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Welcome

Dear Students and Parents,
This handbook will acquaint you with school policies, procedures, and activities. Through a careful study of its contents, you will find the answers to many questions concerning your education. The school provides excellent educational opportunities which encourage the development of your interests and abilities to their maximum. You must, however, take full advantage of these opportunities in order to receive the most from them. We wish you the best in your high school career and are ready to assist you in any way possible that will make your education a rewarding and meaningful experience.

Faculty and Administration
Mukwonago High School

MHS Administration
Mr. Jim Darin - Principal
darinja@masd.k12.wi.us 262-363-6200, x25500

Mrs. Sarah Dianich - Dean of Students
dianisa@masd.k12.wi.us 262-363-6200, x25514

Mr. Lou Pawela - Associate Principal (A-L)
pawello@masd.k12.wi.us 262-363-6200, x25513

Mrs. Colleen Hoyne - Associate Principal (M-Z)
hoyneco@masd.k12.wi.us 262-363-6200, x25512

Mr. Andy Trudell - Athletic Director
trudean@masd.k12.wi.us 262-363-6200, x25581

Board of Education
Erika Conner: President (262) 363-6300 x24905
Jeff Voelkel: Vice President: (262) 363-6300, x24901
Cheri Winchowky: Clerk: (262) 363-6300, x 24902
Jill Werner: Treasurer (262) 363-6300, x 24903
  Mary D’Amour: (262) 363-6300, x24900
Andy Mahnke: (262) 363-6300, x24907
  Joel Frerichs: (309) 863-5320
  Art Schneider: (414) 313-1320 (C)
Craig Vertz: (262) 363-6300, x 24904

Alex Kizewski: Student Representative
Ben Benzinger: Student Representative
Daily Attendance, Tardiness & Truancy

Attendance Office Telephone Number:
262-363-6200/Option 1

Mukwonago Area School District encourages a strong partnership between the home, school and community. It recognizes a positive relationship between good school attendance and success in school and employment. To ensure the best student learning and growth, parents, students and school personnel must recognize their responsibilities to assure regular attendance.

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

Parents are to notify the school by 9:00 a.m. of the student’s absence or late arrival and reason, through the 24-hour attendance line. Parents should provide the student’s name, grade, and reason of absence or late arrival. Failure to call regarding student absence within 24-hours of the absence may result in the student being marked truant. This rule applies to all students, including those that are 18 years of age or older.

Parents may excuse their child for up to 10 days in a school year including:

- College visits
- family trips
- family or personal illness or emergencies
- religious holidays
- medical, legal or personal appointments that cannot be made outside of the school day.

When late to school a student must report to the attendance office for a tardy slip to admit you to class. Failure to check in upon arrival will result in disciplinary consequences. The second (unexcused) tardy and any thereafter in one semester will result in a referral to the associate principal’s office.

Late to School -
Excused Reasons: Illness & Family Emergency
NOTE: Mechanical car problems or oversleeping is regarded as unexcused.

Late to Class: Tardy to class means the student is not within the confines of the classroom or in the chair/desk at the bell tone:

- First tardy - teacher warning and/or discipline
- Second tardy - appropriate teacher discipline
- Third tardy - teacher issued referral to the associate principal’s office

A student whose absence(s) from school is excused is entitled to make up missed work, including exams, for credit, and is responsible for doing so within the same amount of time the student has been absent from school. In the case of long-term assignments, (those given for completion over a period of ten or more school days), teachers may require that assignments be received on the pre-arranged due date, and these assignments are excluded from the ordinary make-up rule. When a student’s absence is marked unexcused/truant, the student may receive zeros for missed work on the day of their absence.

Make-up arrangements for coursework missed due to a family trip will be at the initiative of the student and/or parent/guardian. Any student absence/vacation requests shall be submitted to the school attendance office at least one week in advance of the planned absence/vacation. Failure to follow this procedure within the timelines specified may result in the student’s absence to be considered unexcused. Forms are available in the school office or on the district website.

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

Mukwonago Area School District will notify parents by email when a student is absent five instances, and by mail when a student is absent ten instances, and/or is repeatedly truant/tardy during the school year. A parent conference may be scheduled if in the opinion of the school’s administration, parent involvement/input is necessary.

Under Wis. State Statutes 118.15 (a) (am) (b), 118.16 (4), give the school administrators the authority to require doctor verified medical excuses for excessive absences and repeated truancies or tardy arrivals during the school year. When a child has a high rate of absenteeism and/or tardiness, a written doctor’s excuse will be required for each and every absence, tardy, and early dismissal. All doctor excuses shall be in writing, on the medical professionals letterhead, and shall state the time period for which it is valid, not to exceed thirty school days. A medical verification may be denied at the school administrators discretion.
All medical excuses must be turned in to the school’s attendance office within 48 hours upon the student’s return to school. Medical excuses turned in outside of this timeframe may not be accepted and the absence will be coded unexcused.

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

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

“Habitual truant” is “a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester.” Wis. Stat. §118.16(1)(a).

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

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

Code/Philosophy
The Mukwonago School District is committed to create, foster, and maintain a positive, orderly, and safe class environment, conducive to teaching and learning processes. Every member of the school community is expected to cooperate in this central mission. Students are expected to come to school and class ready and willing to learn. Parents 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.

Mukwonago Schools should be as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District’s policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Those few students who for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (“short-term removal” or “temporary removal”). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District’s strong commitment to an appropriate educational environment, and of allowing a “cooling off” period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student’s conduct, or the best interests of the student and the other members of the class, may warrant long-term removal from the class (“long-term removal”). Long-term removal may, but need not always be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher’s class if the pupil violates the terms of this Code of Student Conduct (the “Code”). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher’s recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion, for the conduct for which the student was removed.

Primary responsibility for discipline and student conduct is placed with the classroom teacher. Each teacher is expected to avail him/herself of every opportunity to emphasize student responsibility for respecting constituted authority and the rights of others. Because we believe the most effective discipline takes place in the classroom at the time the incident occurs, options such as detention, revocation of student privileges, parental contact, or other appropriate measures are available to teachers. The school office personnel are available to assist the classroom teacher.

Student Removal from the Classroom
A student may be removed from class for conduct or behavior which interferes with the teacher to teach effectively and impacts the other students learning environment. This type of behavior includes but is not limited to the following:

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

Staff are expected to follow their respective building discipline ladder, except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. Then the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- Instruct the student to go to the main office for the period of removal. In such a case, the teacher should send a note with the student. At the high school, teachers are to call the Associate Principal’s Office. Obtain coverage for the class and escort the student to the main office.
- Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.
- When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student’s arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student’s or teacher’s accounts of the situation.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal and as soon as practicable contact the parent by phone. Such information may be submitted on a form provided by the building administrator or designee.

Students and Short-term Removal from Class

Students who are removed by their teachers must immediately and directly go, or be taken, to the Associate Principals’ Office. For the duration of the removal, the student shall stay in the short-term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area.

Procedures for Long-term Removal

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class,
as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should notify the building administrator by behavioral referral. Such a statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Following consideration of the teacher’s statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- Place the student in an alternative education program as defined by law;
- Place the student in another class in the school, or in another appropriate place in the school;
- Place the student in another instructional setting; or
- Return the student to, or retain the student in the class from which he or she was removed or proposed to be removed.

Students/parents have the right to a full and impartial review of long-term removal taken against them for code violations. The first step is between the student/parent and respective administrator. The next steps may proceed through the administrator, superintendent or designee.

Student Removal and Students Identified with a Disability

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students 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 the IDEA should have a behavior 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 admissible that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.
Notwithstanding these issues, students identified as requiring special education services under the 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.

**Parent/Guardian Notification Procedures for Student Placement**

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

**Enforcement of School Rules and Regulations**

All staff members at Mukwonago High School are responsible for the enforcement of school rules and regulations. The same school rules and regulations apply to both campus and off campus school activities/functions. Any student who interferes with the enforcement of school rules and regulations shall be subject to administrative disciplinary action.
Disciplinary Actions

Discipline is a matter of learning to govern oneself under a selected code of conduct. Mukwonago High School's discipline policy is an educational tool to help the student learn how to better meet the social requirements of our school and our society. There are times when school officials must make decisions concerning acceptability of a student's behavior in school. These decisions must be based upon an overriding concern for the total learning environment in the school. If a student does not act according to established behavioral guidelines, the following progressive stages of disciplinary consequences may be used by the school's staff in order to modify the student's behavior:

**Teacher Conferences**
The teacher will meet with the student in an effort to determine the reason for the unacceptable behavior and discuss alternative measures to modify it.

**Guidance Referrals**
If the teacher feels that the assistance of a counselor is necessary regarding a student behavior matter, a referral will be made to the counselor who will discuss the matter with the teacher, the student, and if necessary, the parent.

**Detention**
Detention is a time when students are kept after school for unacceptable behavior. A detention may be assigned by any staff member. The student will be given 24 hours' notice of the detention. Bus transportation is not provided for students serving detentions. No food or beverages may be brought to the detention room or be consumed while serving a detention. Students who fail to serve a detention will be issued a 2-Hour detention by an associate principal. Failure to serve a 2-Hour detention will result in the student being issued a one to three day out-of-school suspension. If there is a need to reschedule the detention for another day because of a medical appointment, or other acceptable reason, students and parents must request this on or before noon of the scheduled detention date.

Any student who is removed from an administrative after-school or 2-Hour detention because of disruptive behavior or failure to cooperate with a detention supervisor will be subject to out-of-school suspension. When suspending a student from the school campus, the administrator:

- Keeps the suspended student until the end of the school day, or contacts the parents and requests they come to school so that the suspended student may be removed from the campus immediately.
- Notifies the parents, in writing, of the facts of the suspension specifying the beginning and ending time of the suspension, and specifying the necessity of a parent-administrative conference, if necessary, and the procedures for arranging such a conference.
- Provides the student and parent with a written copy of the state statute regarding the rights of students and parents to appeal suspensions.
- Saves a copy of the notification letter to the students record.

The suspended student is not allowed on campus during the suspension period. If the student returns to the school campus during the suspension period without receiving administrative permission to do so, the student will be cited by the Mukwonago Police Department for being an unauthorized person on campus.

In general, the following types of unacceptable behavior will warrant suspensions from school:

- Serious disruption of school.
- Damage to school or private property.
- Assault on a school employee.
- Physical abuse of a student or other person. This includes hazing or other “initiation rites.”
- Possession of weapons or dangerous instruments.
- Possessing, using, transmitting or being under the influence of a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Knowingly abusing or exceeding the recommended dosage of any patent or prescription drug with the purpose of creating an intoxicated or irrational state or of causing physical injury, either to one's self or to other persons. Knowingly transmitting, or selling prescription or patent drugs which exceed the recommended dosage.
- Extortion, blackmail or coercion.
- Extreme disrespect.
- Theft.
- Failure to serve detentions.

