

# School District of Mellen



## Student Handbook 2018-2019

“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 15, 2018

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## STUDENT/PARENT HANDBOOK MELLEN SCHOOL

### 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 for 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 classrooms procedures. They provide the framework for each of us to achieve to 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 guideline for students and parents to help them understand the procedures here at the School District of Mellen. 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/guardians so that you each have an understanding of what is expected. Please visit our website at [www.mellendiggers.org](http://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 in your overall education! We believe Mellen is an excellent place for you to gain an education and to grow both socially and emotionally. You are encouraged to join in on the numerous activities and opportunities the School District of Mellen provides. 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. Rhonda Elmhorst-Friemoth  
PreK-12 Principal  
School District of Mellen  
(715) 274-3601 Ext. 402

# 2018-2019 School Calendar

Board Approved: 12.20.17

JULY 2018						
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 2018						
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	

27-31 Professional Staff Development Days  
30 Open House 1- 6 PM

3 NO SCHOOL Labor Day  
4 First Day of School

SEPTEMBER 2018						
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 2018						
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			

23 School Days

2 End of 1<sup>st</sup> Quarter  
13 Early Release 1pm P/S/T Conferences 2-7PM  
21-23 NO SCHOOL Thanksgiving Break

NOVEMBER 2018						
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 2018						
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					

24-31 NO SCHOOL Winter Vacation

19 School Days

15 School Days

1 NO SCHOOL Winter Break

JANUARY 2019						
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 2019						
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		

19 Early Release 1:00PM P/S/T Conferences 2-7PM

18 End of 2<sup>nd</sup> Quarter  
21 NO SCHOOL Professional Staff Development Day

21 School Days

20 School Days

21 End of 3<sup>rd</sup> Quarter  
22 NO SCHOOL Professional Staff Development Day

MARCH 2019						
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 2019						
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				

19-23 NO SCHOOL Spring Break

20 School Days

19 School Days

25 Graduation  
27 NO SCHOOL Memorial Day  
31 Last Day of School Early Release 1:00 PM

MAY 2019						
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 2019						
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						

3 Professional Staff Dev. Day

22 School Days

178 Student Days  
9 Professional Staff Dev. Days  
187 Teacher Contract Days  
1<sup>st</sup> Qu.-Sept. 4-Nov. 2 = 44 days  
2<sup>nd</sup> Qu.-Nov. 5-Jan. 18 = 45 days  
3<sup>rd</sup> Qu.-Jan. 22-Mar. 21 = 43 days  
4<sup>th</sup> Qu.-Mar. 25-May 31 = 46 days

At the Board's discretion, makeup class time for inclement weather days will be the week of June 3<sup>rd</sup>.

## 2018-2019 Room and Phone Designations

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

### Room     Name / Program

#### First Floor

100	Mr. Jeremy Christie - HS Math
101	Mr. Justin Jordan – MS/HS Math
102	Mr. David Nyquist - Business Education
103	Mr. William Lemler - Art
104	OPEN
105	Mr. Eli Goyke –MS/HS Science
106	OPEN
107	OPEN
108	Mrs. Michelle Hultman – Before/After School Programs
109	Mr. Robert Tyndall – MS Spec. Ed.
110	Ms. Nicole Yadon - HS Special Ed.
111	Ms. Kate Westerlund – EL Special Ed.
112	Computer Lab
113	Mr. Ken Swetkovich, Librarian
114	Mrs. Kathy Butterworth - Speech Therapist
115	Mrs. Kris Kruzan – Pre-K
116	Mrs. Melanie Nortunen – Kindergarten
118	Mrs. Tonya Anderson – Grade 1
120	Mrs. Tina Kretzschmar – Grade 1
121	Mrs. Amanda LaRose - Grade 2
145	Mr. Tony Kriskovich – Dir. of Technology
146	Occupational & Physical Therapy
147	Distance Learning / ITV
149	Mr. Don Moreland- Phy. Ed./AD
228	Mr. Corey Lake – Tech Ed./Asst. Principal - School Attendance Officer

#### District Office

410	Mr. Mati Palm-Leis, Superintendent
402	Mrs. Rhonda Elmhurst-Friemoth, Principal
403	Mrs. Rachele Watson, Bookkeeper
401	Mrs. Carol Popovich, Administrative Asst.
400	Mrs. Heidi Thimm, Student Serv. Secretary

#### Second Floor

200	Mrs. Auburn Powell, School Counselor
202	School Psychologist
203	OPEN/Kids Closet
204	Staff Work Room
205	Mrs. Michelle Hultman - Grade 4
206	Mrs. Sarah Pankratz - Grade 3
207	Mrs. Cheryl Larson - Grade 5

#### Third Floor

310	Ms. Jacalyn Schlies – Music
302	_____ – HS LA
303	Mrs. Melinda Colver - MS/ LA/Soc. St.
304	OPEN
305	Mrs. Sheryl Koosmann – MS/HS Soc. St.
307	Ms. Geraldine Muller - MS Language Arts

#### Board of Education Members

	Mr. Peter Jokinen, President 681-0667
	Ms. Ronnie Rossberger, Vice President 274-2121
	Mr. Terry Peters, Treasurer 274-5302
	Mrs. Becky Bergey, Clerk 274-2153
	Mr. Cody Peters, Member 274-2183
	Mr. Jerry Christie, Member 274-5038
	Mrs. Jean Hahn-Thomas, Member 278-3876

#### Special Education Department/Health Office

405	Mrs. Jennifer Peters - Special Ed. Secretary and Health Aide
410	Mr. Mati Palm-Leis, Special Education Director

## SECTION I - GENERAL INFORMATION

### **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.

### **Equal Education Opportunity/Anti-Harassment**

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 who have questions should contact Maija Alexandrou, 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:

Rhonda Elmhurst-Friemoth, Principal  
(715) 274-3601 ext 402  
420 South Main Street  
relmhurstfriemoth@mellendiggers.org

The complaint procedure is described in Board Policy 2260 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 within forty-five (45) days of receipt of a written complaint and a 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. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

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 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.

