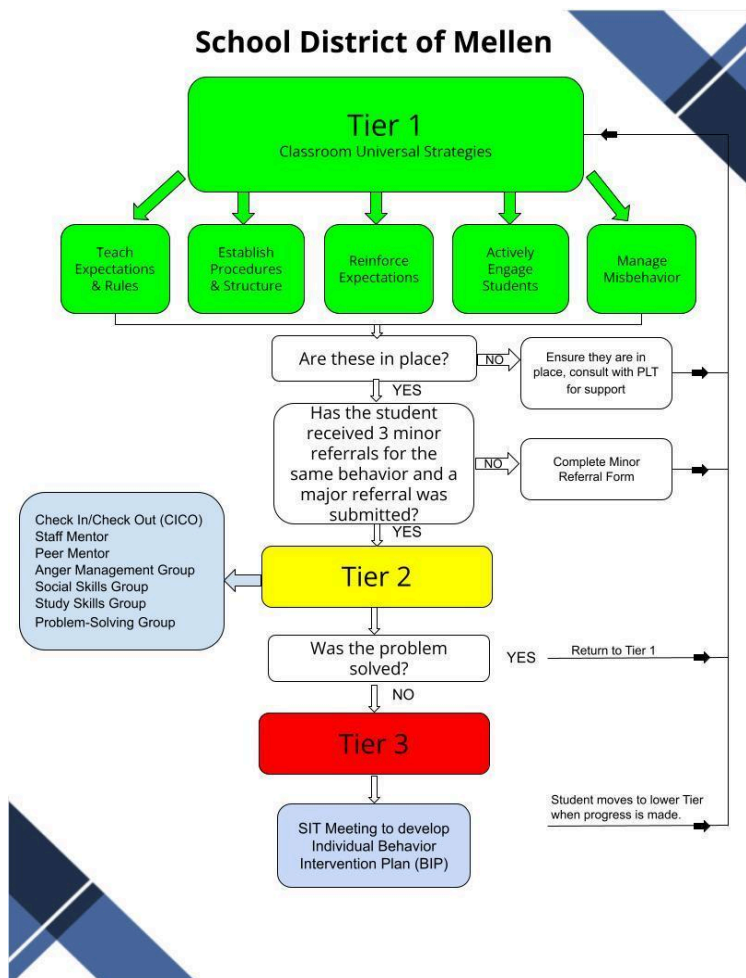
For all out-of-class rule violations, disciplinary action will be taken by the individual staff member and referred to the Administration for follow-up.