A suspension may be terminated, with administrative discretion, within the 5-day period immediately following the parent-administrative contact. A second, third or repeated suspensions may lead to the student’s expulsion or exemption from school.
Work missed during the period of out-of-school suspension may be made up through the student’s own initiative. Work includes homework, tests, and time missed in courses such as physical education. The student has the same number of days to make up work equal to the length of the suspension. The student is responsible for contacting the teacher to decide to make up the missed work.

**Expulsion**
In the removal of a student from the school setting for a period of time up to one year. According to Section 120.13 of the Wisconsin Statutes, "The school board may expel a pupil from school whenever it finds him guilty of repeated refusal or neglect to obey the rules, or finds that he engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his expulsion."

Offenses which are illegal and/or threaten or endanger the health or safety of another person may require the immediate removal from school property and/or referral to the appropriate authorities. These types of offenses shall be designated as class I offenses. All other unacceptable behavior shall be designated as class II offenses.
Mukwonago Schools seek to create, maintain and promote an education setting in which each student has an equal opportunity for a high-quality education. Students should learn in a safe and supportive environment.

**Academic Misconduct Policy**

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

**Plagiarism**

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

**Cheating**

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

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

- looking at another student’s exam, communicating with another student verbally, by signal, or in any other manner information concerning the content of the exam, using any materials such as notes or other sources not specifically designated by the instructor for use during the exam period, or engaging in any other activity during an exam for the purpose of seeking aid not authorized by the instructor
- submitting a paper or assignment as one’s own work when a part or all of the paper or assignment is the work of another
- submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
- stealing examinations or course materials
- submitting, if contrary to the rules of a course, work previously presented in another course
- tampering with the laboratory experiment or computer program of another student
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

**Consequences of Academic Misconduct**

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

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

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

**Third Offense:** receiving an “F” in the course in which the third incident of cheating took place; being ineligible for an Honor pass for the remainder of the high school career; being ineligible for valedictorian, salutatorian, or honor student; being ineligible for any scholarship controlled or sponsored by the school district. **NOTE:** The student may continue in the course on an audit status.
Alcohol and Drugs
The Mukwonago Area School District is committed to maintaining a safe and drug-free school environment. Therefore, the district will not condone or tolerate the sale, possession, or use of alcohol and other drugs on school premises or at school-related activities. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school.

Prohibitions
- the use, possession, dispensing, distribution, manufacture, transfer, sale or possession with intent to sell controlled substances, alcohol or drug paraphernalia (as defined by local, state, and federal statutes)
- being under the influence of alcohol or controlled substances
- the possession, distribution or sale of look-alike or counterfeit drugs and/or controlled substances, or look-alike alcohol (e.g., near beer)
- the distribution, possession or sale of prescription or over-the-counter drugs. Prescription medications are construed to be exceptions to this policy when used by the student for whom they were prescribed, in the manner and amount prescribed, and in accordance with School Board Policy.
- misusing or abusing other potentially harmful products or substances which by their content or nature could adversely affect student health, performance, and demeanor, presents a danger to other students, or a disruption to the school environment.
- display of drawings or other visual representations of drugs and/or drug paraphernalia is contrary to maintaining a safe and drug free environment.

The District may authorize the use of alcohol breath testing (breathalyzers) if they feel it’s necessary under reasonable suspicion that a student is under the influence.

Consequences of Alcohol, Drugs, Possession & Intent to Sell
The administration will take the following action(s) when it is determined that the school board’s alcohol and other drug abuse policy is violated. The administrator or designee may initiate other actions deemed appropriate to insure the safety of students and the integrity of the school environment or activity.

First Violation
- Three to five-day suspension
- Parent / guardian notification of suspension
- Copy of School Board policy on alcohol and other drugs given to parent/s
- Police notification
- Referral to Student Services and possible recommendation for referral to outside agency for assessment.
- Superintendent Hearing

Second Violation
- Five-day suspension
- Parent/guardian notification of suspension;
- Copy of School Board policy on alcohol and other drugs given to parent/s
- Police notification
- Referral to Student services and possible recommendation for referral to outside agency for assessment
- Superintendent Pre-Expulsion Hearing or parent option to withdraw student for length of time specified by Superintendent. Parents seeking to have their child re-enrolled must arrange a hearing with the Superintendent.
- Recommendation to the Board for expulsion

Assembly/Field Trip Conduct
The Mukwonago High School Student Conduct applies to all assemblies and field trips. Students are expected to be courteous audience for artists, guest speakers, and others when attending school-sanctioned events on or off campus; therefore, please keep the following in mind:
- Provide undivided attention to program participants; avoid talking and other distractions during the performance. Every performer, guest or speaker is deserving of courtesy.
- Students whose conduct is not consistent with the above regulations will lose the privilege of attending programs and/or field trips.

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

Harassment, Hazing and/or Bullying
All individuals are expected to contribute to an environment of good citizenship and positive human relations in all aspects of the school program. The Mukwonago Area School District is committed to an educational environment that is free of harassment, hazing, and intimidation. Harassment can be defined as the following:

Harassment:
Behavior towards students based in whole or part on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a students’ school performance or creates an intimidating, hostile, or
offensive school environment.

**Racial Harassment:**
An act or series of acts directed at a person/group or their property because of the color of their skin or their racial or ethnic origin. Like bullying, racial harassment may take the form of physical and/or verbal abuse including ridiculing a person. Acts can range from teasing and name-calling to physical assault.

**Sexual Harassment:**
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is a form of employee or student misconduct that undermines the integrity of the employment relationship or the student relationship.

**Hazing:** Intentionally or recklessly engaging in acts which endanger physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization.

**Intimidation/Bullying:** Behavior or repeated acts which cause fear or physical or psychological discomfort including, but not limited to: physical conduct, verbal and/or nonverbal threats, online bullying, or gestures.

**Disrespectful Behaviors**
Students are expected to take care of the high school, pick up after themselves, and use appropriate conduct in the hallways, classroom, and bathrooms and outside of the school building. Parents will be informed of unacceptable behavior which may result in disciplinary action.

**Damage or Destruction of School Property**
It is not acceptable to damage, steal or attempt to steal school or personal property. Restitution and disciplinary action will take place in these situations.

**Excessive Display of Affection**
Excessive displays of affection are not appropriate at school or school activities and will result in disciplinary action being taken. The following are some examples of excessive displays of affection:
- Explicit language referring to genital areas and body interactions or gestures with profane intent.
- Hands below the belt, on the breasts, inside clothing and in another’s pockets.
- French kissing or any form of kiss lasting more than a second.
- Sitting on laps, sitting on laps while facing each other with legs intertwined and sitting on bookshelves with legs intertwined.
- Dancing that includes suggestive body language or involves intimate body contact between partners.

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

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

**Inappropriate Language**
Inappropriate language such as the use of profanity or other obscene language is not acceptable and may result in disciplinary action.

**Smoking and Possession of Tobacco Products/Ignition Devices**
Possession, smoking and use of any tobacco, nicotine products or any device that dispenses nicotine (Vapes) by students is prohibited by law and prohibited in all district buildings, on school property, in school buses and at all school sponsored events.

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

**Student/Staff Relationship**
A student is expected to obey the reasonable request(s) of any staff member. This does not imply that a student cannot disagree with a staff member. However, if the matter in question is in accordance with school policy, the student is obligated to obey the request of the staff member in respectful manner. Any student who has a concern about a staff member’s action should discuss the matter with their counselor or a school administrator.

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

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

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

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

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

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

Students are individually responsible for the proper care of all school equipment, books, materials or supplies. Students, who disfigure property, break windows or in any way damage equipment or the building either by an intentional action or careless handling, will be required to pay for such damage or replace the items.

Acceptable Use of District Technology Including the use of the Internet and the Network

Purpose
The Mukwonago Areas School District provides access to electronic information resources and an electronic communication system (electronic equipment, software, network, and internet) as a means to enhance teaching and learning, increase communication, and enhance productivity. Such systems include, but are not limited to the district network, wireless access points, email, internet, intranet, voicemail, and any other software or hardware owned by the district. For the purpose of this Acceptable Use Policy (AUP), the district refers to “users” as all students, faculty, administrators, staff, community members, and others who are granted access to the district computers and network.

Access is also provided to assist in the sharing of information with the local community including parents/guardians, social service agencies, government agencies, and businesses. The use of the District’s property must be for educational purposes consistent with the educational objectives of the District.

The use of any technology resources is considered an extension of the classroom. Therefore, compliance with all District policies, guidelines, rules, and acceptable standards of behavior are necessary and required. Any communication that is considered inappropriate for the classroom is also inappropriate using technology.

Description of District Limitations
The District is not liable for any damages suffered by a user of the system, including but not limited to loss of data stored on or transmitted by technology resources or interruptions of service. The District is not responsible for any mistakes or negligence, liability, copyright infringement, or other financial obligations incurred by a person using District resources. The District will make every attempt to ensure the integrity of the network, but it does not assume responsibility for unexpected technical deficiencies that cause harm to the network systems or devices. The District does not guarantee the accuracy or quality of information received over the web resources. Copyright infringement, which may include the duplication of software or other works, is a violation of the law and Board Policy ICAB.

Description of Security Measures
It is the policy of the Mukwonago Area School district to 1) prevent access to or transmission of inappropriate content by its computers and over its network through electronic mail or other forms of communication, 2) promote the safety and security of minors using the District’s computers, email, and other forms of communications, 3) prevent unauthorized access (e.g. hacking) and other unlawful activities, and 4) prevent unauthorized online disclosure, use, or dissemination of student personally identifiable information, and 5) comply with the Children’s Internet Protection Act (CIPA) and all other applicable laws.

To the extent possible, the District shall use commercially reasonable technology protection measures that allow it to meet the requirements of CIPA, which includes a content filter to protect against access to: Material that is, by definition, obscene (section 1460 of title 18, U.S. Code)
- Child Pornography (section 2256 of title 18, U.S Code)
- Material that is harmful to minors (further defined in CIPA)

No technology measure can block 100% of inappropriate content, so the District emphasizes the importance of responsible use and parent and staff monitoring the use of technology. To that end, the district will continue to employ an internet curriculum to instruct students how to navigate the internet safely and appropriately.

Privileges and Privacy
Use of the district’s electronic information resources and electronic communications systems are a privilege and not a right. Access to the district’s computer and electronic communication system by students, staff, and others requires adherence to District policies and rules, state and federal laws and regulations. Violations may result in the loss of privileges, other disciplinary action, restitution, and/or criminal prosecution. The District will fully cooperate with local, state, or federal officials in any investigation relating to illegal activities conducted through District systems.