### **School Day**

Students attending the Before School program must arrive at the school no later than 7:45 a.m. The educational process at Mellen begins at 8:15 a.m. and ends at 3:25 p.m. During instructional times, all classroom and entry doors are to be closed and locked. The morning bell rings at 8:05 a.m. Children are not to enter the building until 8:05 a.m. as no supervision is provided during that time. If you need to pick up your child prior to 3:25 p.m. you will need to check-in with the District office located at Entrance A.

<b>Class Hours</b>		<b>2:00 Dismissal Class Hours</b>	
8:05	Buses Arrive/Doors Opened/First Bell	8:05	Buses Arrive
8:10	Warning Bell	8:10	Warning Bell
8:15 – 9:05	First Period	8:15 – 8:50	First Period
9:08 - 9:55	Second Period	8:53 – 9:30	Second Period
9:58 - 10:45	Third Period	9:33 – 10:10	Third Period
10:48 - 11:35	Fourth Period (Elementary lunch 11:00)	10:13 –10:50	Fourth Period
11:38 – 12:25	Fifth Period (HS)	10:53 –11:30	Fifth Period
12:09 - 12:55	Fifth Period (MS)	(11:00 Elementary Lunch)	
11:35 - 12:05	MS Lunch		
12:25 – 12:55	MS/HS Lunch	11:33 - 11:17	Sixth Period
12:58 - 1:45	Sixth Period/Power Hour	11:20 - 12:40	MS/HS Lunch
1:48 - 2:35	Seventh Period	12:40 – 1:17	Seventh Period
2:38 - 3:25	Eighth Period	1:20 - 2:00	Eighth Period

### **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 of expression and association to be fair treatment 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 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, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Parents can access their child's grades, attendance and lunch balances at any time by logging into the school website at <http://mellendiggers.org> – Use the Parent/Student access tab; Academic Links tab; PowerSchool. 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.

Students must arrive at school on time, prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the School Counselor.

Students can access their grades and attendance at any time by logging into the school website at <http://mellendiggers.org/public/> 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 in their educational program.

### **Student Well-Being**

Student safety is a responsibility of everyone. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

All students must have an emergency medical card completed, signed by a parent or 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.

### **Wellness Policy**

Schools have been identified as some of the most effective settings in the community to address preventable health problems, such as obesity among children and adolescents. Schools can give children and adolescents more chances to consume nutritious meals, snacks, and beverages.

With that said policy changes at the federal level have helped make it possible for schools to play a leading role in preventing obesity. The Child Nutrition and WIC Reauthorization Act of 2004 and, more recently, the Healthy, Hunger Free Kids Act of 2010, required 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 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.

### **Injury And Illness**

All injuries no matter how slight must be reported to a teacher or to the office staff. If medical attention is required, the office will follow the school's emergency procedures.

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.

### **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 or legal guardian. When enrolling, the parents 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, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to complete the enrollment process.

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

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

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

### **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 Guidance 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.

### **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.

### **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 or higher on 7 semesters of high school work. Said student shall be designated as an 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 but have already received a diploma in their own country. They must satisfactorily complete all of

the prescribed work while in attendance. Exchange students who meet the requirements for either Honors or Regular Diplomas will receive the appropriate diploma.

### **Early Dismissal**

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

### **Transfer Out Of The District**

If a student plans to transfer to another school, the parent 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 are encouraged to contact the District office for specific details.

### **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 and completion of any required forms.

### **Immunizations**

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. Any questions about immunizations or waivers should be directed to Administration.

All preschool children must be immunized in accordance with the regulations for that age group provided by the Department of Health and Human Services.

### **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 in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent 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.

### **Use Of Prescribed Medications**

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

- A. Parents 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 may be conveyed to school directly by the parent.  
For each prescribed medication, the container shall have a pharmacist's label with the following information:
  - 1. student's name
  - 2. practitioner's name
  - 3. date
  - 4. pharmacy name and telephone
  - 5. name of medication
  - 6. prescribed dosage and frequency
  - 7. special handling and storage directions
- 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 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 the Health Aide or by District office 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.

**Asthma Inhalers And Epi-Pens**

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

**Use Of Nonprescribed (Over-The-Counter) Medications**

Staff and volunteers will not be permitted to dispense nonprescribed drug products to any student without written or verbal parental consent. The Nonprescription Drug Product Request and Authorization Form 5330 Fla must be filed with the Health Aide before the student will be allowed to begin taking any medication during school hours.

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

The parents request to administer a nonprescription drug 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

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

#### Elementary (Grades K to 5)

Parents may authorize the school to administer a nonprescribed drug 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 nonprescribed medications. The student may be authorized on the request form by his/her parent 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 may authorize the school to administer a nonprescribed drug product using a form which is available at the Health office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

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

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

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

#### **Control Of Communicable Diseases**

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.

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 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 covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent.

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

As required by Federal and State law, parents 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.

### **Head Lice**

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. Refer to Board Policy 8451. 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 completes Form 8450A F3 and it is confirmed that the child is free of any nits. Refer to Administrative Guidelines 8450A.

### **Individuals With Disabilities And Limited English Proficiency**

The American's 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 involvement in this procedure is generally required. More important, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Principal Rhonda Elmhorst-Friemoth at (715) 274-3601 Ext. 402.