Grounds For Removal Of A Student From Class

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

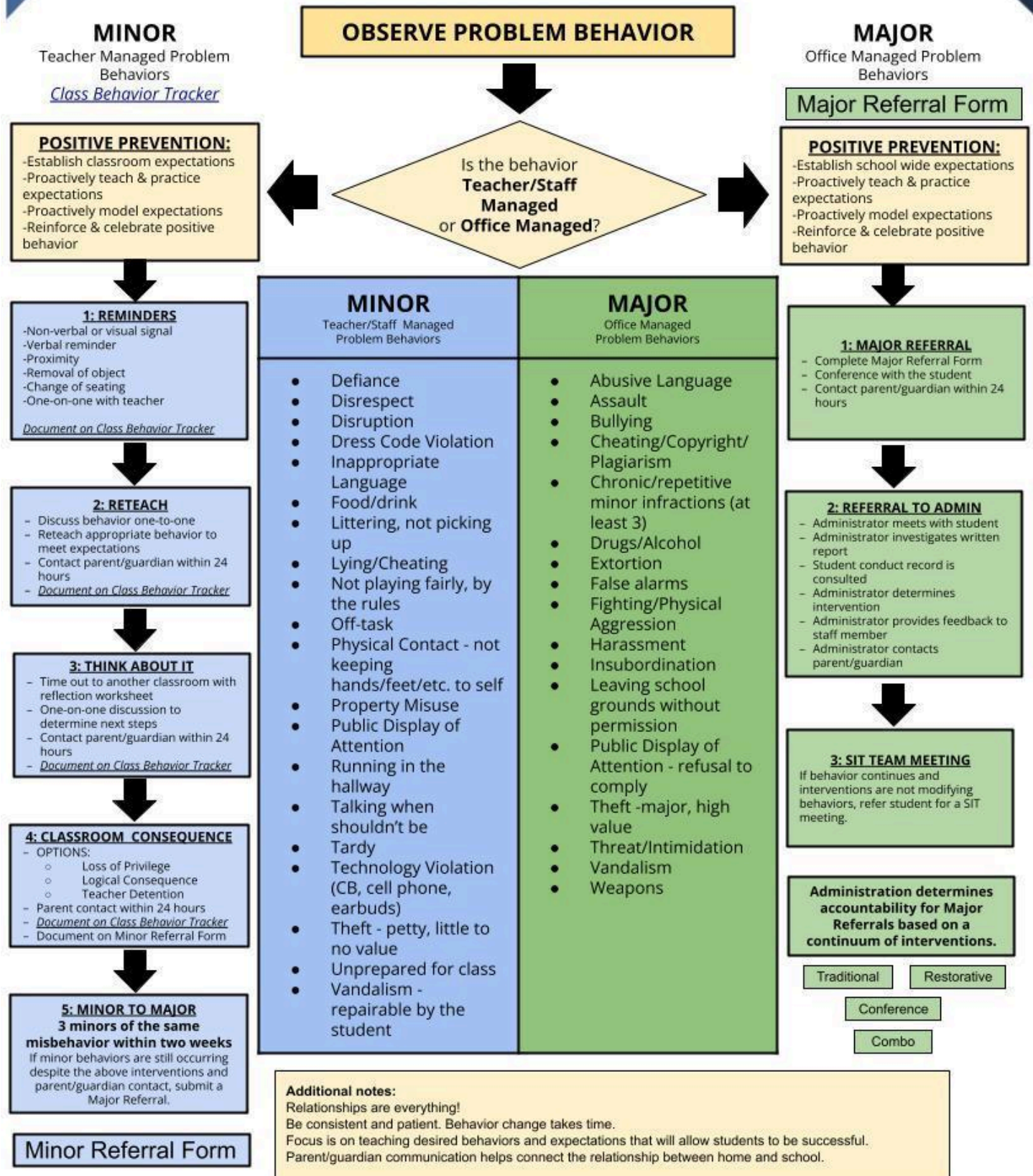
Parent/Legal Guardian Notification Procedures

Teachers and/or administration shall provide the parent/legal guardian of a student removed from class with notice of the removal and the reason(s) for the removal. Notice shall be made as soon as practicable after the student's removal from class. The notice shall also include the reasons for the student's removal and the placement. If the removal from class and change of educational placement involves a student with a disability, the parent/legal guardian notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.



School District of Mellen

Behavior Intervention Flow Chart



Assault - Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury. *First Offense*: 1 – 5 day in-school suspension. *Second Offense*: Out-of-school suspension up to expulsion.

Bullying (Policy 2260/5510/5517) – Willfully and repeatedly exercising power, control or habitually badgers and intimidates another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include, but are not limited to:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact or unwanted touching.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats using crude, offensive language or using demeaning inappropriate terms or epithets.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber bullying" – the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging (IM), defamatory personal websites, personal social media accounts and apps, defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group.

First Offense: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Cheating/Copyright/Plagiarism Violations (Policy 5505)

Type 1: Turning in someone else's work and cheating. - (From another student, website, a book or other source) *First Offense*: The assignment/test will be given a zero and averaged into the student's final grade in the class. The student's parents/legal guardians will be notified. NHS Advisor may remove a student from the National Honor Society. *Second Offense*: The student will be placed on a behavioral expectations agreement and parents/legal guardians will be notified. NHS Advisor may remove a student from the National Honor Society.

Type 2: Compiling pieces of several works into one and failing to use a citation. - *First Offense*: Assignment will not be awarded credit until the student revises it with the proper citations. The student's parents/legal guardians will be notified. *Second Offense*: The assignment will be given a zero and averaged into the student's final grade in the class. A student will be placed on a behavioral expectations agreement. Parents/legal guardians will be notified. The NHS advisor may remove a student from the National Honor Society.

Type 3: Improper Paraphrasing - Educate student. Assignment will not be awarded credit until the student produces work that is properly paraphrased.

Extortion – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student. *First Offense*: 1 – 5 day in-school suspension. *Second Offense*: Out-of-school suspension up to expulsion.