Users should have no expectation of privacy when using the District electronic information resources and electronic communication system. The District reserves the right to review, audit, intercept, access, and disclose all messages created, received, or sent over the system.

Users must recognize that electronic files and communications may be subject to state open records requirements, and they must take appropriate action to maintain such records in compliance with state law.
Cyber-Bullying, Harassment, and Defamation
Users will not post information online that would endanger the health, safety, or emotional well-being of other individuals. Users will abide by restrictions against inappropriate language and posting obscene, lewd, vulgar, rude, threatening, disrespectful, or defamatory content.

Users will not engage in or in any manner partake in or be party to cyber-bullying, harassment, or defamation. This includes teasing, intimidation, sending/posting inappropriate, hurtful, or false email messages, instant messages, text messages, digital pictures, images, or video. Use of District systems for such acts will result in disciplinary action, loss of privileges, and/or criminal prosecution.

In situations in which students have engaged in cyber-bullying outside of the school environment using non-District resources, disciplinary action shall be taken based upon whether the conduct is determined to be substantially disruptive of the education process.

Acceptable Use Guidelines for All Users
The following actions are prohibited:

● Use, access, storage or transmittal of inappropriate content. (Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening, or obscene language or visual depictions, as well as pornography and child pornography).

● Use of an account other than their own or misrepresentation of their identity.

● Access, change, destroy, or share any computer files that do not belong to the user.

● Deliberately access or distribute materials that are inconsistent with the school’s code of conduct or the district’s educational goals, or show others how to do the same.

● Reveal personal data of students and staff (e.g. PIN, social security number, credit card number, passwords, personal addresses or telephone numbers).

● Use the system for commercial use or personal gain.

● Use the system for political advocacy.

● Create and/or willfully distribute a computer virus over the network.

● Use the system to illegally transfer software or other copyrighted material, otherwise known as pirating.

● Use the network in such a way that they would disrupt the use of the network by other users.

● Deliberately or willfully cause damage to technology equipment or assist others in doing the same.

● Deliberately or willfully attempt to bypass or compromise security measures in place on the network, including the use of proxy sites.

● Install or download any program on district-owned equipment, except with the expressed approval of the District Network Department.

Student Rules for Acceptable Use of District Technology including the Use of the Internet and Network

Student Use, Permission, and Responsibility
Each student is responsible for his/her use of technology while using district or personal technology resources on school property, in school vehicles, and at school-sponsored events, as well as using the district’s technology resources via remote access. This includes access on all LAN/WAN/WIFI networks. Each student must act in a manner consistent with school, district, and legal guidelines. It is the responsibility of school personnel and the parent or guardian to teach each student about his/her responsibilities and to establish expectations when using technology.

The district Annual Parent/Guardian and Student Consent and Acceptable Use Agreement is accepted during online registration.

Mukwonago Area School District uses technological measures, such as content filtering, pursuant to the Children’s Internet Protection Act, to promote internet safety. Filtering limits students’ ability to access harmful internet sites from any device connected to the MASD network. Access on personal devices through wireless or cellular networks does not provide the same measures of filtering. While on school property, students should only use the MASD network for internet access.

Internet access provides students with a wide range of materials, some of which may not match the values of some District families. Although the District has an internet filtering system in place, it is impossible to ensure complete protection from inappropriate material or content related to a wide range of social values. The District recognizes that parents/guardians bear the primary responsibility for transmitting their particular values and beliefs to their children. The District encourages parents to set clear expectations about the materials that are and are not acceptable for their children to access using District Systems.

Use of Online Collaboration Tools including Web Pages and Social Networking Certain Educational Web 2.0 services (e.g. Moodle, blogs, podcasts, Twitter, podcasts, wikis) that emphasize online educational collaboration and sharing are permitted only in controlled, staff supervised settings and for valid school-related purposes. All other uses are prohibited. Use of certain social networking services (e.g. Facebook, Instagram, Snapchat) are not permitted for students using District Systems.
Personal Safety
Students will not post personal contact information about themselves or others. Personal contact information includes, but is not limited to first-middle-last names, home address, and telephone number. Students will not agree to meet with someone they have met online without their parent/guardian’s approval and participation. While using district electronic resources, students must report any messages that are inappropriate or make them feel uncomfortable.

Use of Student Likenesses, Student Work, Student Voice on Websites
Student Likeness: A student’s likeness (photograph or video image) may be posted on a teacher, school, or district website for educational purposes unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy.

Grades 9 – 12
A student’s first and last name may be associated with his or her likeness on a non-password protected district, school, or teacher website unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy.

Student Work and Student Voice: Student work and voice may be published for educational purposes on non-password protected district websites (district website, school websites, and teacher websites). In grades K-8 students’ first names and first initial of their last names may be associated with these works and at grades 9-12 a student’s first and last name may be associated with these works unless a parent/guardian denies permission to do so through the opt-out procedure listed in this policy.

Opt Out: Parents/guardians who deny permission for their child’s work, voice, likeness, or name posted on a website may opt their child out in accordance with School Board Policy JRA.

Individual teachers, administrators, and webmasters are responsible for checking “orange folders” prior to posting students’ work, voice, likeness, or name to ensure that all postings are done in accordance with Policies IDCA, IDCA-R, JRA, and IDCA-R

Use of Personal Electronic Devices
- The District permits use of personal electronic devices (hereafter referred to as Personal Devices) by users in support of teaching and learning in order to further the educational aims of the district, increase accessibility to technology-related curricula, and personalize learning.
- Personal Devices may include portable computing devices such as laptops, netbooks, tablets, computers, cell phones, iPods/iPads/MP3 players, wireless devices, cell phones, digital cameras, e-readers, USB storage devices, and any other new electronic devices as they become available.
- Students are prohibited from possessing or bringing laser pointers onto school premises at all times.
- The district recognizes that whether students have their own Personal Devices is a family decision. In order to address equity issues, the District will provide access to students who do not own a Personal Device in circumstances when their use is required for instructional purposes during the school day.
- Users may bring Personal Devices into the District to access the district systems for the use of filtered internet access only. Disabling, bypassing or attempting to bypass this network through proxies, tethering, or other means is not allowed.
- Personal Devices may be connected with a district-owned piece of equipment (i.e. LCD projector or SMART Board) for instructional purposes only and under the direction of a district staff member.
- During class time, students may use Personal Devices only under the direction and supervision of staff members. Use during non-instructional times (e.g. study hall, lunch, passing periods) is permitted so long as it does not interfere with educational or employment responsibilities and so long as it does not hinder, disrupt, or consume an unreasonable amount of network or staff resources, or violate school rules, state law, federal law or Board policies.
- Students are expected to follow the directives of staff members restricting the use of Personal Devices at any time during the school day or while attending a school-sponsored activity.
- The District may establish standardized guidelines regarding the use, nonuse, or scope of permissible use of Personal Devices at the elementary, middle, and high school levels. These guidelines will not be less restrictive than those outlined in this policy and will be communicated to students on an annual basis. Users connecting to district systems, even those with a Personal Device, should have no expectation of privacy.
- The District may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity.
- The District reserves the right to confiscate and search Personal Devices if reasonable suspicion exists that district policies have been violated. The Personal Device may be turned over to law enforcement if the Personal Device has been used for an illegal purpose. Upon request, Users must surrender the Personal Device in its entirety. Devices may then be held by the school
Users found to be in violation of district policies using a Personal Device will be subject to consequences, including disciplinary action, exclusion of the device from the District, or criminal prosecution.

In accordance with state law (§175.22, §942.08, §942.09), under no circumstances shall any Personal Device with photographic capabilities be used in locker rooms, bathrooms, or other areas where privacy is expected. Personal Devices shall not be used to photograph students or others without their permission and shall not be used to photograph any items that are confidential (e.g. testing materials). A student or staff member who violates this section of the policy shall be subject to discipline, which may include consequences up to and including expulsion for students and discharge for employees.

Responsibility for the care of Personal Devices and behavior while using the device belongs solely to the owner. The District is not liable for loss, damage, or misuse of any personal device including while on District property, connected to District systems, or while attending school sponsored activities. Technical support for Personal Devices may not be available. Any support provided by the District shall be done in good faith and does not render the District liable for the function of any Personal Device.

Other Users’ Agreement and Responsibility
Any other Users implicitly agree to all provisions of this AUP by logging into any District System. This AUP will be available for review when users access the internet.

Creation and Maintenance of Internet Web Pages
The Internet provides a valuable learning tool for students and staff and offers another communications vehicle for informing the public about school programs and activities. In order to take advantage of the opportunities the Internet provides; the board authorizes the creation of school and/or district web pages on the Internet. Only those web pages maintained in accordance with board policy and established procedures shall be recognized as official representations of the district or individual schools.

The superintendent shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity (hereinafter referred to as web page manager(s)). The building principal shall make such designation for the school’s official web page. Information may only be placed on official district and/or school web pages if it meets the following general requirement- The information has been carefully reviewed and approved by the information on the web page, and to protect school district equipment.

School district web pages provide a means of communication for the purposes of sharing information with the Mukwonago Area School District and the world. Material appropriate for placement on district-supported sites includes information about the district, authorized department activities or services, curriculum, schools, teachers, classes, student projects, and authorized student extracurricular organizations. Educational resources for staff, students, and the community may also be published. All information should be nonsectarian and nondiscriminatory.

To ensure consistency and quality the Mukwonago Area School District requires district and school web pages adhere to the following specifications:

- Correct spelling and grammar
- Factually correct information
- An indication of the date of the last update to a page and the name or initials of the person(s) responsible for the page or update
- In the absence of the above, a return to the homepage link containing that information.
- A name or title that clearly identifies the page.
- Official district disclaimer statement on site’s home page

No web page may contain:

- Student information which violates district policies on student privacy, e.g., full names, social security numbers, phone numbers, addresses
- E-mail addresses of students
- Pictures of named students (digitized or video) without signed permission of the student (if 18), parent, or guardian
- Personal web pages or links to personal web pages that are not specifically related to education
- Personal web pages or links to personal web pages that promote a political cause or for-profit enterprise.
- Links to resources that do not exist.
- Any graphics or information that is in violation of copyright laws.
- Abusive, obscene or other inappropriate language.
- Links to sites containing objectionable or obscene material
- Material that harasses, insults, or attacks others.
- Commercial advertising or sale of a service
- Political advertising
- Material that is not in compliance with the district web page policy
Consequences
Concern about the content of any page(s) created by students or staff should be directed to the building principal who will follow the procedures described in the district’s challenged materials policy.