### **Student Records**

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 consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent'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 or consult the Board's Policy 8330 - Student Records and associated Administrative Guidelines.

Parents 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.

**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 student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, 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;
- 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; 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 may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Administration to inspect such materials.

Further, parents 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 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 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 of time after any substantive change in this policy. In addition, Administration is directed to notify parents 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](http://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](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

**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 of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent does not want the student’s directory information to be accessible to official recruiting representatives then the school officials shall not allow that access to the student’s directory information. The Board shall ensure that students and parents are notified of the provisions of the opportunity to deny release of directory information.

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

**Fees, Fines, And Charges**

Fees will be charged for the following noncurricular activities and programs. 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)	\$ .15
Fax machine (per page)	\$ 1.00
Labor cost (per hour)	\$ 20.00
Planners-Replacement	\$ 5.00
Padlocks-Replacement	\$ 10.00
Student ID’s-Replacement	\$ 5.00

**FINES**

Lost/Damaged Text Books	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	\$3.00
District Students	FREE
Non-resident Students	\$2.00
Senior Citizen-Free w/ Sr. Citizen Pass issued by District Office	

Elementary/Middle School Sports

Adults	\$2.00
District Students	FREE
Non-resident Students	\$1.00
Senior Citizen-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. Their use may be needed by others.

### **Student Fund-Raising**

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 guidelines. Refer to Board Policy 5830.

### **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.

### **Human Growth And Development**

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 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 also to provide basic information to those children who do not receive sex education in the home.

Parents have the opportunity to 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.

### **Controversial Issues In The Classroom**

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent 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 specified 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 requested absences.

Parents will receive prior notice if any movies or videos are to be shown. All movies and videos will be age-appropriate and approved by parents and Administration.

### **Food Service**

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important to provide children the nutrition they need to stay focused during the school day.

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.

Students will be permitted to purchase meals from the District’s food service using either cash on hand or credit on a food service account. A student may be allowed to incur a negative food service account balance not to exceed \$30.00. Student accounts that become delinquent will be subject to collection including Small Claims Court.

To check on your child’s lunch balance please login to the school website at <http://mellendiggers.org> – Use the Parent/Student access tab; Academic Links tab; PowerSchool. 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.

All students are encouraged to take the breakfast and hot lunch provided by the school. Students who bring a meal from home may purchase half pints of milk in the cafeteria for \$.50. Students who eat at school are required to eat in the cafeteria.

Free/reduced meal applications are sent to all families before the start of the school year. Households may apply for free/reduced meals at any time during the school year. It is extremely important that each family complete an application for free/reduced price meals as this information is used as the basis for many types of federal funding. Parents/guardians are asked to complete an application even if you feel that you may not qualify.

	<u>Breakfast Prices</u>	<u>Lunch Prices</u>
Early Childhood – Grade 8 Full Price	\$ 1.95	\$ 2.70
9 <sup>th</sup> – 12 <sup>th</sup> Grade Full Price	\$ 2.10	\$ 3.00
Adults Full Price	\$ 2.50	\$ 4.50
Reduced Meals	\$ .30	\$ .40
½ Pint of Milk	\$ .50	\$ .50

**Disaster Drills – Severe Weather**

The School District of Mellen conducts periodic fire drills, often with fire department officials observing. The school also conducts tornado disaster and severe weather drills regularly. In the event of a tornado or other disaster warning, parents should not send their children to school. If the warning comes when children are at school, school personnel and students will proceed with appropriate protective measures as practiced in drills. The effectiveness of such measures depends on school officials and emergency services being able to use the school telephones immediately. Therefore, parents should not call the school at such times. Listen to the local radio and television stations for school information. These stations include for radio WJH/WATW-Ashland, WUPM and WIMI-Ironwood, and WNBI/WCQM-Park Falls; and for television KDLH, and WDIO of Duluth and WJFW of Rhinelander.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for safe, prompt, and orderly evacuation of the building.

### **Preparedness For Toxic And Asbestos Hazards**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or 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.

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the District office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the District office. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school. Please keep in mind that staff members have responsibilities that concern more than your student. All visitors need to respect the staff member's instructional time and all students in the classroom.

Visitors access to classrooms and instructional activities are subject to reasonable restrictions and limits. Please consult Administration regarding these restrictions. You can also refer to Policy 9150-School Visitors.

Students may not bring visitors to school without first requesting permission (in writing) from Administration. All student visitors must fill out a form in the District Office.

### **Safety And Security**

- A. All visitors are required to report to the District office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Understand that the staff is expected to question any visitors in the building, and those who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors will be locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

### **Use Of The Library**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from our library staff. Books on the shelves may be checked out for a period of one week.

### **Lost And Found**

The lost and found area is near the 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 at the end of the school year.

### **Student Sales**

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

### **Use Of School Telephones**

Students may use school telephones if the classroom teacher or office personnel grant permission. Parents should encourage students to make family plans and remember necessary school materials before leaving home each day.

Parents 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 allow ample time for the staff to deliver the message. The student may call home during a free period, noon hour or after school. Students will not be dismissed from class to accept phone calls unless it is an emergency.

### **Use Of Personal Communication Devices**

A student may possess a personal communication device (PCDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions. During school hours, school events, and on a school vehicle its use must not be disruptive or distracting to the educational process, the scheduled activity, or other participants. The PCD or other ECD/ESD must remain off or on silent mode. Refer to Policy 5136.

