

Menomonie High School

“Preparing ALL students to become lifelong learners,
caring individuals, and responsible citizens.”



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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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MHS Preamble and Core Values for Success

All students at Menomonie High School have a right to expect a safe learning environment, free from harassment, bullying and discrimination. Within this environment they will be able to gain access to the necessary educational foundation and explore their passions so that they are best prepared for a successful life after MHS. In order to make this a possibility for all, MHS has set forth the following school-wide Core Values:

RESPECT: Be caring, helpful and supportive of yourself and all others at MHS. This includes acting with integrity and kindness to all you encounter during your Menomonie High School career.

RESPONSIBILITY: Be able to identify and follow-through on the actions you can control so that you are successful. This includes being on-time, prepared and ready to academically engage in all classes. This also includes knowing that you are personally responsible for your actions and words towards others.

EMPATHY: Be aware of and sensitive to other people's feelings, thoughts, and viewpoints. Attempt to put yourself in other people's position to gain a better understanding of others at MHS.

SAFETY: Use common sense, self-control and appropriate behavior to keep our school free of harmful or damaging behaviors. This includes not only your actions but also written and verbal communication.

PRIDE: Believe in yourself. Never give up. Strive to work together as a team to enable all to have the best chance at success.

ENTHUSIASM: Have a positive attitude about life and school. Do your best and enjoy your time at MHS so that you are able to make positive memories and best prepare yourself for the next steps in your life.

SDMA STUDENT BULLYING BILL OF RIGHTS

All students in the School District of Menomonie have a right to expect...

1. A safe learning environment, free from discrimination, harassment, bullying, and bigotry.
2. Respectful treatment from others regardless of race, class, creed, color, gender identity, national origin, citizenship/immigration status, physical appearance, sexual orientation, disability, and any classifications protected by state and federal laws.
3. Student beliefs about issues including, but not limited to religion, politics, gender, gender identity, or sexual orientation will be respected so long as they do not infringe on the rights of others.
4. Students will be presented with a clear list of consequences for actions that violate the rights of their classmates.
5. Any school district employee who becomes aware of and/or suspects or witnesses harassment and/or bullying will intervene and report the incident in accordance with school district policy.
6. Students have the right to file a complaint in a confidential and safe manner if they feel that their rights have been compromised.
7. Student complaints to school district employees will receive a prompt response in accordance with applicable policies, procedures, and laws
8. Access to school counseling services and advice for emotional, social, behavioral, educational, career, and vocational development.

ADOPTED: 5/11/20

SDMA STUDENT BEHAVIOR BILL OF RIGHTS

All students in the School District of Menomonie have a right to expect...

1. A safe learning environment in all school facilities and at all school functions.
2. Respect for individual freedoms, so long as they do not infringe on the rights of others in accordance with all associated laws, regulations, district policies and district rules.
3. Access to school rules and the possible consequences for any actions that violate the rules.
4. Access to teachers, school counselors, and other school personnel in accordance with any applicable laws and school district policies
5. The right to file a complaint in accordance with any applicable laws and school district policie

ADOPTED: 5/11/20

2022-2023 MENOMONIE HIGH SCHOOL CALENDAR OF EVENTS

August

31 Freshmen Orientation Day

September

1 First Day of School for Sophomores – Seniors

5 Labor Day – No classes

30 Homecoming game

October

1 Homecoming Dance

13-14 No School

November

3 High School Parent Teacher Conferences - PM

8 High School Parent Teacher Conferences - PM

23-25 Thanksgiving Day/Vacation

December

23 Winter Break Starts

January

2 School Resumes

16 No School

19-20 1st Semester final exams

20 End of Semester I

February

17 No School

March

7 ACT Test

13-17 Spring Break – No classes

23 High School Teacher Conferences - PM

30 High School Teacher Conferences - PM

April

7 No School – Vacation

10 No School

May

6 Prom

26 Graduation practice

29 Memorial Day – No classes

June

1-2 Semester II final exams

2 End of Semester II– Students' last day

5 Teacher In-Service



MENOMONIE HIGH SCHOOL 2022-2023 BELL SCHEDULES

HIGH SCHOOL DAILY BELL SCHEDULE

Period 1 - 7:40 - 8:28
Period 2 - 8:33 - 9:21
Study Hall - 9:26 - 10 :20
Period 4 - 10:25 - 11:13
Period 5 - 11:18 -12:06
A Lunch - 12:06 - 12:36
Period 6 - 12:41-1:29
Period 6 - 12:11 - 12:59
B Lunch - 12:59 - 1:29
Period 7 - 1:34 - 2:22
Period 8 - 2:27 - 3:15

HIGH SCHOOL LATE START WEDNESDAY BELL SCHEDULE

Period 1 - 8:40 - 9:21
Period 2 - 9:26 - 10:07
Study Hall - 10:12 -10:55
Period 4 - 11:00 - 11:41
Period 5 - 11:46 - 12:27
A Lunch - 12:27 - 12:57
Period 6 - 1:02 - 1:43
Period 6 - 12:32 - 1:13
B Lunch - 1:13 - 1:43
Period 7 - 1:48 - 2:29
Period 8 - 2:34 - 3:15

HIGH SCHOOL TWO HOUR LATE START BELL SCHEDULE

Period 1 - 9:40 - 10:14
Period 2 - 10:19 - 10:53
Study Hall - 10:58 -11:31
Period 4 - 11:36 - 12:10
A Lunch - 12:10 - 12:40
Period 5 - 12:45 - 1:19
Period 5 - 12:15 - 12:49
B Lunch - 12:49 - 1:19
Period 6 - 1:24 - 1:58
Period 7 - 2:03 - 2:37
Period 8 - 2:42 - 3:15

TELEPHONE NUMBERS

High School Office	(715) 232-2606 OR (715) 232-2609
High School Fax	(715) 232-2629
Administrative Service Center	(715) 232-1642
Attendance	(715) 232-2609 ext. 41001 OR (715) 232-2993
Guidance	(715) 232-2609 ext. 40137 OR (715) 232-2992
Guidance Fax	(715) 232-1834
Health Office	(715) 232-2609 ext. 40105 OR (715) 232-5452
Activities Office	(715) 232-2609 ext. 41102
School-to-Careers	(715) 232-2609 ext. 40119
Pool/Field House	(715) 232-2609 ext. 42138 OR (715) 232-1197
Food Service	(715) 232-2609 ext. 42124 OR (715) 232-2794

EQUAL EDUCATIONAL OPPORTUNITIES

No person may be denied admission to any district school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, as required by s. 118.13, Wisconsin Statutes. In addition, the board prohibits discrimination or harassment based on gender identity or gender expression (including transgender and gender nonconforming students). This policy also prohibits discrimination as defined by Title IX of the educational amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and origin), and Section 504 of the Rehabilitation Act of 1973.

All special programs follow the district's policy of nondiscrimination on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, gender identity or gender expression (including transgender and gender nonconforming students) physical, mental, emotional, or learning disability.

The district administrator or designee (located at 215 Pine Avenue NE, Menomonie, Wisconsin, 54751, telephone 715-232-1642) is designated to receive grievances regarding discrimination according to procedure.

For more information on Equal Educational Opportunities see 411 under Board Policies at <http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9130137>.

EMERGENCY SCHOOL CLOSINGS

When weather appears dangerous for the safety or welfare of students, the district administrator or designee shall make the decision to close schools. Closings shall be announced by the following means: Skylert communication, school district website, Twitter, Facebook, and area radio/TV stations. Be certain your child is familiar with our plan would a closing occur and students are released early. From time to time, review with your child what they would do in this situation.

PARKING AND DRIVING REGULATIONS

Parking in the school lot is a privilege extended to all high school students. This privilege may be lost by not observing parking and driving regulations listed in parking lot contracts signed by parking permit holders. The cost of a student-parking permit is \$10.00. To receive parking lot permits, students must turn in a parking lot contract signed by the student and parent/guardian. Students receiving the permits must sign a contract outlining the rules and regulations for parking in the designated areas. Parking permits must be hanging from the rear view mirror in plain view. All students are expected to lock their vehicle upon arrival at school, and are not to

return to that vehicle until the end of the school day without a pass from the main office. A student's privilege of parking on school property is conditioned upon the person's consent to a search.

Note: Visitors and assigned staff parking areas are not open to student parking.