Contents of web pages must be consistent with district policy, including the district’s Internet acceptable use policy and any applicable local, state and federal laws. Specifically, information contained on web pages is subject to Wisconsin State Statute 120.13, which states that the school district may suspend a pupil for conveying any threat, or false information that endangers the property, health or safety of others. The statute applies to pupils, while at school or not at school. Building level disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

Acceptable Use Guidelines for All Users
The following actions are prohibited:

- Use, access, storage or transmittal of inappropriate content. (Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening, or obscene language or visual depictions, as well as pornography and child pornography.)
- Use of an account other than their own or misrepresentation of their identity.
- Access, change, destroy, or share any computer files that do not belong to the user.
- Deliberately access or distribute materials that are inconsistent with the school’s code of conduct or the district’s educational goals, or show others how to do the same.
- Reveal personal data of students and staff (e.g. PIN, social security number, credit card number, passwords, personal addresses or telephone numbers.

MHS Device Requirement
Mukwonago Area School District is committed to implementing a 1:1 device environment to support and encourage collaborative teaching and learning and enhance the educational process. As such, students attending MHS are required to bring a mobile device to school. To assist families with this initiative, we are proud to offer the Technology Partnership Program (TPP) in which the district shares the cost of a device with families. Participating students receive a Chromebook for use at home and school and after four annual payments, ownership of the device is transferred to the family.

Advantages of the TPP program:
- Four annual installments are automatically billed
- Internet content filtering enabled at home and school
- Monitoring enabled at home and school
- Device is managed by the district
- Qualifies as an online state-testing device
- Full four-year accidental warranty (deductibles may apply)
- Fully supported by the I.T. Services MHS student help desk (S.H.I.E.L.D.)
- Device ownership transferred to the family after the fourth and final payment (senior year).

BYOD: Students not participating in TPP will still be required to bring their own devices to school; devices will not be available for students once they arrive.

Those families interested in TPP simply need to select the opt-in choice during freshman online registration and plan to pay their first installment and pick-up their device during Fees/Forms/Picture and TPP pick-update which is scheduled in August. Check the district technology services website for additional information.
Academic Excellence Scholarship
It is the policy of the Mukwonago Area School District to use the following criteria in selection for awarding the Academic Excellence Scholarships. Determination of scholars will be made by the high school principal and guidance counselors using these criteria and definitions.

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

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

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

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

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

Correspondence Study
The District recognizes that independent study can provide for individual differences in interests and abilities and encourages student initiative and self-directed learning. Correspondence courses provide the opportunity to conduct independent study in an organized and sequential way and provide a standard for earned credit.

Correspondence courses allow the student to earn credit in courses too specialized or advanced to be offered as part of regular high school curriculum at their own expense.

The District will accept two credits (four semester courses) towards graduation for previously approved correspondence courses under this policy. The administration will establish rules for implementation.

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

1. A class may be repeated only once.
2. Courses with a grade of D may not be retaken for credit in summer school.
3. Both courses will count as credits toward the 23-credit graduation requirement, but only the final grade will be calculated in the student’s GPA.
4. If the course is part of the state graduation course requirements, the repeated course will count as an elective. For example, Algebra 1 taken twice does not meet the two math credits needed for graduation.

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

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

Printed midterm reports will be distributed per policy only to families who 1) have not requested online Portal access or 2) send a written request to the principal to have printed reports in addition to Portal access.

Grade Appeals
All grade appeals begin with the teacher. If the issue is not resolved at the teacher level it may be appealed in writing to the Grade Review Committee which will be comprised of three people:
- the principal
- a teacher representative selected by the teacher whose grade is in question
- A teacher selected by the student or the student's parent(s). This teacher may not be one of the child's current teachers. If the student or the student's parent(s) do not select a teacher, the school principal will select a teacher to serve on the committee.

A hearing will be scheduled whereby the parent, child, and teacher involved will each present their view to the committee.

A majority vote of the committee is required for a change to the appealed grade.

Foreign Exchange Students
The Mukwonago Area School District will annually accept up to eight students from foreign exchange programs under the following conditions:
- The foreign exchange student shall be represented by a bona fide organization with legally accepted status, i.e., American Field Service, School Exchange Service, etc.
- All credentials or other data supporting the request of the proposed exchange student shall be furnished to the school prior to the time when the prospective student exits from his/her native country.
- The organization representing the foreign student shall establish to the superintendent that adult supervision has been established in the school district with the power of the supervisor to act in loco parentis (in place of the parent). Foreign students living with their legal parents in the district or entering as individuals (without recognized organizational support) shall not be considered under this policy.
- The student admitted will be subject to the same policies, rules of conduct, transportation, and attendance requirements that apply to all students. Foreign exchange students will also be accorded all of the rights and privileges of a resident student during the period of enrollment.
- Students admitted shall present immunization records as required by law.
- All tuition and registration fees shall follow federal law. Lunch monies, athletic passes, and all other special event fees shall be the responsibility of the student, host family, or sponsoring organization.
- The foreign exchange student may choose to receive a Certificate of Attendance at the conclusion of the term in which he/she attended with no diploma being awarded or the student may choose to follow the diploma program. The criteria for awarding of a diploma are these:
  - The foreign exchange student will not be included in the Mukwonago High School class ranking nor be eligible for scholarship competition.
  - Request for entrance into the program must be made by the first ten days of the school year. Transcripts, including course descriptions when necessary, must be available to the Guidance Department before the student signs up for classes.
  - The student must carry a three-credit course load for each semester.
  - The student must receive a valid passing grade in each class.
  - The student must meet all other school requirements of graduation including attendance, equipment turn in, discipline expectations, and participation in graduation ceremonies.
  - Where it is determined that full requirements cannot be met within the one-year program, e.g. in physical education and health, that a combination of transfer credits and actual credits earned during their year be used to satisfy the full requirement. If an area is still lacking, substitution will be explored.
- For every foreign exchange student accepted under this policy, the Board of Education reserves the right to reciprocity under the same conditions insofar as possible.

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

Student selection for the freshmen courses will be finalized according to departmental criteria in April and a letter will be sent home to the student/parent(s) in May informing him/her of eligibility for a given class or classes.
Service Recognition Program
The Service Recognition Program at Mukwonago High School is designed to recognize those students who have given outstanding service to the school and community during the year. The program awards certificates for cumulative hours of service given by a student throughout his or her high school career. Students who have contributed 50 or more hours of service to the school and non-profit community groups during each year (June through April) are recognized. (A maximum of 25 hours of school-related service will be counted each year in this total.) Students who accumulate at least 200 hours of service during their high school years will be awarded the white service cord at a program during their senior year.

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

Grade Placement
When resident school age students who were previously enrolled in a private school or home-based education program wish to enroll in the Mukwonago Schools, the district will admit them. The Mukwonago Schools maintain the authority to determine grade placement.

Students entering the Mukwonago schools are required to complete official registration procedures prior to admittance and assignment to a grade or schedule of classes. Students transferring from other schools or a home-based education program shall provide the district with transcripts and/or other records evidencing their level of academic achievement, subjects completed, credits earned, and results of standardized testing.

Students who have been in attendance in a Home-Based Private Educational program shall provide the following documentation of the home-based program:

- A copy of Home-Based Private Educational form: Wisconsin DPI Form PI-1206 (Rev. 1/86);
- A copy of the school calendar that verifies that each school term of Home-Based Education instruction consisted of a minimum of 875 hours (s.118.165(1));
- Copies of the sequential curriculum that was taught in the six (6) mandated subject areas (s.118.165(1)(d));
- Records of student performance for each course taken.

In making the placement decision, the principal or designee may require that a placement exam or evaluation be completed so that the student will be appropriately placed in course or grade. This may consist of individual or group achievement and ability tests, or a final exam, but is not limited only to these forms of assessment. The principal or designee may consider the age, mental ability, social and emotional development and academic progress of the student when making the placement. Placements will be probationary for thirty days in the best interests of the student, and if after review a new placement is necessary, it will be made within five days after the probationary period.

- Placement and/or credit authorization in grades 9 through 12 will be determined by credit evaluation from recognized or accredited public or private educational institutions and will be accepted as recorded. Where placement tests are necessary, the following will apply: A semester final examination and/or ability/achievement test will be required. The grade received for this examination will be placed on the permanent record card and credit issued for passing grade.
- A $20.00 fee will be charged for each course assessment taken, regardless of the grade issued, with a cap of $160.00.
- Any home school course in this category not also offered in the Mukwonago High School curriculum may not be recognized for grade or credit.

Grading
A grading system becomes fair and feasible to the extent to which the meaning of the symbols used is defined. Therefore, grades used by the Mukwonago Schools are to be clearly defined.

It is desirable for the district to set basic standards on grading which will provide consistent guidelines to all teachers in the district. This grading policy does not mean that all discretion is denied the teacher, but grades lose their meaning when they vary significantly from teacher to teacher within the same subject or grade level.

This policy simply defines a framework in which to grade. Such a policy protects the teacher as well as the student.
Grades 9 – 12

The grades A, B, C, D, F, I, E are used in grades 9 – 12. Each letter grade assumes attainment of the previous requirements.

A = 93 – 100
The work is of superior quality. The student displays a mastery of the subject matter and has the ability to carry the assignments through to completion. The student shows superior achievement in subject mastery.

B = 85 – 92
The work is above average in quality and mastery and all of the required work is complete and handed in on time.

C = 76 – 84
The work is of average quality and is usually handed in on time.

D = 70 – 75
The work is below average but meets minimum standards.

F = 69 – below
The work is below minimum standards. No course credit is granted for final course grade of F.

I = Incomplete
The work is incomplete. The grade is given for extended illness or other unavoidable circumstances.

E = Effort
This special grading category is for students who need significant curriculum modifications. This grade is considered passing and carries full course credit.

*NC= NO grades are issued and no credit is given.

As determined by the Board of Education in May 1990, the following mathematics classes will use an altered grading scale: Algebra, Advanced Algebra, Geometry, Honors Geometry, Honors Advanced Algebra with Trig, Math Analysis with Trig & Calculus AB and BC.

The scale for these classes is as follows:
100-90...................A
89-80..................B
79-70....................C
69-60....................D
Below 60.................F

Grades and credits earned will be part of the high school transcript. These grades will be included in their high school GPA.

- Student improvement may be taken into consideration when grading.
- In Grades 10-12 the final & Semester Exams are to be calculated as 20% of the final grade.
- As part of the curriculum evaluation cycle teachers will develop common course descriptions which will include grading criteria and major course requirements.
- High school teachers will keep parents informed of students' progress through the Internet-based parent portal.
- Printed midterm reports of student progress for students whose progress is below C will be sent only to families who 1) have not requested online Portal access or 2) sent a written request to the principal to have printed reports in addition to Portal access.