A "personal communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of PCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

**Due to safety concerns, students are not to be listening to their earbuds during passing times or without teacher approval.** Students may use their PCDs before and after school and during breakfast/lunch periods for personal use. Once the school day begins (8:15 am – 3:25 pm) students may only use their devices for learning purposes. For example, a student may not listen to music (without staff permission), text friends, or get on Facebook during class, but may use the calculator or other applications when permitted by the teacher. Use of personal devices in the classroom must support instructional activities.

Students must understand that the use of a PCD in the classroom is for instructional use only and at the teacher's discretion. Students should have permission from the teacher to use a personal device in their classroom. Students must ensure that their personal device does not disrupt the learning of others. For example, audio should be muted unless directed otherwise by instructional staff.

Students must power off and put away personal devices if directed to do so by teachers or school Administration.

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.

The requirement that PCDs must be powered completely off will not apply in the following circumstance when the student obtains prior approval: the student has a special health circumstance (e.g. an ill family member or his/her own special health condition).

Students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted. -Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and all future privileges be revoked for the duration of the school year.

PCDs, including but not limited to those 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 locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administrator has authority to make determinations as to other specific locations and situations where possession of a PCD is absolutely prohibited.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion. Refer to Board Policy 5136 and 5136.01.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. Taking or transmitting images or messages during testing is also prohibited. (If a student is caught transmitting images or messages during testing, he/she may fail the exam and receive a suspension or expulsion.)

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. Administration may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any PCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the administrator's office until it is retrieved by the parent/guardian. PCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office between the hours of 7:30 – 4:00 pm.

Cell phone use is prohibited in the locker rooms.

### **Consequences for Improper use of Personal Communication Device (Grades 9-12)**

- 1<sup>st</sup> Offense – Student loses device until the end of the day and parent notified.
- 2<sup>nd</sup> Offense – Loss of off campus privileges for one day and parent notified.
- 3<sup>rd</sup> Offense – Loss of off campus privileges for one week and parent notified. Parent picks up the device the next school day.
- Additional Offenses – Turn device into the District office at the beginning of the day at the discretion of Administration.

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

### **Consequences for Improper use of Personal Communication Device (Grades 6-8)**

- 1<sup>st</sup> Offense – Student loses device until the end of the day and parent notified.
- 2<sup>nd</sup> Offense – Noon detention and parent notified.
- 3<sup>rd</sup> Offense – One hour detention, parent notified and parent picks up the device the next school day.
- Additional Offenses – Turn device into the District office at the beginning of the day at the discretion of Administration.

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

### **Advertising Outside Activities**

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

### **Video Surveillance**

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

## **SECTION II – ACADEMICS**

### **Field Trips**

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.

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.

In order to clarify the meaning of chaperones, they cannot be directly related and/or intimate partners, such as spouse, domestic partner or anyone residing in same household. This is not intended to restrict attendees, but to define official chaperones.

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.

### **Grades**

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 so 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 school uses the following grading system:

### **Assigning of Course Grades**

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 every four (4) weeks.

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

### **Promotion, Placement, And Retention** **(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 pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. Following sound principles of child guidance, the Board discourages the skipping of grades.



### **(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 counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Counselor's office.

### **Middle School Level:**

**Promotion:** Pending successful completion of all core courses the student will be considered for grade level promotion.

### **Placement and Retention:**

A. If a student fails more than 1 semester in any combination of courses(s) the Teacher Assistance Team (TAT) 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. Timeline for Middle School Grade Placement

Early March: Teacher notifies Administration, if an alternative grade placement or retention is being considered. The TAT team will be convened by Administration.

### **Credit Recovery**

Students who fail both semesters of a core course will be required to retake the course the following year.

Twenty-four 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.

Twelve days of summer school may be required to make-up one failed quarter of a core course. This will be determined by the TAT, which will include Administration. No more than two quarter classes can be made up during the summer school. Each day will consist of three hour blocks. The TAT, consisting of Administration, will determine variation from this if there are unavoidable or unusual circumstances.

### **High School Level:**

- There is no credit requirement for class placement.
- If a student fails a 1<sup>st</sup> semester core course they must retake that semester.
- If a student fails a 2<sup>nd</sup> semester core course they must retake the entire year.

All incoming students will be informed of graduation requirements at the time of registration and scheduling.

## **GRADUATION REQUIREMENTS**

### **Diploma**

Normally, a student will complete graduation requirements in four (4) years. 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 graduating class of 2018 will need 25 credits to graduate. The class of 2019 and beyond will need 26 credits to graduate with four (4) credits being in Mathematics.

Specific course requirements for graduation are:

English	4 credits	Science	3 credits
Health	½ credit	Social Studies	3 credits
Phys. Ed.	1½ credits	Business Education	2 credits
Mathematics	4 credits	Electives	7 credits
Career Exploration	1 credit		
<b>Total</b>	<b>26 credits</b>		

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.

Graduation must be earned by passing all mandated subjects and earning the total units required for the specific diploma sought.

Depending upon the disability profile, students in special education shall either receive (a diploma) (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 reasons.

### **Substitute Credit Option**

A student, who participates in athletics, may request that he/she be allowed to substitute a half credit of Physical Education for a core course including English, Math, Science, or History. The student must make the request in writing to Administration prior to the start of the semester.

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 ½ credit of Physical Education.

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

### **High School Graduation Credit for Hunter or Trapper Education**

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.

### **Early College Credit/Start College Now programs**

Any high school students may enroll in the Early College Credit Program and any 11<sup>th</sup> or 12<sup>th</sup> grade student may apply for the Start College Now program providing she/he meets the requirements established by State Law and by the District and subject to the approval of the Board of Education on a semi-annual basis. Any interested student is required to contact the Counselor's Office to obtain the necessary information as there are strict deadlines.

### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the School Counselor.