Motorcycles may not be parked on the grass. **Bikes** must be parked in racks provided.

Administrative Procedure: Failure to observe motor vehicle and parking regulations will result in revocation of parking privileges, vehicle being towed at owner's expense, and/or referred to Menomonie Police Department.

Note: Students that don't follow our parking lot policies are subject to ticketing by the School District.

FIRE AND DISASTER DRILLS

Plans for emergencies have been developed with regular drills scheduled throughout the year. Fire drill regulations, exit routes, and disaster evacuation plans including but not limited to the ALICE protocols will be followed. Teachers will review these plans with their students. Students are asked to move quickly and to remain quiet so as to be able to hear any announcements that might be given over the public address system.

HEALTH SERVICES

The primary objective of School Health Services is to strengthen and support the educational process of students by assisting them to improve or adapt to their health status. Health Services available are identification of health problems, preventative health measures, monitoring and dispensing of medications, health maintenance care and necessary therapeutic intervention.

Parents/guardians are requested to inform the school of any health problem and/or special health care procedures that need to be performed at school. This will assist the school in developing an effective educational program. To discuss concerns or questions, students and parents are encouraged to discuss their health problems with the School District Health Services Coordinator. You can contact the School District Health Services Coordinator at (715) 232-2609 ext. 41104 or the Health Assistant at ext. 40105.

NOTIFICATION OF ILLNESS BY PARENT/GUARDIAN

Students who appear ill should remain home. Students should be fever-free for a period of 24 hours after an illness without fever reducing medication and 24 hours after vomiting and diarrhea before they return to school. Parents/guardians are requested to notify the Attendance Office of their student's absence between 7:00 to 9:00 a. m. Students who are absent from school must present a note upon their return or have a parent call their absence into the Attendance Office. Please see the district website for additional exclusion criteria.

EXTENDED ILLNESS

For students who are going to be out for three or more days due to illness, parents should notify the Health Assistant (232-2609 ext. 40105) and request homework assignments that can be picked up in the main office of the high school. Homework assignments require 24-hour notice to allow teachers time to prepare. Parents/guardians are requested to inform the school of any health problem the student has, so an effective educational program may be planned.

IMMUNIZATIONS

State Law (252.04 Wis.) states the following are the minimum required immunizations for each age/grade level. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. In order for your student to enter school, this information must be completed and on file prior to admission to school, or shortly thereafter. The immunizations are as follows:

GRADES:

9-12 4 DTP/DTaP/DT/Td, 1 Tdap, 4 Polio, 3 Hep B, 2 MMR, 2 Var

If your student does not meet the immunization requirements, you will receive a warning notice from the school indicating what is needed and the deadline date. During this time, Sections 252.04(5)(a) and (6) of the statutes provide that schools must notify any adult student or the parent/guardian or legal custodian of a minor student who has not met the state immunization or waiver requirements by the 15th and 25th school day after the student is admitted to school. If a student fails to present written evidence of completed immunizations or a written waiver within 30 school days of being admitted to school, the student may be excluded from school. Immunization records are progress records under section 118.125(1)(c) of the statutes. Section 118.125(3) of the statutes requires that progress records shall be maintained for at least 5 years after the student ceases to be enrolled in the school.

ACCIDENTS

Any student injured on school property during a normal school day must be reported to the Health Services office immediately. Proper action will be taken and the parent/guardian notified. An accident report will be filed in the Health Services office.

MEDICATION

The Menomonie School District has a medication policy covering prescription and nonprescription drugs taken by students during school hours and school sponsored events and field trips. If it is necessary for your student to take medication during school hours and activities, parents/guardians **MUST** inform the Health Office as to the type of medication, and the reason for taking it. Send the medication to school in a pharmacy labeled bottle containing the name of the student, physician's name, dosage, and time to be taken. Long-term medication must be renewed on a yearly basis. Non Prescription medications including, ibuprofen, Tylenol, etc. **MUST** be provided by the home in the original container.

According to section 118.291 of the statutes, a student may possess and use an asthma inhaler if all of the following are true: (a) the student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; (b) the student has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and, (c) the student has provided a copy of the required approvals.

In order for a student to take prescription or nonprescription drugs during school hours, a medication form must be on file. These forms are available at the clinic, in pharmacies, and from the Health Services office. All prescription or non-prescription medication must be picked up at the end of the school year or they will be disposed of.

LIBRARY/MEDIA CENTER

Any student can check out materials with their student ID card or direct permission from the LMC staff. Books may be borrowed for a total of 30 days. Reference books are one-day checkouts. Small fines for books and other equipment are charged for overdue materials. Lost or damaged materials involve larger fines.

Students can access the MHS online library catalog through <http://sdma.follettdestiny.com>. Before students are allowed to use Internet resources at school, MHS must have a recent parent/guardian signature on the Acceptable Use Policy on file through the main office or the

LMC. Restrictions on computers include only legitimate educational use, no downloading or playing videos, music, or games, and e-mail is for school use only. Please expect your computer use to be checked or read by school staff (CIPA).

The library media staff is available for students who need help finding resources, using computers and school software, locating reliable information on the Internet, and general information about school. Please ask for help at the main desk. Conduct in the Library/Media Center is based on respect and courtesy for everyone using the LMC and compliance of all school rules. Students are welcome to use the LMC for educational purposes between the hours of 7:15-3:30. Come in and see what we can help you find.

1:1 POWERED LEARNING INITIATIVE

Our district has created a 1:1 Powered Learning Handbook. You can view it on the district website at <http://www.msd.k12.wi.us/cms/One.aspx?portalId=341586&pageId=10278723>.

LOCKER

The ownership of the locker is maintained by the school district, and students are granted a limited use of lockers on the basis of school procedures and rules. School authorities may access lockers at any time as determined necessary or appropriate, and may make periodic inspections, without the consent of the student, without notifying the students and without obtaining a search warrant (s.s. 118.325). Any defect or trouble with a locker should be reported immediately to the main office. It is recommended that students refrain from storing valuable items and/or large sums of money in their locker, as the school is not responsible for lost or stolen property. The assignment of a locker is made to each student. **No switching or sharing of lockers is allowed.**

LOST AND FOUND

Storage of lost and found items are maintained in labeled bins in the commons. Items of monetary value are brought to the main office, i.e. glasses, rings, electronic devices, etc. Bring all articles found in and around the building to the correct lost and found area. Losses should be reported promptly to the office. Students are reminded that all personal items brought from home remain their responsibility.

PLAGIARISM/CHEATING

Any student who is caught plagiarizing on assigned work will receive no credit for that work. A disciplinary referral will be created by the instructor and administration will meet with student(s)/parent(s) to discuss the consequences. Instructors may allow students to redo the assignment for partial credit.

FOOD SERVICE

Our food service offers healthy choice options with up to four lunch lines which serve reimbursable meals in the senior high cafeteria.

- A. Students may not withdraw money from their prepay account.
- B. Students are expected to be respectful of food service personnel at all times.
- C. Students eligible for free and reduced lunch may pick-up an application at the Guidance Office or the Food Service Office. All students eligible for free or reduced meals in the 2021-2022 school year are qualified for the first 30 operating days of the 2022-2023 school year.
- D. Prepayments are made at the Food Service Office daily between 7:00 - 9:00 a.m.
- E. Students may pay for lunch in the line with cash.
- F. In addition to the free and reduced meals program, the school district also has an Angel Fund that may be used to help fund meals. For information about accessing or donating to the Angel Fund, please contact the school nutrition office at 715-232-2794.

TELEPHONE CALLS

Telephone messages for students will not be delivered during class time, except in cases of an emergency.

PUBLIC DISPLAYS OF AFFECTION

All students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, on buses, or at any district sponsored event, on campus or elsewhere. Unacceptable public displays of affection include, but are not limited to any prolonged embracing and or kissing, inappropriate touching, and touching of a sexual nature.

Unacceptable public displays of affection at school are in poor taste, disruptive to the educational environment, and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling and/or parental intervention. Please see the Student Conduct Matrix for further information.

CHECK CASHING POLICY

Checks will be accepted for the amount of payment of fees, fines, purchases, or other commitments to the School District of the Menomonie Area. Other checks will not be cashed.

USE OF THE BUILDING

All students must be responsible to a staff member when using the building facilities. Anyone in the building without making arrangements with a staff member will lose the privilege of using the facilities.