False Alarm – Intentionally engaging a fire alarm or placing a false emergency call that disrupts the effective running of a school day or activity. *First Offense*: 1 – 5 day in-school suspension. *Second Offense*: Out-of-school suspension up to expulsion.

Fighting – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action. *First Offense*: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Insubordination – Noncompliance to directions or instruction; disobeying or disregarding any reasonable instruction of a staff member. *First Offense*: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Leaving School Without Permission from School Personnel – Leaving school without properly notifying office personnel, (Includes during lunch period). Possible consequences: Loss of open campus privilege

and or detention. Any daily assignments handed in by the class or given during an unexcused absence will result in a zero for that assignment.

Misbehavior at Extra-Curricular Activities – *First Offense*: Ten (10) day suspension from attending and participating in extracurricular activities. *Second Offense*: Suspension from all extra-curricular activities for ninety (90) days.

Misbehavior at School – Misbehavior at school that warrants school personnel to have the student sent to the office. *First Offense*: Three (3) detentions. *Second Offense*: 1 – 3 day in-school suspension.

Personal Communication Device Misuse

- 1st Offense – Student loses device until the end of the day and parent/legal guardian notified.
- 2nd Offense – Student loses device until the end of the day, parent/legal guardian notified, and student turns in the phone each day of the week for 5 school days.
- 3rd Offense – Student loses device until the end of the day, parent/legal guardian notified, and student turns in the phone each day for 4 weeks. for 10 school days.
- Additional Offenses – Student loses device until the end of the day, parent/legal guardian notified, and student turns in the phone each day for an extended period determined by administration.

Failure to hand over your PCD when requested will result in immediate In-School suspension.

Physical Aggression – Physical aggression is defined as posturing or challenging behavior that conveys fighting or flagrant disrespect. This includes but is not limited to aggressively violating another's personal space, tripping, kicking, spitting, etc. *First Offense*: Administration discretion. *Second Offense*: Minimum 3-day suspension.

Public Displays Of Affection – Inappropriate public displays of affection will not be tolerated. Teachers and support staff members will notify Administration and provide documentation to include:

1. Students' names.
2. Time and place of incident.
3. Short description of the incident.

First Offense: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Theft – Stealing or attempting to steal, private or school property. *First Offense*: Law enforcement involvement. Restitution and 1 – 3 day in-school suspension. *Second Offense*: Law enforcement involvement. Restitution and 4 – 5 day in-school suspension or out-of-school suspension.

Tobacco Possession or Use – Students found to be in possession or use of tobacco products including e-cigarettes, vaping devices (with or without nicotine and any and all paraphernalia) on school grounds, in school vehicles, or at school activities. *First Offense*: Law Enforcement involvement, 1 – 3 day in-school suspension. *Second Offense*: Law enforcement involvement. 4 – 5 day in-school suspension or out-of-school suspension.

Use of Obscene/Inappropriate Language – Use of language that is obscene or is inappropriate for the school setting, or while at school activities or sponsored events. *First Offense*: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Vandalism – Willfully causing, or attempting to cause damage to any property, real or personal, belonging to the school, staff, or students. *First Offense*: Law enforcement involvement and 1 – 5 day out-of-school suspension. *Second Offense*: Ten (10) day out-of-school suspension.

Verbal Abuse to Staff – Use of disrespectful language towards a staff member. *First Offense*: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Verbal/Physical Harassment – Words which are spoken, or physical action taken solely to harass or injure other people, such as threats of violence, defamation of person's race, religion, ethnic origin, sexual orientation or gender identity, using crude, offensive language or using demeaning or inappropriate terms or epithets. *First Offense*: 1-3 day in-school suspension. *Second Offense*: 4-5 day in-school suspension or out-of-school suspension.

Verbal/Physical Threats to Staff – Use of threatening language or the actual physical assault towards a staff member. *First Offense*: 1 – 5 day in-school suspension. *Second Offense*: Out-of-school suspension up to expulsion. Administration will follow Federal and State law regarding threats.