### **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.

### **Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests and graduation. However, each teacher will also take into consideration the importance of family responsibilities, jobs, and extra-curricular activities. Homework assigned to students must have a district purpose and be of educational value to the student.

### **Student Network And Internet Acceptable Use And Safety**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources 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 the school rules and 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 pager text messages, instant messaging (IM), defamatory personal Web sites, personal social media accounts and apps, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

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. Refer to Board Policy 7540.03.

### **Student Assessment**

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

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

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 and/or parent consent may need to be obtained. The assessment program will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance office.

## **SECTION III - STUDENT CONDUCT**

### **Student Code Of Conduct**

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

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure 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 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

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.

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

**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.

**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 out-of-school suspension. *Second Offense:* 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 - 10 day out-of-school suspension. *Second Offense:* 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:* Five (5) day 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:* 1 – 3 day out-of-school suspension.

**Leaving School Without Permission From School Personnel** – Leaving school, other than at lunch time, without properly notifying office personnel. 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 extra-curricular 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.

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

**Tobacco Possession or Use** – Students found to be in possession or use of tobacco products including e-cigarettes on school grounds, in school vehicles, or at school activities. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day 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. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 3 day 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:* 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 out-of-school suspension. *Second Offense:* Ten (10) day 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, or sexual orientation using crude, offensive language or using demeaning or inappropriate terms or epithets. *First Offense:* 1 – 3 day in-school suspension. *Second Offense:* 1 – 5 day out-of-school suspension.

**Verbal/Physical Threats to Staff** – Use of threatening language or the actual physical assault towards a staff member. *First Offense:* 5-10 day out-of-school suspension. *Second Offense:* Expulsion. Administration will follow Federal and State law regarding threats.

### **Expected Behaviors**

Each student shall be expected to:

1. Abide by federal, state, and local laws as well as the rules and policies of the school;
2. Respect the civil 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.

### **Bullying Of Staff/Students**

Bullying is defined as a person willfully and repeatedly exercising power or control over 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 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, pager text messages, instant messaging (IM), defamatory personal web sites, personal social media accounts and apps,

defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. The complaint procedure is described in Administrative Guideline 2260.01B and is available in the District office.

### **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.

### **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/guardian,
- Consulting and seeking the School Counselor's assistance,
- Assigning a discipline referral to Administration,
- Request Meeting - Teacher Assistance Team Meeting (TAT)

For all out-of-class rule violations, disciplinary action may be taken by the individual staff member or 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.

### **Procedure For Student Removal From A Class**

Any student who is unable to behave appropriately in the classroom and disrupts the education of other students may be sent to the District office. The student will remain in the District office for the remainder of the hour. The student will not distract or talk to others during this time.

### **Consequences:**

- 1<sup>st</sup> Offense – Parent contact by teacher who sent student out
- 2<sup>nd</sup> Offense – Parent contact by Administration

- 3<sup>rd</sup> Offense – Detention
- 4<sup>th</sup> Offense - Consequences at administrative discretion
- 5<sup>th</sup> Offense – Use administrative discretion and referral to behavior team
- Placement on the Step Program.

### **Removing Disruptive Student(s) From A Class**

Teacher confers with the student and reviews rules and consequences. The student may be sent to Administration immediately.

- Step 1**      1<sup>st</sup> Offense - A written and verbal warning will be issued. Teacher contacts parent/guardian via discipline form, and telephone call. The teacher must provide a copy of the discipline form to the Administration and must log the incident on the student's school record.
- Step 2**      2<sup>nd</sup> Offense – Administration will contact the parent and send a discipline form home with the student. A detention is issued. Student must return the signed discipline form before being readmitted into class.
- Step 3**      3<sup>rd</sup> Offense - Student will be suspended from class until a parent/teacher/Administration conference is held. Arrangements will be made for the completion of all missing assignments.
- Step 4**      4<sup>th</sup> Offense - Student will be permanently suspended from class. A parent/school counselor/Administration conference will be arranged to determine alternate programming. The disruptive student will be dropped from class receiving no credit.

### **Student Placement**

Administration shall place the student, who has been removed from a class by a teacher, in one of the following alternative educational settings:

- A. an alternative education program approved by the Board under State law;
- B. another instructional setting, in-school suspension or out-of-school suspension;
- C. the class from which the student was removed if, after weighing the interests of the student, the other students in the class, and the teacher, administration determines that readmission to the class is the best or only alternative.

### **Parent/Guardian Notification Procedures**

Administration shall provide the parent or guardian of a student removed from class-with verbal notice of the removal and the reason(s) for the removal. Written 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 made by the Administration. If the removal from class and change of educational placement involves a student with a disability, the parent notification shall be made consistent with State and Federal laws and regulations applicable to disabled students.

If the student removed from a class is subject to disciplinary action up to and including suspension or expulsion for the particular classroom conduct and/or other disciplinary incidents



the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.

### **Other Forms of Discipline**

It is important to remember that the school's rules apply at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules or District policies.

Ultimately, it is Administration's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

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.

The following rules shall apply to In-School Suspension and after school 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 in the room.
- No food or beverages shall be consumed.

### **Suspension And Expulsion**

#### **A. Suspension**

##### **1. 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:

- a. Noncompliance with school or Board policies;
- b. 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;
- c. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;
- d. Conduct while not at school or while not 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;

- e. 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.
- f. Under paragraphs c, d, and e above, 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.

Administration shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days.” Thus, a suspension period does not include weekend days or vacation days.

2. **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 orally of the reason for the proposed suspension and given an opportunity to explain his or her conduct.

Administration, will inform the student’s parents or guardian of the reason for the proposed suspension prior to suspending the student.