POLICE LIAISON OFFICER

The Menomonie Police Department, in cooperation with the Menomonie School District, has assigned a police officer to work in the schools. The Liaison Officer serves as a resource person to both staff and students, and provides law enforcement services when needed. As a resource person the officer will conduct lectures and discussions on drugs, vandalism, traffic law and other matters of interest. If you have questions about your rights under the law, which might include court systems, court policies, or procedures, contact the Liaison Officer. If you have concerns about any part of the Justice System, make these concerns known to them and they will provide you with the requested information. Your interest and participation in this liaison program will help improve the police service in our community and school.

II. STUDENT ACTIVITIES

CLASS OFFICERS

Each class elects class officers in the spring. Candidates must fill out a nomination form, obtain the signatures of 20 classmates, have the signature of a parent/guardian and have the recommendation of 3 teachers in order to run for office. If more than two candidates run for any office, a primary election is held. The purpose of having class officers is to help build class spirit and cohesiveness throughout the class' experience in high school and later in reunion years. Class officers work closely with their class advisors and the Activities Office to carry out a number of class activities including: fundraising, Homecoming activities (float, skit, and hall decorations), Prom, Senior Class trip, graduation, and class reunions. A list of class officers can be viewed on our website at http://mhs.sdmaonline.com/activities/class_officers.

CLASS INFORMATION/ADVISORS

Each class is involved in various activities throughout the year. Every student is encouraged to participate in class projects to promote school spirit and foster fellowship among classmates. A list of advisors responsible for such activities can be viewed on our website at http://mhs.sdmaonline.com/activities/class_advisor

STUDENT COUNCIL

The Student Council is elected by the student body to represent them and to ensure that students have a voice in affairs of the school. The Council teaches students representative democracy. The Council meets a minimum of once a month. The Council runs the concession stand, coordinates homecoming, winter dance, and other all-school events. Council members serve on the following standing committees: Respect for Persons, Respect for MHS building and grounds, Fundraising, Staff Appreciation, Membership and Recognition, Social, and Publicity. The Council also serves the school and community with a number of service projects such as an annual Earth Day service project. Other activities for members may include attending leadership workshops and retreats, and conventions at the regional, state, and national level.

Representatives are elected by their classmates in the spring of the year. Candidates must fill out a nomination form, obtain the signatures of 20 classmates, have the signature of a parent/guardian and have the recommendation of 2 teachers in order to run for a representative position. Elections take place during designated election days. Membership is distributed in the following way: Executive committee members, 6 voting members from each of the Senior, Junior, and Sophomore classes, 4 Freshmen class officers and 4 Freshmen class representatives. A list of Student Council Representatives can be viewed on our website at http://mhs.sdmaonline.com/activities/clubs_organizations/student_council/.

CLUB INFORMATION

Menomonie High School provides a number of clubs available to students. Each student is encouraged to join a school club and participate. Listen to the daily announcements for the time and place. For further information, contact the advisor or a counselor. New club proposals should be initiated through the Activities Director.

Art Club	Kubb Klub
Breakfast Club	Link Crew
Debate Club	Mustang Manufacturing
DECA	National Honor Society (NHS)
Equestrian Team	National Ocean's Science Bowl
Family, Career and Community Leaders of America (FCCLA)	Optimist Club
Fellowship of Christian Athletes (FCA)	SAGA
FFA Organization (FFA)	Ski Club
French Club	Skills USA
Future Business Leaders of America (FBLA)	Spanish Club
Gaming Club	Student Council
Global Education Achievement Certification (GEAC)	Trap Shooting Club
Health Occupation Students of America (HOSA)	Yearbook – “Menomin”

DANCES

All requests for dances other than Homecoming, Cabin Fever, and Prom should be made prior to the development of the school calendar in the spring of the preceding year. Menomonie High School Administration reserves the right to review student behavior and school attendance when determining student eligibility for school sponsored dances. Dances are sponsored only for those students enrolled in Menomonie High School unless otherwise designated by the administration.

STUDENT VISITORS

Menomonie High School is committed to student achievement. To ensure that MHS students are free of distractions, MHS does not allow student visitors during the school day. Student visitors wishing to attend a dance sponsored by MHS must complete a Dance Visitor Request Application prior to the dance. Guests may not attend if they are older than one year out of high school or younger than ninth grade. All applications are subject to the approval of the high school administration.

MENOMONIE HIGH SCHOOL PERFORMING ARTS

Menomonie Senior High School would be pleased to see all students participate in the performing arts program. This opportunity to participate and represent Menomonie High School also carries with it responsibility. One of the responsibilities of participation lies in maintaining the conduct rules set forth by the Menomonie Board of Education. It is important that you and your parents/guardians be fully acquainted with these regulations. View the Performing Arts Handbook online at http://menomoniehs.ss7.sharpschool.com/activities/performing_arts.

PERFORMING ARTS AVAILABLE AT MENOMONIE HIGH SCHOOL

Academic Decathlon	Jazz Band	School Play
Band	Musical	String Ensemble
Chorus	Orchestra	
Drum Line	Pep Band	
Forensics	Science Olympiad	

MENOMONIE HIGH SCHOOL ATHLETICS

Menomonie Senior High School would be pleased to see all students participate in the athletic program. The activity fee is \$100 per activity. The opportunity to participate and represent Menomonie also carries with it responsibility. One of the responsibilities of participation lies in maintaining the conduct rules set forth by the Menomonie Board of Education. It is important that you and your parents/guardians are fully acquainted with the regulations established to promote ethical conduct and sportsmanship.

In order to represent Menomonie High School in any interscholastic competition, a student must meet all eligibility rules of both the Wisconsin Interscholastic Athletic Association (WIAA) and our school. View the Athletic Handbook online at <http://mhs.sdmaonline.com/activities/athletics>.

SPORTS AVAILABLE AT MENOMONIE HIGH SCHOOL

Baseball	Golf	Swimming & Diving
Basketball	Gymnastics	Tennis
Cheerleading	Hockey	Track and Field
Cross Country	Soccer	Volleyball
Dance	Softball	Wrestling
Football		

III. SCHOOL COUNSELING

The school counselors are available to help students with academic plans, career plans and personal concerns. Counselors are also available to assist students with problem solving issues related to school and friends. The students will work with their assigned school counselor throughout their four years of high school. You can find a student's assigned school counselor, information about college and career options, scheduling appointments, and your transcripts at http://mhs.sdmaonline.com/student_services/school_counseling.

Ms. Windt - A-F, Ms. Haugle - G-L, Mrs. Ruchti - M-Se, Ms. Vang - Sh-Z

CHANGE OF ADDRESS AND TELEPHONE

If students change their address or telephone number during the school year, they are asked to notify the Administrative Service Center at (715)232-1642 ext. 11331. By informing the district of the change, the school will be able to keep its records current for school mailings and cases of emergency.

COURSE REGISTRATION PROCEDURES

The registration process will begin in January. The process will involve students, parents/guardians, and counselors. Course selection during the registration period will be considered a commitment on the part of the student. Requests for program changes will not be accepted after the first week in May. After that time, program changes will be made for administrative reasons only.

FULL TIME STUDENT STATUS

All students need to be registered for no less than 7 credits per year (3.5 credits per semester) to be considered a full time student. Students may have less than 7 credits per year (3.5 credits per semester) if it is determined by their Individualized Education Plan, are enrolled in one of the MHS Alternative Education Programs, have professionally documented medical concerns which require less credits, are approved to be a part of a school sponsored program that is non-credit bearing, or in extenuating circumstances by approval of the Building Principal.

SCHEDULE CHANGES

All class changes, drops, or additions must originate with a counselor and be approved by the administration. Changes will NOT be made to accommodate teacher requests, lunches, or elective changes. No changes will be made to accommodate a desire for a shortened day, unless the student is enrolled in the school related work program. Generally, changes will be made for administrative reasons only, e.g., class overload, error in schedule, etc.

**** Withdrawal after 2 weeks of the start of the class will be an "F".**

PHYSICAL EDUCATION CREDIT OPTION

Beginning with the 2022-2023 academic school year, Menomonie High School students who successfully complete a season of school-sponsored sports or other physical activity approved by the school board shall be allowed to substitute an additional 0.5 credit in English, Social Studies, Mathematics, Science, or Health Education in place of the final 0.5 credit in Physical Education required for graduation. Please see SDMA Board Policy [345.64](#) for more information or speak with your MHS school counselor.