SECTION IV: STUDENT ATTENDANCE (Policy 5200, AG5200)

Attendance for Athletes

The following attendance requirements are to be met for students to participate:

1. Student athletes will be in school the full day of a practice/contest in order to participate in that practice/contest unless they have been excused for medical or dental appointments or have a signed excuse from Administration in order to participate.
2. Student athletes must be in school the entire day following an event or competition unless they are excused by the Administration. Student athletes violating this provision will be ineligible for the next game, meet, or match.
3. Student athletes suspended from school for any reason are not allowed to participate in any games, practices or attend any athletic activity, until fully reinstated to school.

Compulsory Student Attendance (Wisconsin State Statute 118.15)

All children between five (5) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays accepted, that the school is in session. All students must attend until the end of the term or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's policies. The school requires all students to attend school regularly in accordance with the laws of Wisconsin.

Excusing an Absence

It is the responsibility of the student's parent/legal guardian to ensure that their child attends school regularly. Parents/legal guardians are expected to provide an excuse for all absences. Parents/legal guardians must provide a written, dated, signed or verbal statement indicating the reason for and the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be provided within 5 school days. The statement shall be submitted to the District Office. The District reserves the right to verify statements and investigate absences from school. The District shall require a written doctor's excuse (with dates of absence noted) for any absence because of illness or injury.

Excused Absences

A student may not be excused for more than 10 days during the school year under this paragraph and must complete any course work missed during the absence. (State Statute 118.15 (3)(c))

Examples of reasons for being absent that should not be counted under this paragraph include, but are not limited to, the following:

1. Professional appointments (e.g., medical and dental) that cannot be scheduled outside the school day. Verified medical documentation must be provided within one week of the absence.
2. Attendance at the funeral of a relative
3. Legal proceedings that require the student's presence
4. College visits, Job fairs
5. Family vacation* (When a family vacation must be scheduled during the school year, a Prior Approval Form for Extended Absences is required to be completed. While completion of this form is required for extended student leave, it does not negate/waive any truancy statutes or responsibilities. It is still possible to be in violation of truancy statutes if the student does not meet the requirements of the District educational requirements due to this leave. Completing a leave request form is granted on a conditional basis, with expectations that all schoolwork will be completed as expected if the student was present at school.)
6. Physical or Mental Condition: The student is temporarily not in proper physical or mental condition to attend a school program. If the absence exceeds five (5) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist or psychologist or Christian Science practitioner living

and residing in Wisconsin, who is listed in the Christian Science Journal. The time period for which the certification is valid may not exceed thirty [30] days.

7. Religious Holiday – The student wishes to observe a religious holiday consistent with the student's creed or belief
8. Obtaining Religious Instruction (Policy 5223): Students may wish to obtain religious instruction outside the school during the required school period. The time period or periods of absence shall be determined by Administration. Such absences must be at least 60 minutes but not more than 180 minutes per week. Requests for absence under this paragraph shall be denied if the student fails to attend religious instruction after requesting to be absent. The supervisor of such religious instruction shall report monthly to Administration of the school regularly attended, the names of the students who attended such weekly religious instruction.
9. Suspension
10. Program or Curriculum Modification (high school only) – Students who participate in either of these programs leading to a high school diploma or a high school equivalency diploma as provided by State law.
11. High School Equivalency – Secured Facilities (high school only) – Students who participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail. The student and his/her parents/legal guardians must agree that the student will continue to participate in such a program at the expense of the resident District.
12. Child at Risk (high school only) – A student identified as a “Child at Risk” under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Once 5 (of the 10) days of excused absences have occurred, parents/legal guardians will be notified of the 10 day limit. Any further absences (after 10) must be excused by Administration or the student will be considered truant.

Habitual Truancy – (Wisconsin State Statute 118.16)

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

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

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09. Refer to **Policy 5113 - Open Enrollment Program (Inter-District)**.

Make-Up Of Coursework And Exams For Excused Absences

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

Make-Up Of Coursework And Exams For Unexcused Absences

A student whose absence from school was unexcused will be permitted to take any quarterly, semester or grading period examinations missed during the absence or any other major assignment that may put the student at risk of receiving no credit in a course or subject if the work is not made up.

Credit may but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused

absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by Administration.

It is the student's responsibility to contact his or her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by Administration based upon extenuating circumstances.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, Administration shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out. In the event that the habitual truancy is unresolved, Administration will refer the case to law enforcement.