3. **Notice of Suspension**

The parent or guardian of a suspended minor student shall be given prompt oral notice of the suspension and the reason for the suspension. Notice will also be sent by mail.

4. **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 or 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.

5. **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 course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by Administration.

6. **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 the policies adopted by the Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with Administration to discuss removing reference to the suspension from the student’s records.

7. **Co-Curricular or Extra-Curricular Participation**

A student cannot participate in or attend co-curricular or extra-curricular activities on the day of an in-school or out-of-school suspension or during the duration of their suspension.

B. **Expulsion**

1. **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 School District;

Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or other threat that may result in serious injury or death;

Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;

Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board member of the School District in which the student is enrolled; or

Was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. **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 or at school or, while at school or while under the supervision of a school authority, possessed a firearm or a replica of, 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.

3. **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 parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student and, if the student is a minor; the student's parent or guardian may be represented at the hearing by counsel.

4. **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.

5. **Student Records**

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of student records.

**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.).

**Cheating/Copyright/Plagiarism Violations**

Type 1: Turning in someone else's work and cheating.

(From another student, website, a book or other source)

**Consequence:**

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 will be notified.
- NHS Advisor may remove student from the National Honor Society.

Second Offense:

- Student will be placed on a step in the behavioral expectations agreement and parents will be notified.
- Two hour detention and movement on the step program. The student's parents will be notified.
- NHS Advisor may remove student from the National Honor Society.

Type 2: Compiling pieces of several works into one and failing to use a citation.

**Consequence:**

First Offense:

- Assignment will not be awarded credit until the student revises it with the proper citations. The student's parents will be notified.

Second Offense:

- The assignment will be given a zero and averaged into the student's final grade in the class. Student will be placed on a step in the behavioral expectations agreement. Parents will be notified. NHS advisor may remove student from the National Honor Society.

### Type 3: Improper Paraphrasing

#### Intervention

- Educate student. Assignment will not be awarded credit until the student produces work that is properly paraphrased.

### Dress Code

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, alcohol, 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.

The following are dress code guidelines:

- No midriff or underwear/undergarments exposed.
- No tube tops, halter tops, spaghetti strap tops or swimwear.
- No low-cut tops which expose excessive cleavage.
- No shirts cut/ripped down the sides which expose chest or midriff.
- Shorts/skirts must be mid-thigh in length or longer.
- Pants/shorts to be worn above the hip.
- No significant holes in pants/shorts/skirts above mid-thigh.
- No stocking feet or bare feet.
- No excessive high-heels.
- No promotion of gender, racial, or religious harassment.
- No promotion of alcohol, tobacco or drugs.
- No sexually explicit language or sexually-charged innuendo.
- No use of vulgarity.
- No gang-related references.
- No coats, hoods, hats, or caps.
- No apparel/accessories deemed inappropriate by Administration.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, they may be removed from the educational setting.

### Enforcement of Dress Code

Staff members will refer any students not in compliance to the Principal.

### Consequences for Students in Grades 6-12

- 1<sup>st</sup> Violation = Warning, parent contacted and change clothes
- 2<sup>nd</sup> Violation = Loss of off campus privileges for one week, parent notified
- 3<sup>rd</sup> Violation = Loss of off campus privileges for one quarter, parent notified
- Additional violations – In-school suspension, out-of-school suspension, parents notified, parent meeting held prior to student returning to classes.

Infractions will be corrected in all cases. Students will be issued a District-owned t-shirt or wind pants to wear for the remainder of the day. These items must be returned the next day. The student/parent will be billed for clothing items not returned. Each violation will be logged in the student's record.

Students who are representing our school at an official function or public event will be required to follow specific dress code requirements. This applies to athletic teams, cheerleaders, bands, and other District sponsored events.

### **Drug Abuse Prevention**

Administration and staff recognize that the misuse 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 ones physical, emotional and/or behavioral state.

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.

### **Use Of Tobacco Is Prohibited**

The Board prohibits students from using or possessing tobacco in any form including, but not limited to cigarettes, cigarette look-alikes (i.e. electronic cigarettes), cigars, snuff, and chewing tobacco on District-owned property and/or District transportation.

### **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.

### **Enforcement:**

#### **Consequences For Students In Grades 6-12**

- 1<sup>st</sup> Violation – Warning, parent notified
- 2<sup>nd</sup> Violation – Loss of off campus privileges for one week, parent notified
- 3<sup>rd</sup> Violation – Loss of off campus privileges for the remainder of the quarter, parent notified
- Each additional violation – In School or Out-of-School Suspension, parent notified and parent meeting held prior to student returning to classes.

### **Search and Seizure**

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 of Education, if there is a reasonable suspicion that the student is in violation of law or school policies. 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 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 school policies. Locks are to prevent theft, not to prevent searches.

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 guarantee 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 school 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.

### **Sexual Harassment**

Sexual harassment deserves special mention. 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. Rhonda Friemoth, 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.

## **ATTENDANCE**

### **Compulsory Student Attendance (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, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's administrative guidelines. The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

### **Excuse For Absence**

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all absences. Parents 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 prior to the student's readmission to school. The statement shall be submitted to the District Office. The District reserves the right



to verify statements and investigate absences from school. The District may require a written doctor's excuse for any absence because of illness or injury.

### **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 course work and examinations must be made up. Teachers shall have the discretion to assign substitute course work 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 one (1) time the length of the absence unless extended by Administration based upon extenuating circumstances. Refer to Board Guideline 5000.

### **Processes For Excused Absences**

A student may be excused from school for the following reasons:

#### **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.

#### **Obtaining Religious Instruction**

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. Refer to Board Policy 5223.