EDUCATION FAIRS

Each year UW-Eau Claire and Chippewa Valley Technical College cosponsor an Education Fair. Representatives from schools throughout the Midwest are available to provide information and answer questions. Juniors and Seniors will have the opportunity to visit this program for a nominal fee. It is an excellent opportunity to gather information useful in making decisions about post-secondary education.

ACADEMIC/CAREER ASSESSMENT

The following assessments are either administered or made available through the Guidance Department:

Aspire Grade 9 and Grade 10 in Spring only

Purpose: ACT developed ACT Aspire – the first digital, longitudinal assessment system to fully connect student performance from elementary grades through high school. ACT Aspire will provide educators and parents with the insights they need to help students get and stay on track by better connecting assessment to teaching and learning.

Web Link: <http://www.discoveractaspire.org>

Xello Grades 9-12

Purpose: Occupational interest assessment-self scored. Used in conjunction with a 4-year course plan, as well as students' Academic and Career Plans (ACP's).

Web Link: <http://public.careercruising.com/en>

Preliminary SAT/National Merit (PSAT/NMSQT)

Purpose: Preparation for the college admission test: SAT. This is the only means of qualifying for consideration in the National Merit Scholarship program. It is especially recommended for college bound students who rank in the top 25% of their class, as well as students interested in summer collegiate educational opportunities. Normally students would take this test during the junior year.

Web Link: <http://www.collegeboard.org>

Test Date(s): Mid-October

Fee approx. \$17.00(subject to change)

Scholastic Aptitude Test (SAT) Grades 11-12

Purpose: Admission screening instrument for college. Measures: Verbal and Mathematical abilities including vocabulary, verbal reasoning, reading comprehension, problem solving in algebra and geometry. Does not measure creativity, special talents, or motivation. Frequently, this is the preferred admission test of many prestigious universities. Used also for scholarships. Normally intended for the spring of the junior year.

Web Link: <http://www.collegeboard.org/> Fee approx. \$52.00/\$68 w/essay(subject to change)

American College Test (ACT Assessment) Required for all 11th Grade students.

Purpose: Required admission test at all University of Wisconsin campuses. Measures national student achievement in: English, Mathematics, Reading, and Science. Includes English usage/mechanics, rhetorical skills, algebra, geometry, trigonometry, social studies, sciences, arts and literature. Does not measure the subjective. Normally taken in the spring of the junior year. The required test to be taken during the school day is free. If a student would like to retake it, there will be a charge.

Web Link: <http://www.act.org>

Test Date(s): See Guidance Office
change)

Fee approx. \$52.00/\$68.00 w/writing(subject to

Test Site: Menomonie High School.

Required Test

Advanced Placement Program, The College Board (AP) Grades 11-12

Purpose: An examination to determine if a student has earned the right to gain advanced placement and/or credit in college. AP tests are available in many areas including: physics, foreign language, art, calculus, English language, psychology, US history, and literature. Recommended for students who are doing A level work in such classes.

Web Link: <http://www.collegeboard.org>

Test Date(s): Mid May

Fee approx. \$96.00(subject to change)

Test Site: Menomonie High School.

Optional test

“EARLY BIRD” MORNING CLASSES

Early Bird classes start at approx. 6:45 AM. Transportation to school is the responsibility of the parents/guardians.

GRADING AND REPORT CARDS

Grades are a measure of achievement in a given course of study. All teachers will explain their grading system. Instructors are responsible for maintaining an online grade book that is accessible to students and parents at all times. Additionally, a mid semester progress report will be provided to parents/guardians.

Report cards, for the purpose of informing parents/guardians of their student's progress, are issued at the end of each semester. These reports become the property of the student/parent/guardian and are not to be returned to the high school.

FINAL GRADE APPEAL PROCESS

Parents/guardians and students may appeal a final term grade they believe is in error. The process to appeal is as follows:

- A. Obtain a "Final Grade Review Form" from the guidance office. Within two weeks after grades have been mailed, submit it to the administration. A meeting will be set requiring all parties (administrator, teacher, parent/guardian, and student) to be present. The initial meeting must take place within two weeks of the appeal. If the grading issue is resolved then the appeal is discontinued. If it is not resolved then you may proceed to Step 2.
- B. The administration will determine if the proper procedures were followed. If the proper procedures were followed, then the grade is final. If the proper procedures were not followed, the grade will be adjusted accordingly. A letter will be sent to all parties notifying them of the administrative decision within two weeks of the hearing date.

Curriculum Opt-Out

The curriculum of the School District of the Menomonie Area incorporates educational guidelines and standards to maximize the learning of all students. Situations may arise in which the parent or guardian would like to request that their child not participate in a particular instructional activity. A request for an alternate learning activity may be addressed in a timely manner to the classroom teacher and/or building administrator. All such requests will be considered at the discretion of the school district. In the event that a student is to be excused from an activity, the teacher will:

- A. Prepare an alternative activity in the general subject area on which the student can work independently to reinforce and/or extend acquired learning of content and/or skill or develop new knowledge or skill;
- B. Arrange for a work location for the student that is properly supervised and provide access to help, if and when needed;
- C. Try to ensure that there are no repercussions for the student either academically or socially as a result of not participating in the regularly scheduled activity;
- D. Keep a record of the alternative activity for communication with the parents, if such information is requested.

GRADUATION REQUIREMENTS

Each student shall be required to enroll in a minimum of courses during each grading period for a yearly total of seven credits. (Vocational work experience programs and Youth Options course enrollment at a university or technical college may meet an equivalent portion of this course load requirement.)

FRESHMAN – Class of 2026 Requirements

English I	1 credit
Intro to Social Sciences	.5 credit
Freshman PE – Active Lifestyles	.5 credit
Health	.5 credit
Physical Science	1 credit
Algebra I	1 credit
Electives	2.5 credits
Total	7 credits

SOPHOMORE – Class of 2025 Requirements

English II	1 credit
Sophomore PE	.5 credit
Biology I	1 credit
Mathematics (3.0 total credits of math are required)	1 credit
US History I	1 credits
Electives	2.5 credits
Total	7 credits

JUNIOR – Class of 2024 Requirements

English III	1 credit
Personal Financial Management	.5 credit
Junior PE	.5 credit
Mathematics (3rd credit. May take senior year)	1 credit
Science (3rd credit. May take senior year)	1 credit
Civics	.5 credit
Electives	2.5 credits
Total	7 credits

SENIOR – Class of 2023 Requirements

English IV	1 credit
Global Issues	.5 credit
Economics	.5 credit
Electives	5 credits
Total	7 credits

GRADUATION Requirements

Freshman, Sophomores, Juniors, and Seniors require 25 credits to graduate. Graduation requirements may be modified at the discretion of the administration in special situations including Special Education students, Student Assistance Team Plan, foreign exchange participants etc.

- A. Enrollment as a freshman in either mathematics or Physical Science is required; enrollment in both during the freshman year is encouraged.
- B. Some colleges may require two credits of the same foreign language.
- C. Adults twenty-one years of age and older may be granted diplomas of graduation from Menomonie High School provided they have attended Menomonie High School for a minimum of one full semester and meet requirements for current graduation class. Subject to evaluation by the administration, transfer credits from other high schools, virtual schools, home schools, vocational-technical schools, and accredited correspondence schools may be applied to meeting requirements. Specific course requirements may be waived or modified, but the total credit requirement must still be met.

HOMEBOUND INSTRUCTION

Home instruction is the term given when students receive homework assignments from teachers during a student illness lasting less than thirty days. During this time the student's homework is exchanged between the high school office and the parent/guardian. In those situations involving an illness related absence from school expected to last thirty or more days from school, a teacher will be provided to assist the student with studies assigned by the student's regular teaching staff. To qualify for this added instructional support, a doctor's excused absence from school is required. Parents/guardians should contact the school Health Services Office at (715) 232-2609 ext. 40105 for information pertaining to these programs.