High School Attitude / Effort Evaluation

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

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

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Graduation Requirements

4.0 credits of English
3.0 Social Science (Am. Govt, W. History & U.S. History)
3.0 credits of Science (Physical Science & Biology)
3.0 credits of Math
1.5 credits of Physical Education
.5 credit of Health
10 credits of electives

Total credits: 25 credits

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

Progress Toward Graduation

Students must earn the following minimum number of credits in order to be on target for graduation in four years:

Freshman - Successful completion of Grade 8
Sophomore - Successful completion of 6 credits
Junior - Successful completion of 12 credits
Senior - Successful completion of 18 credits

Honor Passes

In order to qualify for the privilege of an Honor Pass at the High School, a Senior student must meet the following:

- Have a 3.0 GPA with no "F" or Incomplete grades the previous semester
- Receive an “O” or “G” in every class for the A/E grade the previous semester
- Receive no Administrative disciplinary referrals the previous quarter

Honor Pass Privileges

Senior students with honor pass will be allowed, with parent permission, of late arrival or early release if the student schedule indicates a period 1 or end-of-day study hall/halls.

Online Grading Expectations

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

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

Peer Tutoring

This is a tutoring program pairing students who are succeeding in certain courses with those who are struggling in those courses. Tutors can receive documented community service/volunteer hours for their time. ONLY STUDENTS may come and sign up for this service, this is to ensure that they are invested and dedicated to putting in the work to improve their grades; parents or teachers cannot sign a student up. Tutoring can be one, two, or three days a week and occurs during the student’s study hall period, in which case the student will have to wait until a tutor does become available. Those not properly utilizing their tutoring time will be removed from the program. If you have any questions, please contact the Guidance Office.

Report Cards

Letter grades for each subject are issued every nine weeks. These grades can be accessed by students and parents using your Infinite Campus portal login.

Schedule Changes

The scheduling process for each school year begins in December of the previous school year when students select the courses they want to take for the upcoming school year. During January through March, each student makes his/her course selections. Parents are asked to review the selections and indicate their approval by signature. After the initial selection process is completed, a $10.00 fee will be assessed for schedule changes made thereafter. During the next four months, the master schedule is developed and staff needs are determined on the basis of the number of students requesting each course.

When the school year begins, students will be reporting to the courses they selected the previous year, providing the computer can schedule them without any conflicts (e.g., too many students requesting a course, two requested courses meeting at the same time, etc.). If there are some circumstances that warrant changing the original selections a schedule change request will be considered in which a student will need to fill out a form, signed by the parent, and submitted to the counselor before the end of the first week of the semester.

<table>
<thead>
<tr>
<th>Acceptable reasons to make a schedule change</th>
<th>NON-Acceptable reasons to make a schedule change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical need</td>
<td>Changed mind and want to switch to a different class</td>
</tr>
<tr>
<td>Failure of a class</td>
<td>Want a different teacher</td>
</tr>
<tr>
<td>Course needed for college admission</td>
<td>Want to change to be with friend</td>
</tr>
<tr>
<td>Do not have a prerequisite course</td>
<td>Want a different lunch period</td>
</tr>
<tr>
<td>Scheduled in an inappropriate course level.</td>
<td>Want a different study hall</td>
</tr>
<tr>
<td></td>
<td>Want a course a different period.</td>
</tr>
</tbody>
</table>
Scholarships
Non-local Student Scholarships are found on the Guidance Webpage, under the ‘Scholarship link’. Students should begin looking for appropriate scholarships beginning the fall of their senior year. In addition, the local scholarship process begins in January of a student’s senior year. The Guidance Department will disperse the information to students. Electronic applications will be made available to students on the guidance webpage under the local scholarships link.

The school district shall not discriminate in acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or religion.

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

Students with disabilities and ELL students, who have been determined on an individual case-by-case basis to be exempt from the test, must be provided alternative assessment to measure their proficiency and achievement levels.

Decisions regarding participation in standardized testing must be consistent with federal NCLB legislation and specifically based on Chapter PI 13 Wisconsin administrative code. To facilitate the participation of student with special needs the district follows guidelines published by the Department of Public Instruction.

Qualified school staff shall determine, on an individual basis, whether an ELL student will participate in the assessment and will specify the type of accommodations that will be provided, if necessary.

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

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

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

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

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

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

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

Parents may request that the building principal excuse their child from the, 4th, 8th, and 10th grade statewide assessment program. In making this decision parents should refer to School Board Policy IHF, Graduation Requirements.

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

Valedictorian/Salutatorian
Candidates for valedictorian and salutatorian must complete eight semesters of high school work earning a minimum of 25 credits, none of which may be graded in a Pass/Fail basis. Selection for these honors will then be made at the conclusion of the eighth semester. Early graduation will preclude the student’s nomination as a candidate for valedictorian/salutatorian.
Early College Credit Program
ECC program allows public high school juniors and seniors who meet certain requirements to take postsecondary courses at a UW institution, a Wisconsin technical college, one of the state’s participating private nonprofit institutions of higher education, or tribally-controlled colleges. Approved courses count toward high school graduation and college credit. The program opens the door to greater learning opportunities for motivated students considering a technical career, wishing to begin college early, or preparing themselves to enter the workforce immediately after high school graduation. Under Youth Options, a student does not pay for a college course if the school board determines the course qualifies for high school credit and is not comparable to a course already offered in the school district. If approved by the school board, the student can receive both high school and college credit upon successful completion of the course. A student who successfully completes their high school graduation requirements earns a high school diploma regardless of whether the requirements were met while attending a high school or college. Follow this link http://youthoptions.dpi.wi.gov/ for additional information about Youth Options including the application form and guidance for submitting and processing the application. See MASD School Board Policy JBF: Youth Options for additional information about district responsibility and student responsibility.

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

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

If a student receives a failing grade or fails to complete a course for which the school district is required to make payment, the student's parent/guardian, or the student if he or she is 18, will be required to reimburse the district. The reimbursement will be considered an outstanding fee in regard to student participation in school events and activities. Failure to reimburse also makes the student ineligible for further participation in Youth Options.
Bus Transportation Standards  
Transportation will be furnished to all pupils who qualify according to the following standards:  
- Students who live two or more miles from their attendance center will be transported.  
- School buses will not travel dead-end roads unless distance is more than .5 miles.  
- 9-12 grade students may be required to walk three quarters (3/4) mile to a designated stop.  
- Route scheduling should minimize Y turns.  
- School buses will not be required to travel private roads except by School Board action.  
- The bus driver is not required to honor requests for more than two pickup/drop-off points on a continuing basis. (The principal will act upon temporary exceptions.)  
- Students will be transported only outside of the attendance area beyond the four-tenths of a mile on established bus routes at a contracted cost, established in the transportation contract, if seating is available on existing bus routes.  
- A bus stop should have 20 or fewer students actually boarding the bus based on a weekly average.  
- Parents have a responsibility to supervise their children to/from the bus stop and see that their children arrive at the bus stop per the schedule.  
- Parents of children not eligible for Busing under this policy may contract with the School District for transportation services under the conditions of the “Pupil Transportation Contract”.  
- Students will be grouped at bus stops with preference given to bus stops at intersections of roads/ streets and driveways. Bus stops should be placed to minimize the number of bus stops.  
- Bus route scheduling will be based on the following factors (items are not prioritized):  
  - Board policies  
  - Location of students  
  - Budget  
  - Begin/end of school day for public and parochial  
  - students  
  - Student contact time  
  - Density of houses and student population  
  - Topography  
  - Road construction  
  - Teacher contract and/or Busing contract  
  - Overall efficiency of the student transportation program including routes that may serve more than one school attendance area.  
- Transportation of private and parochial students follows Wisconsin Statute 121.54(2) (b) (1): “not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route.”

Cafeteria  

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

Minimum income standards of eligibility used to determine approval for free and reduced-price meals are based on the United States Department of Agriculture criteria. Parents may obtain an application from the principal’s office or at http://www.masd.k12.wi.us/parents-students/masd-forms.cfm under “K-12 General Student Forms.” This completed and signed application is to be returned to the principal’s office. The District Food Service Department will take the proper action and notify the parent/guardian.

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

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

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

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  

(2) Fax: (202) 690-7442; or  

(3) Email: program.intake@usda.gov.  

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Age/Grade</th>
<th>No. of Doses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades 9-12</td>
<td>4DTP/DtaP/DT</td>
</tr>
<tr>
<td></td>
<td>1Tdap</td>
</tr>
<tr>
<td></td>
<td>4Polio</td>
</tr>
<tr>
<td></td>
<td>2MMR</td>
</tr>
<tr>
<td></td>
<td>3Hep B</td>
</tr>
<tr>
<td></td>
<td>2Var</td>
</tr>
</tbody>
</table>

Homework
Homework is a learning activity to be completed by students. It is an integral part of the instructional process that has positive effects on achievement and character development while providing a vital link between the home and the school.

The purpose of homework may be any of the following:
- to expand or enrich regular class work
- to build interest in reading and learning
- to increase learning time
- to establish independent study skills
- to provide an opportunity to pursue special interest areas
- to increase students’ success experiences
- to strengthen basic skills
- to develop initiative, responsibility, and self-direction
- to encourage parents’ awareness of student learning

Types of homework include the following:
- practice assignments (assigned for practice to further develop or master skills that have been presented in class)
- preparation assignments (assigned to get students ready to do the activities that will follow in class)
- extensions assignments (assigned to give students an opportunity to use skills and knowledge in new situations or to solve problems new to them)
- creativity assignments (assigned to give students opportunity to put together concepts and skills in new and different ways)

These overall time guidelines are recommended for the total daily homework assigned, but are not absolute.
- Grades 9-12 have an average of 90-120 minutes per school day

The amount of homework on any given day will vary. The actual length of homework will vary with the ability of the student, the course requirements, and the efficient use of study time. The nature of homework will vary with the grade level and subject matter being studied.

Role of the principal, includes but is not limited to:
- Establish with faculty building guidelines and procedures for homework consistent with this policy.
- Inform parents of homework guidelines and give them suggestions for family support of homework
Role of the teacher includes but is not limited to:
- Inform students and parents of expectations and suggestions for homework.
- Clearly and meaningfully relate homework to classroom instruction.
- Provide clear, specific directions for homework and check students’ understanding of them.
- Provide appropriate classroom instruction for practice and extension assignments.
- Provide instruction, practice, and feedback with study techniques required for preparation and extension homework.
- Check, acknowledge, or use all homework and provide prompt feedback to students.
- Use a variety of homework types and activities to build student motivation.
- Consider the individual student’s needs, ability, home situation, and availability of resources in the home when making homework assignments.

Role of the parent includes but is not limited to:
- Provide a place for study that is favorable to concentration with minimal distraction and interruption.
- Help the student plan for and use a consistent time for homework.
- Help the student plan for and carry out long-term assignments using time wisely and efficiently.
- Support the concept of homework and its outcomes, and positively reinforce its importance in education.
- Encourage independent work—assist only when necessary.
- Schedule enjoyable learning enrichment activities as well as homework including reading together or reading along for pleasure.
- Provide a family schedule in which homework, enrichment, recreation, social activities, and leisure all have an important place.