### **Examples Of Counted 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) and Attendance Policy 5200.

Examples of reasons for being absent that should 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;
2. to attend the funeral of a relative;
3. legal proceedings that require the student's presence;
4. college visits;
5. job fairs;
6. family vacation\*

\* When a family vacation must be scheduled during the school year, the parents should discuss the matter with Administration and the student's teacher(s) to make necessary arrangements no less than one week prior to the vacation.

Once 5 (of the 10) days of excused absences have occurred, parents 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.

The following do not apply:

1. **Religious Holiday** – The student wishes to observe a religious holiday consistent with the student's creed or belief;
2. **Suspension**
3. **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 diplomas as provided by State law.
4. **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 or guardian must agree that the student will continue to participate in such a program at the expense of the resident District.
5. **Child at Risk (high school only)** – Students 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.

### **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 Attendance 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.

### **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 course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work 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.

### **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. Refer to Attendance Policy 5200.

### **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. Refer to Attendance Policy 5200.

### **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. Refer to Attendance Policy 5200.

### **Tardies**

The school day starts at 8:15 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 and/or Principal.

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, 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.

### **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 or attend any athletic activity, practice or game, or school activity until fully reinstated to school.

### **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. **Students must sign-out at the District office prior to leaving for the day.**

High school students with open campus privileges may leave the campus during their lunch period. **Students must sign in/out during this time as well. The signing sheet will be in the District office.** HS students who violate school rules will lose their open campus privileges as ascertained by Administration.

Middle school students are not allowed to leave the school grounds during their lunch period or recess.

## **STUDENTS ATTENDING SCHOOL EVENTS**

### **Co-Curricular Activities**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

We encourage all students to participate in co-curricular activities. Co-curricular activities provide students with excellent opportunities to demonstrate teamwork and leadership skills and to learn responsibility. Students represent our school and community in co-curricular activities and must remember to treat teammates, fellow participants, opponents, referees, and others in the same way they would like to be treated, with respect.

During sporting events, students are to remain seated during game play. 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.

However, in order to ensure that students attending school sponsored events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or 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 an 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 rules or Board policies, they may be removed from the property.

### **Dances**

Student behavior at the dance is expected to be in compliance with this Student Handbook. Students will use entrance H when entering and leaving the building for school dances. Once a student leaves the building, he/she is not allowed to return. Loitering in the halls, sitting on tables, and tearing down decorations will not be tolerated. Any student bringing a guest; the guest must be under the age of 21. You **MUST** obtain a Guest Request form from the District office for prior approval. The form must be turned into the District office prior to the date of the dance.

### **Care Of Property**

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

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 will be required to pay for the replacement or damage. Please refer to Policy 5513. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct 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 rules and policies of behavior established by the District and rules established by their classroom teachers.

Policies and guidelines apply to all school programs, activities, and 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 sponsored trips by bus or car.

### **What is PBIS?**

PBIS or Positive Behavioral Interventions & Supports is one of the foremost advances in school-wide discipline. This system includes proactive, rather than reactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. We will focus on positive behavior for all students within all school areas including the classroom and non-classroom settings (such as hallways, buses and restrooms).

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than

waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. Consequences set forth in the Student Handbook will be used in appropriate situations.

For more information on PBIS, please visit the official PBIS website at [www.pbis.org](http://www.pbis.org).

**Parents Are Encouraged To:**

- Support the Digger Values.
- Keep in regular communication with the school concerning their child's conduct and progress.
- Insure 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.

**Students Are Expected To:**

Demonstrate the Digger Values at all times.

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

**Student Suggestions And Complaints**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Written suggestions may be presented directly to Administration or put into the suggestion box located in the District office.

When concerns or grievances arise, the best way to resolve the issue is through communications, with the individual or staff member. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to Administration.

**Student's Rights 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.

All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
  1. is obscene to minors, libelous, indecent, or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,

4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act,
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

### **Students With Disabilities**

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.

## **SECTION IV - TRANSPORTATION**

### **Bus Transportation to School**

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 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 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: Administrative Guideline 8600 is available in the District Office.

### **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' 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.

### **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.

### **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.

### **Driving/Parking**

Students must park in the parking lot adjacent to Fayette Avenue by the baseball field across from Entrance G. Students are not allowed to park on Highway 13 or in the parking lot located on the north side of the school. Everyone is asked to pay close attention to parking spaces. Handicap accessible parking areas are for those people who are in need of these areas.

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;
3. Invoke disciplinary procedures as described in this handbook;
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. Refer to Policy and Guideline 5515-Operation of Vehicles on District Property.

### **Driving To Extra-Curricular Events**

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by Administration. No other student is allowed to be driven to a school-sponsored activity by the approved student driver without a note from both driver and passenger parents and approval by the Administration.

### **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, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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

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

This institution is an equal opportunity provider.

### **FIELD TRIP PERMISSION**

In the course of the school year, there are a number of activities that involve students leaving the school grounds. Some of the activities include:

- Visit School Forest, Visiting the Legion Memorial Library, Visiting the Mellen Manor Nursing Home, Fire Department tours, Gilman Park, Post Office, Local financial institutions, etc.

With this in mind, we would like for you to initial the Field Trip Permission box 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.