HONOR ROLL

Each grading period an Honor Roll is posted for those students who have achieved a high degree of academic excellence. The “High Honor Roll” requires a grade point average from 3.6 to 4.0. The “Honor Roll” requires a grade point average from 3.0 to 3.599. Grade points are based on the following formula:

A:4.0 A-:3.67 B+:3.33 B:3.0 B-:2.67 C+:2.33 C:2.0 C-:1.67 D+:1.33 D:1.0 D-:0.67 F,W,F,I:0.00. Students must have at least 3.0 GPA credits to qualify for the Honor Roll program.

Grades “F”, “D+”, “D”, “D-”, or “I” disqualify students from Honor Roll recognition. Students participating in the “Youth Options” program are eligible for the honor roll. Each student that meets the criteria for the grading period will receive a certificate.

DETERMINATION OF VALEDICTORIAN STATUS FOR COMMENCEMENT

Final valedictorian status for the senior class is determined by the student’s cumulative rank in the class from Semester I of the freshman year through Semester I of the senior year. This valedictorian determination is the basis for all related activities and awards relating to commencement. In the event that two or more students tie with 4.00 grade point averages, “Co-Valedictorians” will be awarded in place of selecting a Salutatorian. An additional graduation speaker will be selected from any student in the graduating class via a competition judged by the Building Leadership Team.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization with over 20,000 Chapters in the United States. NHS recognizes and encourages academic achievement while developing other characteristics essential to good citizenship. Junior and Senior students who meet the criterion of 3.5 cumulative GPA are eligible for membership. Eligible students identify three members of the MHS faculty who will evaluate them in three criteria areas:

·**Service**

·**Leadership**

·**Character**

Applicants with three or more unexcused absences or truancies for all or part of one day, during the current school year, may not be considered for membership. In addition, two tardies will be counted as one unexcused absence. Any applicant with a suspension, in school or out of school, may not be considered for membership. Applicants who have received one or more Disciplinary Referrals will be considered on a case-by-case basis. Final membership selection is determined by the faculty council. To remain an active member of the NHS, students must maintain the aforementioned criterion.

ACADEMIC AWARDS

It is the philosophy of the School District of the Menomonie Area Board of Education to encourage and recognize students that have excelled in academic achievement. At the end of each school year, students’ cumulative grade point average is evaluated to determine eligibility for the Academic Award program. Students must complete one or more of the following criterion to qualify for this program:

Students completing their...	must achieve a cumulative GPA of...
Freshman year	4.00 at the end of grade 9.
Sophomore year	3.75 + for grades 9 and 10 at the end of grade 10.
Junior year	3.5+ for grades 9, 10, and 11 at the end of grade 11.
Senior year	3.25+ for grades 9, 10, 11, and Semester I for grade 12.

Students who achieve the above mentioned grade point average criterion will receive the following sequence of awards:

Award Level I (1st Time Achieved): Receive a maroon chenille block M letter with the word “Academic” imprinted in white on the letter and a “Lamp of Knowledge” pin. This level is given when a student earns the grade level GPA criterion for the first time.

Award Level II (2nd Time Achieved): Receive a “Lamp of Knowledge” pin for meeting the GPA criterion for the second time

Award Level III (3rd Time Achieved): A multi-colored certificate and a “Lamp of Knowledge” pin for meeting the GPA criterion for the third time.

Award Level IV (4th Time Achieved): A plaque with the student’s name, years of Academic Achievement Awards won, their cumulative GPA and a “Lamp of Knowledge” pin for meeting the GPA criterion for a fourth time.

INCOMPLETES

Students who receive an “Incomplete” grade have three weeks following the end of a semester to meet with their instructor to complete required coursework to receive a passing grade. Unless course requirements are met by the end of three weeks, the incomplete will be officially recorded as an “F”.

NEW STUDENT ENROLLMENT

New student enrollment should be initiated at the Administrative Service Center. A parent/guardian must accompany all new students enrolling in Menomonie High School unless the student is an adult. Students will then be assigned a counselor for the purpose of assisting with course selection, providing an orientation to the high school, and providing counseling as the need arises. The parent/guardian or adult student will be required to provide verification of residence and to provide authorization for the release of records from the previous school.

EARLY COLLEGE CREDIT PROGRAM (ECCP)

A pupil in any high school grade, in a public (including independent charter) or private school could participate in the ECCP. A high school pupil attending a private school could participate in the program and that the private school would be required to abide by the same requirements and rules as public schools related to the ECCP. Eligible Institutes of Higher Education (IHEs) include UW Systems (UWS) institutions, tribally-controlled colleges, and a private, nonprofit IHEs located in the state. Application deadline is October 1 for the spring semester, February 1 for summer session, and March 1 for the fall semester.

START COLLEGE NOW PROGRAM

The Start College Now Program (previously Course Options) will allow high school students the opportunity to take college courses at Wisconsin Technical College. The program is available to 11th and 12th grade students. Application deadline is October 1 for the spring semester and March 1 for the fall semester.

ACADEMIC SUPPORT

Students may receive extra academic support by simply contacting their regular classroom instructor. Teachers are available to meet with students by appointment before and after school on most school days. Our NHS Chapter offers a student-to-student tutoring program as well. Students are also encouraged to use the resource time located at the end of the day to access teachers and study centers for additional assistance on current class work as well as make-up work.

STUDY HALL-- INTERVENTION/ENRICHMENT

Common expectations for all classrooms during this time include:

- A. Classroom connected activities
- B. Quiet study
- C. Homework completion/assessments
- D. Test make-up
- E. Missed assignment make-up

Study Hall will be used primarily for obtaining teacher assistance and general study. A student must sign into the Study Hall they are assigned to. Students must come to the Study Hall prepared to work and bring all materials necessary.

There are several interventions/enrichments available for students during this fifty-five minute block of time.

A. Mustang Mondays

1. Having a positive adult connection for a student will more often result in a successful experience while at MHS. This format gives us the best opportunity to develop consistent relationships with all students while balancing the need for students to utilize all their teachers for support through our traditional Study Hall format as well.
 - a. Students will have identified activities within their Study Hall on selected Mondays throughout the school year.
 - b. The individual classes will be grade level specific and will stay the same with the same staff member for the students' 4-year career.
 - c. A schedule of activities and resources will be established and shared with staff. This can include but may not be limited to: ACP, SEL, Link, Grade Checks, Relationship Building, and Information about upcoming events or pertinent topics.

B. Access to the staff assistance

- C. MHS administration will design a process for students to move from their Study Hall to other teacher's classrooms for academic assistance. This may be limited due to staff availability, additional grade-level or school-wide activities, and/or space.

D. Check and Connect

1. Students who are struggling academically, socially, and/or emotionally may benefit from a consistent and structured Study Hall.
2. Students can be referred to Check and Connect by building staff and/or the RTI Committee.
3. After consultation with the student's parents/guardians/caregivers, the student will be required to attend an assigned Study Hall for a period of time determined by the RTI Committee and the Check and Connect staff member.

D. Activities and Club Meetings

1. MHS will offer periodic times for Clubs and Activities to meet during Study Hall.
2. MHS Administration will develop a schedule to support this.
3. This will be done in an effort to encourage school involvement and all access to students who may otherwise have challenges to meet outside of the school day.

STUDENT ASSISTANCE TEAM (SAT) & RESPONSE TO INTERVENTION (RTI)

The "Student Assistance Team" was initiated to help students who may be having difficulty academically or personally. Students may be referred to the team by a parent/guardian, teacher, counselor, administrator, or by the students themselves. The team is made up of the school counselors, administrators, several teachers, and the school psychologist. The team meets to discuss the nature of the student's difficulty, study pertinent data and consider alternative options available to help the student. It should be clearly understood that this is not a disciplinary program. Rather, the team was created to determine through the available data whether further interventions beyond the Tier 1 classroom interventions would be necessary. If so, the appropriate Tier 2 intervention would be recommended and progress would be monitored. The Tier 3 interventions will remain available if necessary in the same way.

Students wishing to be excused from school attendance, or transfer to another school, should secure a withdrawal form from their guidance counselor. Teachers and staff members concerned will sign the withdrawal and the student and parent/guardian will take care of all obligations. Having withdrawal forms signed by all concerned is the student's responsibility and assurance that their records can be forwarded to another school or to a prospective employer. Unless all books are returned and all other obligations have been met, the withdrawal form cannot be signed. This procedure should be followed on the last day in which the student will be in attendance. An official transcript will be mailed upon a request made from the new school.