Role of the student includes but is not limited to:
- Complete homework assignments on time.
- Know homework expectations and record assignments and due dates.
- Pay attention to homework directions and ask for explanations if assignments are not clear.
- Schedule and use a certain time for homework each day.
- Plan long-term assignments to be done in steps and not left until the last minute.
- Review important learning from classes regularly.
- When absent or behind schedule, discuss and plan for your work with your teacher.
- Ask for assistance from parents or teachers when necessary.
- Accept responsibility for your learning.

NOTE: To obtain homework when a student is absent for more than one day, you must contact the teachers via e-mail and request the missing homework for the days absent. See the MHS website: www.masd.k12.wi.us/mhs. The staff directory is located under the Staff Directory menu.

### Law Enforcement Agencies, Relations with Interviewing Students at School

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

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

#### Interviews of Students in the Presence of Law Enforcement

There is no legal requirement for school officials to contact parents before law enforcement questions students. Law Enforcement officers may sit in on any interview with the principal/designee and a student if the school requests assistance in a school related incident. The responsibility to notify a parent in regards to law enforcement involvement is the responsibility of the principal/designee. When the principal/designee interviews a student in the presence of police, but the police do not actively participate in the questioning of the student, the principal/designee shall notify the parent of the interview no later than the end of the school day when the interview occurred.

#### Interviews of Students by Law Enforcement

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

The building principal or appropriate school designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement agency standards.
Circumstances When Parent Notification is required
The principal/designee shall attempt to contact a parent/guardian whenever the following circumstances apply, prior to conducting or continuing the interview, except as outlined below:

a) When the student requests the assistance or presence of his or her parent;
b) The questioning will not be limited to gathering background information and instead will focus on the student or seek self-incriminating statements;
c) An investigation focuses on a particular student; or
d) When the questions seek responses directed at the student’s activities, including his or her presence at or near the scene of a suspected crime.

Exception to Parental Notification
Under the following circumstances, the school personnel will not notify the parents of the involvement of law enforcement prior to the interview and will only notify the parents of law enforcement involvement as deemed appropriate based on the circumstances, in consultation with law enforcement officials:

a) Student’s Contacting Law Enforcement: When a student requests to speak to law enforcement officers, no parent/guardian notification is deemed to be necessary unless the student requests notification.
b) Cases Involving Allegations of Abuse/Neglect: School personnel may not require parent notification before allowing an interview of a child at school for cases that involve allegations of abuse or neglect or where the welfare of the student’s safety will be put in jeopardy. School Officials will not notify parents regarding an ongoing investigation involving Child in Need of Protective Services unless authorized by the agency conducting the investigation.
c) Anonymous Tips: When students voluntarily provide information to police as an anonymous tip, no parental notification is required. Parents are also not notified of “Quick Fifty” tips.
d) Emergency: Questioning may be conducted without prior parent notification if an emergency exists as determined by the principal or designee and law enforcement agency. Situations that may constitute an emergency include situations where delay may result in the suspect’s flight, the destruction of evidence, an unacceptable threat to the community or an opportunity to cover up a crime.

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

Library
The Mukwonago High School library is available to all students. To use this facility during the school day a student must have a library pass from one of his/her instructors. A student should check the library’s main door for hours that may be closed or limited due to classroom use. If an hour is listed as “closed” and the student needs to use the resources, simply ask one of the librarians for permission and then obtain a pass from your teacher. A library pass is not needed after 2:45 p.m. Students are responsible for the proper use and timely return of all materials. Students who do not return or damage borrowed materials will be required to make restitution or forfeit the privilege of using the library and checking out materials.

The library has an automated checkout system. Students are issued ID cards at the beginning of the year. Checkout policies are as follows:

- The card will be used throughout the school year at MHS.
- It will be the student’s responsibility to have the card when he/she checks out books or other materials.
- If a student lends his/her card to another student, the student to whom the card is issued will be responsible for any materials that are lost, damaged or not returned.

The library charges fine for materials kept out past the due date. Fines of $0.10 per day are assessed for fiction and nonfiction books as well as paperbacks.

The design of the library requires that when using the library, students’ study in a quiet manner. The library is a learning center. Classroom teachers will have priority. Disruptive behavior will result in a detention or suspension of library privileges. Your cooperation in using these materials is necessary to assure the availability of resources for student and staff use. Food or beverages are allowed in the library and must be consumed in a responsible manner; no waste or mess left behind.
**Lockers**

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

Students should always keep the locker properly locked. In the physical education dressing areas, large size lockers are to be used and secured by students only when he/she is attending class. Students must leave these large sized lockers unlocked when they complete physical education so that other classes throughout the day may share in their use. Padlocks which remain on large lockers and therefore limit their function will be removed by physical education staff members. All losses should be reported to the school office, physical education or shop instructor. The school cannot assume responsibility for lost, stolen, or damaged items.

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

School lockers are the property of the Mukwonago School District and are provided for the convenience of students. Mukwonago School District schools reserve the right to conduct a general locker inspection and revoke student(s) locker privileges if student(s) violate proper locker usage guidelines.

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

School staff may take possession of items which are found illegally possessed.

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

**Locker Thefts**

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

- Be sure the locker is locked before leaving the locker.
- Large amounts of cash or other valuables should not be left in lockers.
- Do not bring expensive coats or jackets to school.
- Report lockers that do not close or work properly to the Associate Principals' Office immediately.
- Report the theft of items from lockers to the Associate Principals' Office.
- Use only your assigned locker.
- Do not share the locker combination with other students and exercise caution when opening the locker so that others do not observe the combination.
- The school is not liable for any items lost due to locker theft.
- Continual intentional failure to secure lockers may result in referral to administration.

**Locker Room and Restroom Privacy**

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

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

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state and/or local law.

The building principal or designated supervisor, as applicable, shall be responsible for enforcing this policy.

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

**Lost and Found**

Books are usually returned to the department to which they belong or the collection area in the main office. Physical education and other clothing articles are turned in to physical education teachers. Articles will be held for one month, after which they will be donated to a worthy charity.

**Personal Belongings:** Books, clothing, and other personal belongings must be kept in the student’s locker to reduce the chances of theft. The school does not assume any responsibility for lost or stolen student personal belongings in lockers or open shelves.
Food Service Program
A complete hot lunch program is available 10:30-12:15.
Breakfast is available before school beginning at 6:55 AM.
Students may purchase food as meals or ala carte items.
Deposits can be made online or by check to the student’s food service debit account. Purchases may also be made daily with cash. Students may deposit their money in the mornings in the designated boxes in the main office and Commons. You can deposit money online by logging in to your school portal and clicking “Online Payments.”

Name-Change Requests
Wisconsin statutes and common law provide means by which minors may change their names. The Mukwonago Area School District will work with students and parents to facilitate name-change requests and will use those names on student records while the student attends Mukwonago Schools.

Parents and students may request a name change on student information by application to the Superintendent. Up to six weeks may transpire between the application and the decision regarding the request.

By Statute
Students fourteen and over, or parents of students under fourteen, who have petitioned the courts for a name change under Wis. Stat. 786.36 must provide the district with a copy of the court order.

By Common Law
Parents requesting a name change under common law may be required to provide a copy of a court order, if one exists, or evidence that any other person with parental rights to the child has been notified of the contemplated change and does not object.

Under common law, if the request comes from a student who is of sufficient age (at least 9 years old under Wisconsin common law) and maturity to make an informed decision and making the decision free of coercion, the student must disclose the reason for the name change to assure that the change is not being made for fraudulent or improper purposes. Offensive or obscene name changes will not be honored by the district. The student must also provide evidence that he or she is already known by the name or intends to use it consistently and habitually. Parents will be notified of the student request of a proposed change to encourage sound decision-making through discussion within the family.

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

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

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

Passes
Students who have a pass from a teacher to be released from a study hall to go elsewhere in the building must report to the study hall first and submit a copy of the pass to the study hall supervisor. Students with library passes are to report to the library directly, however.

Students who must leave a classroom or study area during the class period must have a hall pass stating the destination and time leaving. Abuse of passes will result in revocation of this privilege. Students who submit a pass with a forged staff signature will be suspended in addition to losing their pass privilege for one semester.

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

Clothing should reflect concern for the health and for the safety of individuals in the buildings, should reflect respect for other individuals and school property, and should not create disruption.

In all instances, if the wearing of specific clothing causes a disruption or interference with the educational process, the clothing will not be allowed.

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

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

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

Students must not wear clothing that:
- Displays expressions that are obscene, profane, or pornographic;
- Represents illegal behavior;
- Demeans on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
- Advocates pain, death, or violence;
- Advocates use of drugs, tobacco, or alcohol.
- Wear or carry coats or jackets during the school day.
- Wear hats or other headwear (headbands, bandanas, etc.) during the school day. The principal of any school may allow exceptions to this policy for medical or religious reasons or in celebration of a special pep rally, spirit day, or hat day.
- Wear sunglasses in the building during the regular school hours, unless the use of sunglasses indoors has been prescribed by a medical practitioner. The principal of any school may allow exceptions to this policy in celebration of a specific theme day.

Students may, with teacher approval:
- Wear sweatshirts or light jackets if the school is unable to maintain a comfortable level of warmth.
- Wear light windbreakers or light jackets bearing the school logo to promote school spirit.

<table>
<thead>
<tr>
<th>Tops must:</th>
<th>Bottoms must:</th>
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</thead>
<tbody>
<tr>
<td>Fully cover undergarments</td>
<td>-Fully cover undergarments</td>
</tr>
<tr>
<td>Cover front, back, and sides of body (no cleavage)</td>
<td>-Meet length requirements:</td>
</tr>
<tr>
<td>Meet the top of shorts, skirts, or pants (no midriff)</td>
<td>Skirts/dresses must be mid-thigh or longer</td>
</tr>
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<td></td>
<td>Shorts must be at least the following length: when student’s arms/hands are at his/her sides, the shorts must extend past the tip of the student’s longest finger.</td>
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</table>

Procedure for dress code correction:

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

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

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

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

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

Options available to pay for the Parking Hang Tag

1. Pay the parking fee with a credit card online through the Infinite Campus Portal
2. During the first week of school in the Associate Principals Office, with cash or check.

Option 1: Purchase a 2019/20 yearly parking pass.
Cost $180.00

Option 2: Register your vehicle ($3.00 daily fee) between 7:00 a.m. and 7:25 a.m. in library foyer from the lot supervisor. (Students arriving before 7:00 a.m. or after 7:25 a.m. must purchase the $3 daily permit in the Associate Principals Office.)