**School District of Mellen  
Student/Parent Handbook Consent Sheet  
PLEASE – SIGN ONE SHEET PER STUDENT  
2018-2019**

Student Name: \_\_\_\_\_

Advisor/Teacher Name: \_\_\_\_\_

**By signing and initialing below, we acknowledge that we have read and understand the following sections in this Parent/Student Handbook:**

\_\_\_\_\_ Attendance (**please initial**)

\_\_\_\_\_ Counseling (**please initial**)

\_\_\_\_\_ General (**please initial**)

\_\_\_\_\_ Health and Safety (**please initial**)

\_\_\_\_\_ Student Conduct (**please initial**)

\_\_\_\_\_ Field Trip Permission (in-town only) (**please initial**)

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

**PLEASE SIGN AND RETURN TO YOUR TEACHER/DISTRICT  
OFFICE**

**School District of Mellen**  
**Family Educational Rights and Privacy Act (FERPA)**  
**Notice for Directory Information**  
**For the 2018-2019 School Year**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the School District of Mellen with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District of Mellen may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District of Mellen to include this type of information from your child's education records in certain school publications. Examples include: a playbill showing your child's/children's role in a drama production, yearbook, honor roll or other recognition lists, graduation programs, sports activity sheets such as for basketball, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

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.** 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.

If you have questions regarding this policy please do not hesitate to contact the District office at 715-274-3601.

**By signing and initialing below, we acknowledge that we have read and understand the FERPA law on directory information.**

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

# STUDENT EXPECTATIONS AGREEMENT CONTRACT

## 2018-2019

The Mellen School teachers and support staff wish you a great year in learning new skills and improving already acquired skills. The following information describes student expectations and consequences.

---

**(Student's name) will:**

**Attend all classes. \* Be on time. Adhere to District policies and classroom rules. Be responsible. Be respectful.**

To encourage appropriate behavior the following consequences will be given:

- 1<sup>st</sup> Action**     Teacher or support staff member confers with the student and reviews policies and rules and consequences. The student may be sent to the Principal or to Administration immediately.
- Step 1**            First official warning in writing. Teacher or support staff member contacts parent/guardian via discipline form, provides a copy for the Principal/Administration, and logs the incident on the student's school record.
- Step 2**            Second offense-correspondence will be sent home with the student on the discipline form. A detention is issued. Student must return the signed discipline form before being readmitted into class. Teacher or support staff member logs the incident on the student's school record.
- Step 3**            The student will be suspended from class until a parent/teacher/ Administration conference is held. Arrangements will be made for the completion of all missing assignments. Teacher or support staff member logs the incident on the student's school record.
- Step 4**            Student will be permanently suspended from class. A parent/School Counselor/Principal or Administration conference will be arranged to determine alternate programming. The disruptive student will be dropped from class receiving no credit.

Let's work together for a successful year in the Mellen School!

\*An excused absence is acceptable.

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**Your signature shows that you understand all of the information stated above.**

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Student's Signature

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Date

---

Parent's Signature

---

Date

## USER AGREEMENT AND PARENT PERMISSION FORM FOR 2018-2019

As a user of the School District of Mellen computer network, I hereby agree to comply with all of the School District's policies and procedures applicable to system use – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. Users may be sanctioned for use of the system in violation of School District policies and guidelines and additionally, may subject themselves and/or their parents to possible civil or criminal liability for misuse. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my child/children to follow when selecting, sharing, or exploring information and media.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT FOR 2018-2019

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The District's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.

The District has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The District also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their child/children to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

School Board Policy defines cyber bullying to include, but is not limited to the following:

- a. Storing, sending, or displaying offensive messages or pictures
- b. Using obscene or vulgar language.
- c. Harassing, insulting, or attacking others via technological devices or means
- d. Damaging, degrading, or disrupting computers, computer systems or networks.
- e. Violating copyright laws.
- f. Accessing and/or using another person's account.
- g. Trespassing in another user's folder or files.
- h. Intentionally wasting limited resources.
- i. Employing the network for commercial purposes.
- j. Giving out another user's personal information, such as but not limited to, address and phone number.
- k. Gaining unauthorized access to resources or entities inside our network or on the Internet.
- l. Posting anonymous messages.
- m. Downloading or installing unauthorized software.
- n. Accessing chat rooms or instant messaging unless specifically directed by a teacher for a classroom assignment.
- o. Attempting to bypass district filtering without authorization.
- p. Any form of academic dishonesty.

The District reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the District's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Please complete the following information:**

Student's Name (PLEASE PRINT): \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

**Parent/Guardian  
2018-2019**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Uses and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I agree to indemnify and hold harmless the School, and the School District and the Board of Education and any of its employees, administrators or officers from any and all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his/her access to the District's networks or his/her violation of the District's policies and guidelines. In addition, I agree not to hold the School, the School District, the Board of Education and any of its employees, administrators or officers responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my child/children to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations and that violation of this Agreement and the related policies and guidelines may result in the revocation of my child's privilege to access and use the District's network, including the Internet, and that disciplinary action may be taken against my child.

To the extent that proprietary rights in the design of a website hosted on the District's servers would vest in my child upon creations, I agree to assign those rights to the District.

I give permission for my child to use and access the Internet at school and for the District to issue an Internet/e-mail account to my child. The District may transmit "live" images of my child (as part of a group) over the Internet via a web cam. My child's image (photograph) may be published on-line, provided only his/her first name is used. I authorize and license the District to post my child's class work on the internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student  
2018-2019**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and may result in the revocation of my privilege to access and use the District's network, including the Internet, and that disciplinary action may be taken against me. As a user of the District's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and District policies and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers are responsible for determining what unauthorized or inappropriate use is. Administration may deny, revoke or suspend access to the Network/Internet to individuals who violate the District's Student Network and Internet Acceptable Use and Safety Policy and related policies and guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

**BYOD (Bring Your Own Device) Signature page for students in Grades 9 -12**

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal and District owned devices.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

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The following information is to be completed and retained by the Director of Technology.

\_\_\_\_\_  
Device

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Device Network Name

\_\_\_\_\_  
MAC Address