Parents/guardians wishing to withdraw a student for home-based school must first request a form (PI 12-06) from the Wisconsin Department of Public Instruction. Students may not be withdrawn from the high school prior to the receipt of the home-based school application from the state.

STUDENT RECORDS

Student records shall be maintained for each individual student in the district to assist certified staff in providing appropriate educational experiences, counseling and reporting. Administration and/or designee shall be responsible for maintaining the confidentiality of student records and for instructing staff members in the procedures required to assure confidentiality of student records.

Student records shall be collected, maintained, and disseminated in accordance with state and federal laws and established procedures. It is the intent of the Menomonie Public Schools to make available and release the following personally identifiable information contained in a student's education record without prior written consent unless the adult student or parent/guardian objects to such release.

The student's name

The student's photograph

The student's major field of study

The student's participation in officially recognized activities and sports

The student's weight and height if a member of an athletic team

The student's date of enrollment and withdrawal

The student's degrees and awards

The name of the school most recently attended by the student

Parents/guardians, or adult students have 14 days from enrollment or from the start of each school year to advise the building principal in writing of any or all of the above items, which they refuse to permit the district to release.

IV. ATTENDANCE POLICY

See SDMA [Rule 431 Student Attendance/Truancy Procedures](#) for more information.

PRE-EXCUSED ABSENCES: Any student excused in writing by their parent/guardian, prior to an absence, is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Students so excused are responsible for making up work missed during the absence. Pre-excused absences may include family vacations/travel, weddings, and/or hunting.

OTHER EXCUSED ABSENCES:

- A. Illness, including reasonable treatment for such illness, where the student is temporarily not in proper physical or mental condition to attend school. A written statement may be required to be submitted to the school as proof of the student's health condition for student's absences due to illness;

- B. Health Care Appointments (medical, doctor, dental, mental health) that cannot be scheduled outside the school day. A written note by the provider shall be required for the absent due to health care appointment;
- C. Religious Holiday;
- D. Severe weather conditions that, in the parent/guardian's reasonable judgement, are a danger to the health, welfare, and safety of the student;
- E. Funeral for a family member or close friend;
- F. School sponsored activity;
- G. Mandatory court appearance;
- H. Suspension from school;
- I. College visitation for high school seniors and second semester high school juniors (2 days). Additional days may be granted on an individual basis by the guidance department/administration;
- J. Serving as an election official – Students may be excused to serve as an election official provided they have at least a 3.0 grade point average or the equivalent and have the permission of their parent/guardian and the building principal;
- K. Sounding Taps - A student enrolled in grade 6 to 12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran; or
- L. Any absences not categorized above may be discussed with the building principal or designee and excused as deemed appropriate. Students with excused absences are responsible for the work they miss while absent from school. Assignments may be obtained from teachers prior to the absence or upon the student's return. All tests and assignments missed during the absence must be made up within a reasonable, mutually agreeable, time after the student returns to class.

UNEXCUSED ABSENCES:

Students are still expected to make up any daily work or quizzes missed due to unexcused absences. Students shall be allowed to make up any major tests or assignments. The responsibility for arranging make-up work rests solely with the student. Students who are absent from school with the consent of their parent or guardian, but whose absence does not fall under the reasons listed above, shall be considered unexcused. Examples include, but are not limited to, missing the bus, a family trip not approved in advance, and oversleeping.

- a. Leaving school without permission shall be considered an unexcused absence.
- b. A student who skips a class or classes, even if they do not leave the building, shall be documented as unexcused for those periods.

LATE ARRIVAL OR EARLY DISMISSAL:

It is necessary that a student be in attendance throughout the school day, or as required by their individualized schedule, in order to benefit fully from the educational program of the District. The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day. As an agency responsible for the education of children of the District, the Board shall require that the school be notified in advance of such absences by written or personal request by the student's parent/guardian, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the school administration. Failure to contact the school may result in an unexcused absence. Unexcused tardiness can also be counted towards habitual truancy.

SPECIAL STUDENT EXEMPTIONS FROM SCHOOL ATTENDANCE:

With written request from a parent or guardian, a student may be excused from regular school attendance pursuant to a program or curriculum modification, as defined by state law. The administrative decision, in response to the request, shall be provided in writing.

Approved Alternative Program:

1. Upon a student's request, and with written approval of the student's parent/guardian, any student who is 16 years of age or over may be excused by the Board from regular school attendance if the student and their parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation.
2. Upon a student's request, and with written approval of the student's parent/guardian, any student who is 17 years of age or over may be excused by the Board from regular school attendance if the student and their parent/guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma.

TRUANCY:

A student will be considered truant if they are absent part or all of one (1) or more days from school during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student. A student will be considered a habitual truant if they are absent from school without an acceptable excuse for part or all of five (5) or more days in which school is held during a school semester.

Truancy Procedure

- a. When a student has missed all or part of five (5) days, unexcused in a semester, a letter will be sent to the parent/guardian along with the attendance log.
- b. When a student has missed all or part of ten (10) days, excused or unexcused, a letter will be sent to the parent/guardian along with the attendance log.
- c. Once a student has missed more than ten (10) days, excused or unexcused, the principal will be notified to determine if a meeting shall be held. The purpose of the meeting is to identify potential barriers to attendance and create a plan to improve absences.
- d. If it is determined that a meeting outline in section 118.16 Wis. Stats. is needed, a certified letter will be sent to the parent/guardian at least one week prior to the meeting date. This letter will include the attendance report for the student in addition to:
 - i. A statement of the parent's/guardian's responsibility under state law to cause the student to attend school regularly.
 - ii. A statement that the parent/guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk.
 - iii. A request that the parent/guardian meet with appropriate school personnel to discuss the student's truancy. The notice must include the name of the school personnel with whom the parent/guardian should meet; a date, time and place for the meeting; and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent/guardian; however, the date for the meeting may be extended for an additional five days.
 - iv. A statement of the penalties that may be imposed under state law on the parent/guardian if they fail to cause the student to attend regularly.
- e. Prior to any proceeding being brought against a student or against a student's parent/guardian under the section 118.16 Wis. Stats., the principal or designee must provide evidence that appropriate school personnel have, within the school year during which the truancy occurred, done all of the following:
 - i. Met with the student's parent/guardian to discuss the student's truancy or attempted to meet with the student's parent/guardian and received no response or were refused. This requirement does not apply if the meeting

- with the parent/guardian is not held within 10 school days after the date that the habitual truancy notice is sent.
- ii. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and have considered modifications.
 - iii. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level.
 - iv. Conducted an evaluation to determine whether social problems may be the cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Items 2, 3, and 4 above do not apply if the principal or designee provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

f. If the steps outlined above have been followed, a legal referral may be made.

1. A completed "Dunn County Truancy Referral" form will be sent to the Dunn County Department of Human Services. A copy of all forms will be kept by the school.
2. A juvenile court intake worker may be assigned to handle the truancy referral.

MAKE-UP WORK

- A. Students with excused absences or suspensions are entitled to make up the work missed and are responsible for doing so. A student will have two days of make-up time for each day missed.
- B. Students with unexcused absences may not be allowed to make up daily work, other than major exams and projects.
- C. For prearranged absences (non-school related), the student is obligated to make arrangements with his/her teacher in advance regarding make-up work.

EXTRA CURRICULAR PARTICIPATION AND ATTENDANCE

A student must be in school attending classes during the entire day in order to participate in a school activity **UNLESS THE SCHOOL ADMINISTRATION IS NOTIFIED IN ADVANCE AS TO EXTENUATING CIRCUMSTANCES THAT MIGHT PREVENT COMPLIANCE**. A final determination as to whether a student will be allowed to participate in a school activity will be up to the discretion of the administration.

NOTIFICATION OF ABSENCE

The day students are absent from school, the parent/guardian is requested to notify the school of this absence by 9:00a.m. The Attendance Office telephone number is (715) 232-2609 ext. 41001. Parents/guardians are required to call or provide written explanation for any absence. Written notification must accompany the student when they return to school if not already prearranged.