(Options 3-5 available only after the new quarter begins.)

Option 3: Purchase a parking pass for Quarters 3-4. Cost $90.00

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

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

1) Careless operation of a vehicle, including the transportation of students on the outside of vehicles or riding in the bed of a truck.
2) Excessive speed (campus speed limit is 10 mph).
3) Non-registered vehicle ($20 Village of Mukwonago fine).
4) Parking in fire lanes, faculty, visitor spot, any sidewalks, grass areas, or any posted reserved spot OR parking in more than one space.
5) Improper placement of hang tag.
6) Use of vehicle to transport other students off campus during the school day resulting in a truancy.
7) Use of vehicle to transport, possess, or consume alcohol or any illegal substances on school property during the school day or at extracurricular activities.
8) Smoking/vaping in vehicle while parked on school property.
9) Any other act that is considered dangerous or in violation of local traffic ordinances.

10) The student driver cannot hold the school responsible for damage or theft while his/her vehicle is parked on school property.
11) Vehicle doors must be locked while parked at Mukwonago High School.
12) Vehicles are subject to random search or a search based on reasonable suspicion by the administration while parked on Mukwonago School District property.
13) Students with parking tags are subject to a random drug-testing policy at MHS by the start of the 2018-19 school year. The students included under this policy would be those choosing to purchase a parking permit.
14) The visitor parking area is for legitimate visitors to Mukwonago High School and CANNOT be used by students. Student vehicles will be ticketed and towed if in violation.

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

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

Any student or parent with a question regarding student parking should contact the Associate Principals’ Office at 363-6200 option #5.

Passengers may not be dropped off at the custodial receiving area, staff parking lot, or rear of school unless authorized by the administration. Passengers may only disembark at the front of the school. Students are not permitted to enter the parking lot during the school day without permission from the office, or possessing an early dismissal or off-campus pass.

Bicycles

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


**Student Representative to the Board of Education**

**Goals:**

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

**Expectations:**

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

**Limits:**

1. Non-voting position
2. Student representatives to the Board of Education may participate in Board of Education goal setting, but may not prioritize goals or vote on goals.
3. Student representatives will not attend closed sessions.
4. Two representatives will be selected.
5. Student reps will receive a meeting agenda on the Thursday prior to each board meeting.
6. Students must be of junior or senior status to be eligible for consideration.
7. Students will be eligible to serve a maximum of two years.
8. The official term for this position will begin with the reorganization meeting in April.
9. Incoming student representatives will “shadow” outgoing student representatives at the March/April meetings in an attempt to become acclimated to the position.

**Student Privacy Rights**

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

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

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

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

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

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

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

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

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

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

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

1. When needed, recorded video shall be maintained under the control of the building principal, who shall limit viewing of video to the purpose of documenting misconduct. Viewing of video shall be restricted to personnel necessary for the purpose of documentation and discipline, as well as the parents of the student who is to be disciplined as a result of the misconduct which is shown on the video. Such a viewing of the video by the parent(s) of the student shall be under the jurisdiction and control of the building principal, and shall be performed in a setting which is designed to guarantee confidentiality.

2. The District reserves the right to introduce a video at any disciplinary hearing involving student misconduct or rule violations.

3. The video shall not be available for viewing by the general public, media or other individuals. Building principals and/or district administrators may authorize other individuals, such as guidance counselors, school psychologists or social workers, to view segments of the video if:
   - Such individuals are working with the student on the video because of behavior, emotional or learning problems.
   - Viewing the video would be beneficial to their role in assisting the student.
   - The viewing of the video is considered to be necessary in order to provide a means of defending the District in the event of litigation, brought by any individual, pertaining to the conduct of the student(s) in question as shown on the video.

**Work Based Learning**

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

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

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

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

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

1. That the work of the student learner in the occupations declared hazardous is incidental to his/her training, and shall be intermittent and only for short periods of time;
2. That such work is under the direct and close supervision of a qualified and experienced person; That safety instructions will be given by the school and correlated by the employer with on-the-job training;
3. A schedule of organized and progressive work processes to be performed on the job.
Work Permits
As of June 23, 2017 Wisconsin, state law requires does not require 16 and 17-year-old minors to obtain work permits. Wisconsin state law still requires all employees under the age of 16 years to have a work permit on file in Madison. This applies whether the student works during the school year or summer, during the school day, after school or on the weekend. Work permits are obtained through the District Office during the school year. The student will need the following before a permit is issued:

1. Proof of age (baptismal certificate, birth certificate, or valid driver’s license with picture-not a temporary license).
2. Letter from the employer stating the nature of the work and hours to be worked, phone number, address, and signature.
3. Letter from the parent giving permission for employment.
4. Social Security Number.
5. $10.00 for the fee

State statutes govern the employment of minors as to how late a student may be employed on school nights, and how many hours per week a student may be employed. Parents and students are advised to become familiar with these regulations prior to beginning employment. Work permits can be revoked for poor attendance and/or academic performance.
Closing School
Each winter the school administration is faced with a decision regarding the closing of school because of storms. School operates as usual except in extremely inclement weather. In cases where school is in session but no busses are running, parents will have to decide if pupils are to attend school or stay home. Parents are asked to make this determination because school officials do not want them to believe that attendance is being forced under questionable conditions. In the event school is closed all after school activities and contests are cancelled.

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

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

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

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

No student may initiate false bomb threats, false fire alarms, remarks, notes, or phone calls which would cause police or fire department personnel to appear at school for no valid reason.

Violators will be subject to legal action and expulsion.

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

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

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

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

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

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

Severe weather drills are held throughout the school year. Tornado exit signs are posted above or in the nearby vicinity of all entrances and exits to classrooms and offices.
School Medication
In compliance with the State of Wisconsin Medical Examining Board’s ruling regarding dispensing of medication in school, the Mukwonago Area School District’s medication policy is as follows:

Administration of Medications:

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

2. Prescription Medications
No prescription medication shall be administered without prior “directional” contact from a physician. Authorization for PRESCRIPTION medication form must be completed and signed by the physician. The form may be returned to school by student or faxed by the physician’s office. The physician must express a willingness to accept direct communication from the person dispensing or administering the medication. The physician must state in writing the specific conditions under which he or she should be contacted regarding the condition or reactions of the student receiving the medication. Prescription medication must be supplied by the pupil’s parent or guardian in the original pharmacy-labeled package, and the package must specify the pupil’s name, the prescriber’s name, the name of the drug, the dose, the effective date and the directions. The physician or pharmacist shall be required by the parent or guardian to supply a properly labeled bottle of medication for the school health authorities. All prescription medications must be stored securely in the school health room and administered by designated staff.

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

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

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

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

Self-Administration of Medication
All Prescription Medications must be stored securely in the School Health Room and administered by designated staff. Students in grades 7-12 may be granted the responsibility to carry and self-administer Non-Prescription medications at school. Self-administration of non-prescription and emergency medications may be allowed with the approval of parent or guardian, and physician in the case of prescription emergency medications. Students may submit a letter of approval from the parent or guardian and physician or signed permission for self-administration as part of Authorization for Medication forms. These forms shall be kept on file in the health room. Mukwonago Area School District is not responsible for the self-administration of medication by pupils.
Use of Elevator by Handicapped Students
All students with handicapping conditions warranting use of the elevator will be informed by the health room personnel that they (the student) are to use the elevator rather than the stairs to avoid injury. The health room aide will provide instruction in the proper and safe use of the elevator and decide for assisting the handicapped student when necessary. The elevators are not for general public use.

Participation of Non-Public School Students in District Programs
Students enrolled in private or home-based private educational programs are limited to participation in public school programs as follows:

1. Pupils who attend private or home-based educational programs may take up to two courses during each semester at the high school if these criteria are met:
   - pupils must have approval of school principal for enrollment
   - pupils must meet the standards for admission to schools.
   - must be legal residents of the Mukwonago Area School District.
   - space must be available in the regularly scheduled course(s).
   - parents are responsible for course fees.
   - parents are responsible for transportation.

2. Non-public school students who are residents of the school district may participate in summer school classes including driver education upon approval of the superintendent or his/her designee.

3. Textbooks used in district classes may be made available to home-based students not enrolled in specific district courses if extra texts are available within the district, and no purchase cost is incurred by the district.

4. The Board affirms that school-sponsored extracurricular activities and organizations have been established for the benefit of students attending the Mukwonago Area School District on a full-time basis.

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

In informal settings, such as cafeterias and hallways, students may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities. They may speak to and attempt to persuade their peers about religious topics just as they do with regard to political topics. The right of religious expression in school does not include the right to have a captive audience listen, to compel other students to participate, or to harass other students for not participating or sharing their views.

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

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

B. Graduation Prayer and Baccalaureate
School officials may not mandate organized prayer at graduation, nor organize religious baccalaureate ceremonies. If facilities are open to private groups, the facilities must be available on the same terms to organizers of privately sponsored religious baccalaureate services with the school no extending preferential treatment to baccalaureate ceremonies no officially endorsing the ceremonies.

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

D. Teaching about Religion
Schools may teach about religions, including the Bible or other scriptures, such as the history of religions, comparative religions, the Bible or scripture as literature and the role of religions in history. Teaching about religious influences on art, music, literature and social studies is permissible. Schools may not observe holidays as religious events or promote such observance by students, though they may teach about religious holidays, including their religious aspects and may celebrate the secular aspects of holidays.
E. **Student Assignments**
Students may express their beliefs about religion in homework, artwork, and other written and oral assignments, if appropriate to the assignment, free of discrimination based on the religious content of their submissions, with their work judged by ordinary academic standards of substance and relevance.

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

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

H. **Release Time**
Students may be dismissed to off-premises religious instruction, but schools may not encourage, discourage or penalize participation. Religious instruction on school premises during the school day is not allowed.

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

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

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

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

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

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

Notification of this policy shall be published annually in student, teacher, and parent handbooks.
In recognizing its responsibility to provide appropriate education for all children of the district, the Board shall provide free and appropriate programs for children with disabilities.

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

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

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

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

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

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

Special Education Referral Procedure
The following procedure enables staff to make a referral to Pupil Services for suspected disabilities: Specific Learning Disabilities, Emotional Behavioral Disability, Intellectual Disability, Speech/Language Impairment. Other Health Impairment, Hearing Impairment, Visual Impairment, Orthopedic Impairment, Autism, and Traumatic Brain Injury. Staff who suspects a student of having a disability should follow building procedures to expedite determination of special education needs.

Step 1
Meet with the student’s Guidance counselor to discuss concerns regarding the student’s academic achievement/behavior. The counselor will contact the School Psychologist to alert him/her of background information. The counselor will arrange a consultation meeting between teachers, counselor, psychologist and/or other support staff. At the consultation meeting a staff member will be designated to contact the parent regarding the proposed referral. Designated staff will contact the parent prior to completion of the referral form. Parent contact dates will be recorded on the referral form. The School Psychologist will serve as the Case Manager for the IEP Referral Process.