Senior Attendance

- All seniors are required to maintain ninety percent (90%) attendance second semester in order to participate in the commencement ceremony. Attendance will be calculated by counting the number of class periods a student is present divided by the number of possible class periods he/she could attend. These calculations will be done individually as students attend school for differing lengths of time during their senior year. A final calculation will be made the Wednesday prior to graduation.
- If a student is below 90% attendance, he/she can make up the time outside of his/her regular school day to qualify for participation in the commencement ceremony. A student can request this anytime during the second semester.
- Note: Verified medical, funerals, court appearance, school related activities, college visits, and verified leave days are exceptions to this rule. All of these days will need documentation to verify.

Students Leaving During the School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of Administration and with the student's parents/legal guardians. Students must sign-out at the District office prior to leaving for the day.

Students age 18 or over will be allowed to sign themselves out given a signed statement by parent/legal guardian is on file in the District office.

Tardies

The school day starts at 8:10 and students are required to be in their classroom. Students who are not in their classroom when the late bell rings, are considered tardy. All students who are tardy to school, for any reason, must report to the District Office to receive a pass from the Student Service Secretary.

When a teacher detains a student after class, they shall issue a late pass for the student's next class.

When a MS/HS student has been tardy to class on three (3) occasions within a quarter, a thirty minute detention will be assigned by Administration. Each tardy hereinafter will result in an additional 30 minute detention. The count will restart each quarter.

Truant

A student is considered truant if he or she is absent from school without an acceptable excuse for part or all of one (1) or more days from school.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. Administration will determine on a case-by-case basis the appropriate methods to deal with unexcused absences and shall be in accord with due process as defined in Policy 5200 and other applicable Board policies.

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

SECTION V - TRANSPORTATION

Bus Transportation to School (Policy 2340/ Policy 8600/Policy 8640)

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting the Student Services Secretary at 715-274-3601 ext 400.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students may be permitted to ride unassigned buses in an emergency, or when requested by parent/guardian. Parents/legal guardians should contact the bus driver when a change is necessary.

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

As determined at the District's annual meeting, the District may provide transportation to students living less than two miles from school, if room is available.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

Previous to loading (on the road and at school) each student shall:

- be on time at the designated loading zone five (5) minutes prior to scheduled stop;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

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

During the trip, each student shall:

- remain seated and face forward while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus;
- not throw anything from or in the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not tamper with the bus or any of its equipment;
- follow all rules and direction as given by the driver,

Leaving the bus, each student shall:

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

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

Penalties For Infractions

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

Action Taken by Administration and/or Bus Driver:

1st violation: Warning and parent/legal guardian notification

2nd violation: One day bus suspension, parent/legal guardian notification

3rd violation: Two day bus suspension, parent/legal guardian notification

4th violation: 3-5 day bus suspension, meeting scheduled with parent/guardian, bus driver, and administration

5th violation: 10 day bus suspension, meeting with student, parent/guardian, administration, and School Board.

Disclaimer:

The Principal and Bus Driver have the option to make alternate consequences.

Videotapes On School Buses

The Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to Administration and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal Law.

Student Driving/Parking (Policy 5515)

Students must park in the parking lot adjacent to Fayette Avenue by the baseball field across from Entrance G, the North parking lot/"River Lot", or any other area directed by administration.

In the event a vehicle is found to be parked or used improperly, the District may take one or more of the following actions:

1. Prohibit the person from driving on District property.
2. Contact the police to have the vehicle towed from the premises at the operator's expense if warranted.
3. Invoke disciplinary procedures as described in this handbook or by Administration.
4. Seek the assistance of law enforcement.

The District shall not be responsible for any vehicle or items in a vehicle that are lost, stolen, or damaged as a result of being on District property.

Driving To Extra-Curricular Events

All students shall travel on the school transportation both to and from the activity unless prior written approval is given by administration.

If for extraordinary circumstances a student cannot ride school transportation to an event and is being transported by their parent/guardian, prior written Administration approval is required. A student shall not drive themselves to an event unless written permission is granted by the student's parent/guardian and Administration. No student shall be allowed to transport another student, unless it is their immediate family member, and they are listed in writing and approved by Administration. In the event the other student has a different parent/guardian, written permission is required from that parent/guardian and will be submitted with the request form to the Administration.