APPOINTMENT DURING THE DAY

Whenever possible, students and parents/guardians are requested to schedule medical, dental, and other appointments during non-school hours. If an absence should be required during school hours, the student must present an excuse from a parent/guardian to the Attendance Secretary, stating the time and date of the appointment. A follow-up phone call to the parent/guardian may be made at this time by a school official, and an administrator may be consulted to verify the excuse. A pass to leave the building will then be issued. The time listed on the pass is the time the student will be excused from school. The student is to show this pass to the teacher in charge during the hour in which the student asks to be excused. Students must sign out in the

attendance office. Students must exit through the front doors only. **Upon returning to school, the student must present this signed pass to the Attendance Secretary.** The student will then be given a pass for admittance to class.

Legal reference - sections: 118.15 Wisconsin Statutes; 118.153 Wisconsin Statutes; 118.16 Wisconsin Statutes; 118.162 Wisconsin Statutes; 118.165 Wisconsin Statutes; Dunn County Ordinance No. 42; Dunn County Ordinance No. 433.

Cross-Reference: Student Attendance Administrative Procedures; Children At Risk Plan; District Truancy Plan

CLOSED CAMPUS POLICY

During the students' regular school day, they are expected to remain on campus. **This includes the lunch periods.** Campus, as used here, will be defined as inside the Menomonie High School building. **Students may leave for lunch only with their parent/guardian present and accompanying the student.**

TARDINESS

A student will be marked tardy for a particular class if they are not present in the classroom when the bell rings. Any student entering the class after 10 minutes of the class without an acceptable excuse will be considered absent.

ERRORS IN ATTENDANCE

If you feel that an error has been made in the recording of attendance, **please call the attendance office at (715)232-2609 ext. 41001 or (715)232-2993.**

ILLNESS WHILE IN SCHOOL

A student who becomes ill while in school should obtain a pass from a classroom teacher to report to the Health Service office. The Health Assistant will contact the parent/guardian and make arrangements for excusing the student from school.

RETURNING TO SCHOOL

Written notification or a phone call to the attendance office must accompany the student when they return to school. An admit slip must be obtained in the attendance office from the attendance secretary.

PREARRANGED ABSENCE

When an absence can be anticipated, the student must bring a written request from a parent/guardian prior to the absence stating the nature of the absence and the dates that the student will be absent. Prearranged absence with medical focus will be completed in the Health Services office. The attendance secretary will then issue the student a planned absence-request form. The student will present a copy of the pre-excused absence form to each of his/her teachers. The arrangements for schoolwork to be made up in advance of the absence or upon the return of the student and the teacher involved. A copy of the note will be placed in the student's file. This procedure is also followed for anticipated absence for one or more days for such things as family vacations and college visitations.

V. STUDENT CONDUCT

BUS TRANSPORTATION

Students using bus transportation are under the jurisdiction of the school while riding the bus. Please obey the following rules to ensure a safe, comfortable ride for everyone.

A. Prior to loading all buses:

1. Please be on time and wait patiently, courteously, and safely at your designated loading area.

2. Please follow the driver's directions for all boarding. (Especially those needing to cross in front of traffic)
 3. Please obtain (in advance) a permission note signed by parents/guardians and school officials to bring either guests or large, school-related, carry-on items onto the bus (with the exception of band instruments).
- B. While on the bus:**
1. Please show respect to the bus driver, fellow pupils, and passers-by.
 2. Please follow the driver's directions (especially during emergencies) and do not divert the driver's attention in any way.
 3. Please ride in a quiet, safe manner without causing harm to yourself or others.
 4. Please assist in keeping the bus clean, safe, and free of vandalism. Monetary restitution may be required from offenders.
- C. After leaving the bus:**
1. Please double-check your seating area for cleanliness and/or bags.
 2. Please report any concerns you had regarding your ride to the driver.
 3. Please follow the driver's directions regarding exiting the bus and proceeding safely to your destination.
 4. Please obtain (in advance) a written permission form signed by parents/guardians and school officials in order to exit the bus other than at your designated stop.

BUS CONDUCT DISCIPLINE PROCEDURES

- A. **First Written Report:** Driver will talk to the violator, identify the infractions, and then write a report to the administrator. (The driver may also isolate the violator with a special seating assignment.) The administrator will then conference with the rider, review the rider's behavior record, and inform the parents/guardians. Riding privileges may be suspended for up to 5 days.
- B. **Second Written Report:** The same procedure will be followed as in the first report. However, the riding privileges will be suspended from three to five days.
- C. **Third Written Report:** The same procedure will be followed as in the previous reports. Riding privileges will be suspended for five day. An additional letter will inform parents/guardians that a 4th report may result in a hearing with the potential for long term suspension.
- D. **Fourth Written Report:** Upon principal evaluation, riding privileges will be suspended immediately. The term of suspension may range from 5 days through the remainder of the school year. If a student is being considered for suspension from bus riding for a period longer than five days, procedures outlined in state law regarding expulsion must be followed. Parents/guardians will be notified by registered mail regarding the details of such hearings.

A copy of the "School Bus Misconduct Report" is available upon request. Please note that the administrator reserves the right to move to higher levels of consequences for severe infractions.

GUIDELINES FOR PERSONAL APPEARANCE

Students and parents/guardians have the responsibility of exercising good judgment in maintaining an atmosphere for positive total education. Because appearance, proper behavior, and academic progress are individually and collectively important in the school community, students attending school should always appear neat, clean, and well groomed.

Wisconsin State Statute 120.13 (1)(a) grants express authority to school boards to adopt rules regulating student dress and grooming. In cases of extreme temperature variations, unique classroom activities, or other situations impacting the educational environment, individual

teachers may allow for variations. Failure to comply with reasonable directives will be considered acts of insubordination, and appropriate disciplinary action will be taken.

- A. No backpacks, coats, sunglasses, or hoods will be worn during the school hours.
- B. Backpacks including string backpacks and handbags will not be allowed in classrooms, the commons, or locker rooms. Students can still bring backpacks into the building to their lockers at the start of the day and home at night if they so choose. Pencil cases/pouches and use of purses of the same size will be allowed for the organization of smaller necessities. Medical and other exceptions to this rule may be made with administrative approval on a case by case basis for individual students or specific classes.
- C. Clothing needs to completely cover all undergarments and private body parts.
- D. Shoes must be worn at all times.
- E. Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk; displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy, Confederate flag); or pertains to drugs, alcohol or tobacco products is not permitted.
- F. Gang colors, symbols, or identification may not be worn (this includes tattoos that are visible).

DISTRIBUTION OF WRITTEN MATERIALS AND CIRCULATION OF PETITIONS

The posting, circulation, or distribution of written materials or petitions by any person or persons other than Menomonie Public School faculty or students is prohibited. The time to conduct such activities shall be approved by the Superintendent or his designated representative, and may not be disruptive of or interfere with the school program. Should the Superintendent, or his representative, find that the distribution of printed material or the circulation of petitions, disrupt or cause material interference with the educational program, and/or unduly intrude into the lives of others, such activity shall be ordered to cease, and the parties responsible shall be subject to disciplinary action.

EIGHTEEN-YEAR-OLD STUDENTS

Menomonie Senior High School recognizes that when a student reaches the age of 18, he/she is afforded all of the rights and privileges of adulthood. The adult as a student, however, is not exempt from complying with policy enacted by the Board of Education or school rules enacted by the administration or faculty. **SCHOOL RULES ARE BINDING ON PUPILS REGARDLESS OF AGE.**

A student upon reaching 18 years of age must follow the required absence-excuse procedure. A student who has elected to live at an address other than that listed by his/her parents/guardians, and who desires to take full responsibility for his/her attendance, must make this request to the Administration. The student is then responsible for the reporting of his/her own excuses to be monitored by the Administration. Parents/guardians of an 18-year old student, who is still a tax dependent, will be kept aware of the student's academic status, unless the adult student has informed the school in writing that the information may not be disclosed.

HALL PASSES

Students are required to use passes while moving throughout the building at times other than passing periods. Failure to do so will result in disciplinary action.

VI. DISCIPLINE POLICIES

STUDENT CODE OF CONDUCT

The Menomonie School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and

authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents/guardians should be aware of their children's activities, performance, and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Please view the [Discipline Matrix](#) for more information.

REMOVAL OF STUDENTS IDENTIFIED AS DISABLED UNDER IDEA

Some different rules and considerations apply for students identified as requiring special educational services under IDEA or Section 504. In particular, placement for such student is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by IDEA should have a behavioral plan which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectation and consequences.