Step 2
The School Psychologist, with the assistance of the Guidance Counselor and Teacher, will complete a referral form to start the Individual Education Plan (IEP) evaluation process. Within 15 business days of receipt of referral by the Director of Pupil Services a Notice of Receipt of Referral will be sent to the parent along with a Request for Consent for Evaluation. This Request for Consent for Evaluation will list members of the IEP team who will conduct assessment and be members of the IEP team.

Step 3
Within 60 days of receipt of parent consent for evaluation the IEP will determine if the student has an impairment and has a disability which requires special education. A meeting will be held with all IEP team members, including the parents and student to make the determination of disability and need for special education through an Individual Education Plan (IEP). Staff will be notified in writing of the date and time of the meeting. Each staff member who completed an evaluation must submit a written report of their findings (i.e., observations, behavior/achievement concerns, test results, and recommendations). Staff named to the IEP are expected to attend the IEP meeting unless excused in writing by the parent; staff may be required to submit written information for the team's use. The IEP team will determine if the student has a disability according to the State and Federal criteria in IDEA. To qualify for special education the student must have both an impairment that adversely affects the student's educational performance and the student, as a result thereof, needs special education. As a part of the determination of need for special education the team must identify all of the following:
• that the student's needs cannot be met through the regular education program;
• modifications, if any that can be made in the regular education program, such as adaptation of content, methodology or delivery of instruction to meet the students' needs identified under par. (a) that will allow the student to access the general education curriculum and meet the educational standards that apply to all children, and
• additions or modifications, if any, that the child needs which are not provided through the general education curriculum including replacement content, expanded core curriculum or other supports.

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

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

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

Section 504 of the Rehabilitation Act 504 Disabilities
Students at Mukwonago High School who have been diagnosed as having a physical or mental impairment which substantially limits one or more major life activities (e.g.: walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self, and/or performing manual tasks) are provided special accommodation plans so that they may have access to and receive an appropriate education. Referrals for evaluation of a student's individual education needs can be made via consultation with the student's guidance counselor and the school psychologist.

Section 504
Implementation of Section 504 of the Rehabilitation Act of 1973 is the responsibility of Mukwonago's general public education system. Learning is considered a major life activity for children and youth. The educational needs of Section 504 handicapped students must be addressed by the staff and the regular education programs/curriculum of each school. Students who are Section 504 must be provided accommodations to meet their needs as adequately as the needs of non-handicapped students, be provided opportunities to participate in academic and non-academic school activities as well as extracurricular programs/services on the same basis as afforded to non-handicapped students. Staff, students or parents may contact the school psychologist for assistance in determining student eligibility for accommodations.

Homebound Teaching
A homebound instruction program is a program for children with disabilities which a teacher serves students in the home or hospital. Enrollment in the program requires:
• A physician's statement on a prescribed form declaring the child physically or emotionally unable to attend school.
• The physical or emotional incapacity to attend school shall be anticipated as continuous over 30 days.
• The ISP team shall recommend that homebound instruction is the most appropriate program to meet a child's exceptional education need.
• The child with exceptional education need shall be formally enrolled in the public-school system during the period of instruction in the homebound program.

The student must be referred for homebound to the Director of Pupil Personnel Services. The Director will then appoint an Individual Services Plan Team (ISP team). If the ISP team recommends homebound services, members of the team will develop an individual educational plan which specifies goals, objectives, days and hours of instruction. The team will offer program placement to the parents (or student if 18) and upon written parental consent to program placement, will assign a homebound instructor.
Student Activities
The purpose of the Student Activities Program is to give students an opportunity to combine the various aspects of their academic learning into personal action. "Life, the living process, has no academic majors." Student Activities offer young people a place to try out their academic skills in a community-like environment. Here is the making of values and personalities that no single classroom can ever offer. Student Activities present the student with real situational challenges. It has decisions to be made and problems to be solved that involve the possibility of success or failure. Complete your total education. Select an activity and pursue it with active learning.

Fundraising is recognized as part of many school activities. Funds raised by members of activity groups are to be used for school related and/or club related activities which may include funding of staff. All profits become part of the group's treasury and are marked for appropriate disbursement by the group advisor pursuant to school policy. Only activities approved by the Activities Director and listed on the MHS fundraiser calendar may be conducted through a club or team.

Activity Pass
Those students wishing to utilize the activity and sports programs at Mukwonago High School may purchase an Activity Pass. It will admit the student to home athletic (except WIAA playoff contests) events. Passes will be sold at events.

Adult and student pass for ten or twenty sports events are available. They entitle holder admission for regular home contests at a reduced rate and are purchased at the first home contests. Passes are honored at all MHS home sports events. Also, part of the membership in the all-sports booster club includes a multiple sports pass.

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

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

Smoking is not permitted on the school premises and all school policies are in effect at all dances, including prom.

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

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

Admittance will not be allowed after 9:45 p.m. at dances beginning at 8:00 p.m., and the dance will end at 11:00 p.m. Admittance will not be allowed after 10:15 p.m. at dances held after games and other activities and the dance will end at 11:30 p.m. (Prom is an exception.)
**Homecoming**
Criteria for eligibility for homecoming court:
- A. Member in good standing of Senior class
- B. No athletic code violations pending or filed
- C. No pending or filed referrals for current school year; also, no referrals from previous semester II.
- D. No P or N attitude effort grades from previous semester II

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

**Prom**
Criteria for eligibility for Prom Court:
- A. Member in good standing of Junior class
- B. No pending or filed referrals from current school year.
- C. No P or N attitude effort grades for current school year.

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

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

1. **Nature:** A club or activity’s major purpose must be consistent with the school district mission and be directed toward physical development, mental development, service, career, or academics.

2. **Interest Level:** There should be at least 15 students committed to joining a new club or activity before it will be given consideration. If a club or activity drops below 10 members, that club or activity should be reviewed at the first meeting or practice. A report must be made to the Activity Director before continuation is given.

3. **New club requests after January 2004** will be at no cost to the school district.

4. **A club will be defined as:** An organized group of students whose activities are concomitant to the local school program with an emphasis on educational, civic and leadership activities. Clubs must have an organizational structure, program of work, and the bylaws should include:
   - purpose
   - membership
   - voting
   - officers
   - finances and dues

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

5. **An Activity will be defined as:** An organized group of students whose function and purpose is concomitant to the local school program. Activities must have a chairperson/advisor.

6. **Evaluation:** The building administration and Activities Director will jointly review requests for club status on the basis of criteria outlined above. Decisions will be based on the primary purpose of an organization; secondary purposes will not enter into the decision.

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

**Extracurricular Activity Programs/School-Sponsored**
An extracurricular activities program shall be offered to students in the schools in the district. Participation in school sponsored extracurricular activities shall be in accordance with established school and activity rules. Students with outstanding fees and fines shall be denied participation in extracurricular programs.

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

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

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

**Student Government**
Students involved in Student Government give up their study hall to be part of the program meeting first hour.

Programs the Government works on include:
- Homecoming - Spirit Week, Pep Assembly, Court, Parade, and Dance;
- Bloodmobile - 2 per year;
- Activities Scholarship;
- Teacher Appreciation Programs;
• Assist with Career Night;
• Organize the Announcement Board;
• Conference Council Committee;
• Handle morning announcements
• Work with student related issues;
• Attend Board meetings;
• Meet with the Superintendent as necessary;
• Coordinate the Honor Pass program;
• Work as liaison to the administration in areas of complaints.

Student Government is made up of a minimum of 5 representatives from each class and has 4 internally elected officers.

Student Government Assembly - Each semester one representative and one alternate will be elected in each first period class. At least once a month these students will meet period 1 as an assembly to discuss issues pertinent to the student body as to assist Student Government with a specific project. The time of the election will be announced each semester by the Student Government Advisor and a calendar of meeting dates will be set by the Student Government.

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

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

3 VS 3 Basketball
A fee is charged. Open to any MHS student on Monday and Wednesday evenings in January and February.

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

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

We also encourage you to spectate. Support and appreciate excellence in athletic skill. Back your school, your teams and your fellow students with the pride and the respect that they deserve and you represent.

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

Copies of the athletic code of conduct are available in the Athletic Office.

Sportsmanship
The Classic 8 Conference promotes good sportsmanship which is essential to a successful high school extracurricular program. The elements of fairness, courteous behavior, and gracious acceptance of positive human relations must be a priority.

With these objectives in mind, the Classic 8 Conference shares the following fundamentals of sportsmanship:
• Respect is to be shown opponents at all times.
• Officials are to be accorded respect at all times. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
• The rules of the contest are to be known, understood, and appreciated. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
• Self-control must always be maintained. A prerequisite of good sportsmanship requires one to understand his or her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
• Skill in performance regardless of affiliation is to be recognized and appreciated. Applause for an
opponent’s good performance is a demonstration of generosity and good will that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

Scholar Athlete Awards Program
Purpose: To recognize athletes for their academic accomplishments.

Criteria:
- The student athlete must finish at least one sports season during this current school year in good standing.
- The student athlete must be maintaining a 3.25 cumulative grade point average or better to qualify.
- The recognition/awards ceremony for 9-12 graders is scheduled for late April.

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

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

Athletic Academic Requirements
1. More than one F in the latest grading period disqualifies a student from eligibility. (Eligibility again may be restored after fifteen school days if improvement is documented.)
2. Students missing classes because of athletic activities are responsible for submitting tests, homework, projects, etc. prior to the absence or arrange a suitable make-up agreement with the teacher.
3. Specific academic and behavior code details are available in the Athletic Office and are available to individual players at the start of a season by their coach.
4. Specific WIAA transfer and residence eligibility rules are available at (www.wiaawi.org).

WIAA and Classic 8 Athletics

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<td>Downhill Ski Race</td>
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<td>Wrestling</td>
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*Girls Swim Co-op with Waukesha South
*Boys Swim with Waukesha West
*Girls Hockey with Brookfield Central
*Boys Hockey with Kettle Moraine
Home / School communication is very important to student success. Parents can bring concerns/complaints to the attention of teachers, administration and or the school board. Information on how to resolve concerns and or file complaints is available on the district website www.masd.k12.wi.us under the following links:

**Parents / Students> Annual Notices**

http://www.masd.k12.wi.us/parents-students/masd-annualnotices.cfm

**Parents / Students> Parent Workshops and Resources**

http://www.masd.k12.wi.us/parents-students/masd-parentworkshops.cfm


**DISTRICT>School Board >Board Policies**

http://www.masd.k12.wi.us/district/masd-boardpolicies.cfm