Notwithstanding these issues, students identified as requiring special education services under IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten (10) day limit applies to out-of-school suspensions as well as days of removal.

PHYSICAL RESTRAINT

All staff shall stand in the position of parents/guardians to the student (in loco parentis). No district official, employee or agent may subject a student to corporal punishment, as defined by state law. School officials, employees and agents are not prohibited, however, from using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person, to obtain possession of a weapon or other dangerous object within a student's control, for the purpose of self-defense or the defense of others, or the protection of property in accordance with state statutes, to remove a disruptive student from school premises, a motor vehicle or school-sponsored activity, to prevent a student from inflicting harm on him/herself, or to protect the safety of others.

Further, school officials, employees or agents are not prohibited from using incidental, minor or reasonable physical contact designed to maintain order and control.

HARASSMENT AND/OR BULLYING OF STUDENTS

Harassment and/or bullying of students will not be tolerated in the School District of the Menomonie Area, which includes any property or vehicles owned, leased or used by the schools. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

For more information on Harassment and/or Bullying of Students see under Board Policies 411.1 <http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9451776>

and 411.1 Rule

<http://menomonie.ss7.sharpschool.com/common/pages/DisplayFile.aspx?itemId=9451778>.

VII. BEHAVIOR CONSEQUENCES MATRIX

To achieve the mission of the School District of the Menomonie Area to prepare ALL students to become lifelong learners, caring individuals, and responsible citizens the district has established and will enforce reasonable student expectations. Students must conduct themselves in a manner that maintains the climate in which learning can take place. This portion of the handbook is intended to address questions and expectations for students in the Menomonie Area School District.

This matrix provides guidelines for administrators in enforcing student discipline procedures and policies, but does not limit the ability of administrators to use discretion when determining specific disciplinary actions and/or consequences that may or may not be included in the handbook. In most cases, the consequence(s) listed in the matrix will apply. However, the administrator must consider other circumstances, such as laws (e.g Special Education), policies, regulations and previous behavioral contacts with the student in making a final determination and has flexibility in applying disciplinary consequences.

POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	Academic Misrepresentation (cheating, plagiarism, and/or falsification of records)	Consequences assigned by the teacher including no credit for work; Parent contact; Possible detention or suspension; Report to building administrator. May be allowed to complete work for partial credit.			
443	Arson: (intentionally setting fire with intent of causing injury or property damage)	Parent contact; Police referral; Up to 10 days out of school suspension; Possible expulsion			
443	Assault: (physical-directed at staff)	Parent contact; police referral; In/Out of school suspension; Possible expulsion			
443	Assault: (physical attack/fighting)	Parent contact; In-school suspension; Possible Out of school suspension; Possible police referral	Parent contact; Possible police referral; In/Out of school suspension; Possible police referral; Possible expulsion		

POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
411.	Bullying/Harassment: means repeated acts (verbal and non-verbal expressions and behaviors, including written statements and/or electronic transmissions and/or ‘cyber bullying’) that are coercive and intimidating and inhibit positive and supportive learning environment	Parent conference with student; Parent contact; Possible in/out of school suspension		Up to 5 days out of school suspension	Possible expulsion
443	Burglary, Theft, Vandalism	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; restitution	Parent contact; Possible police referral; Up to 5 days in/out of school suspension; restitution Pre-expulsion	Parent contact; police referral; Up to 5 days in/out of school suspension; restitution Pre-expulsion	Possible expulsion
443	Chemical Use / Abuse: Possession and/or use of illicit drugs or alcohol	Parent contact; Police referral; Up to 3 days in/out of school suspension; Recommendation for alcohol / drug use evaluation / assessment; Possible expulsion/exclusion	Parent contact; Police referral; Up to 5 days in/out of school suspension; Completion of alcohol/drug use evaluation	Parent contact; Police referral; Up to 10 days in/out of school suspension pending possible Expulsion; Mandatory completion of alcohol/drug use evaluation/assessment	

			assessment; Possible expulsion/ex clusion		
443	Chemical Distribution: Distribution or the intent to distribute illicit drugs or alcohol.	Parent contact; 5 day out of school suspension; police referral; possible pre-expulsion; possible expulsion; Recommendati on for alcohol/drug use evaluation/asse ssment	Parent contact; Police referral; possible expulsion		
441.1	Tobacco and/or nicotine use or possession: (vapes, e-cigarettes, or any electronic smoking device, or look-alike)	Parent contact, Police referral, Minimum one day suspension	Parent contact, Police referral, minimum 2 days suspension	Parent contact, Police referral, minimum 3 day suspension, possible pre-expulsion	
POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443.5	Computer/Tec hnology: (misuse of equipment, Internet access, hacking, or inappropriate use of social media)	Parent contact; Discipline under other appropriate school district policies, including in/out of school suspension or expulsion; suspension or cancellation of use of access privileges; damage repairs; restitution: civil or criminal liability under other applicable laws or restorative practice			
443.5	Cell Phone: (Inappropriate use of cell phone or electronic device during the school day)	Cell phone or electronic devices are held in the office until the end of the day. Student will pick this up and	Cell Phone or electronic devices are held in the office until the end of the school day. The	Cell phone or electronic devices are held in the office until the end of the school day. The	Cell phone or electronic devices are held in the office until the end of the school day. The

		have a conversation with an administrator.	student's parent/guardian will have to come and pick it up from the office.	student's parent/guardian will have to come and pick it up from the office. The student will be issued a school consequence up to in-school suspension.	student's parent/guardian will have to come and pick it up from the office. The student will be issued a school consequence up to in-school suspension. The student may not be able to bring their cell phone or electronic device to school anymore.
443	Dangerous Actions: Endangering self; others and property	Warning; Parent contact; Possible police referral; Restitution or restorative practice; in/out of school suspension; Possible expulsion/exclusion; Possible referral to counseling or other outside agency			
443	Disruption, Interference, Obstruction of Learning During the School Day: (including inappropriate use of cell phone, camera, video and other electronic devices, social media, and Public Displays of Affection)	Parent contact; Detention; Possible in/out of school suspension; Confiscate device; Possible police referral		Parent contact; Possible in/out of school suspension; Possible police referral; Possible expulsion/exclusion	
POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	Dress: (inappropriate)	Possible parent contact; Change clothing or sent home		Parent conference; in/out of school suspension	

443	False Alarm: (911 or fire call, unauthorized discharge of fire extinguisher, etc.)	Parent contact; Police Referral; Restitution	Parent contact, Police referral, Other intervention as appropriate up to expulsion/exclusion; Restitution		
443	Forgery: (altered note, permission slip, false call, etc.)	Parent contact; Minimum detention/in school suspension, Restitution			
POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	Insubordination/ Dishonesty: (disrespect to authority)	Parent Contact; possible detention; possible in-school suspension	Parent Contact; possible detention; possible in/out of school suspension	Parent Meeting: minimum detention; possible in/out of school suspension	Parent Meeting: minimum in-school suspension; possible out of school suspension; possible behavioral meeting and/or contract.
443	Profanity: (cursing, obscene gestures, symbols, verbal abuse)	Indirect: Warning, possible detention, possible in-school suspension for repeated violations along with parent contact			
		Direct profanity: minimum detention in-school suspension	Direct profanity: Parent contact; in/out of school suspension, possible police referral		
443	Robbery / Extortion	Parent contact; Suspension; Restitution; Police referral	Parent contact; 3 day suspension; Restitution; Police referral	School suspension 5 days and restitution; Police referral	Possible expulsion/exclusion; Police referral

723.4	Terroristic Threats: (examples include but are not limited to: verbal or written threat to kill or seriously injure another, a hit list, plans to kill or seriously injure, bomb threat, social media threats, or spreading/aiding threats)	Parent Contact, Police Referral, Suspension, Pre-expulsion or Possible Expulsion			
POLICY#	BEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
443	Trespassing	Parent contact; Trespass notice to parents, student, and police; Possible in/out of school suspension	Parent contact; Possible in/out of school suspension; Police referral	Up to 5 days in/out of school suspension; Police referral	Up to 10 days in/out of school suspension; Possible expulsion/exclusion; Police referral
443	Weapons	Parent/guardian notification; Confiscation of the weapon; Police referral; Possible out of school suspension; Possible pre-expulsion or expulsion/exclusion. Discretion will be used if a look-alike item is brought to school.			