

# **MARKESAN**

## **MIDDLE SCHOOL HANDBOOK**

### **2020-2021**



MARKESAN MIDDLE / HIGH SCHOOL  
100 E. VISTA BLVD  
MARKESAN, WI 53946  
920-398-2373  
[www.markesan.k12.wi.us](http://www.markesan.k12.wi.us)

**Markesan District Schools does not engage in prohibited discrimination on the basis of any protected classification identified in state and/or federal laws, including, but not limited to, race, color, national origin, sex, disability, or age in its programs and activities, including in employment. The Board has designated the following individual(s) to address the District's non-discrimination policies: Guidance Counselor(s), Markesan District Schools, 100 East Vista Boulevard/PO Box 248, Markesan, WI 53946; telephone: (920) 398-2373. For further information on non-discrimination, contact the Office for Civil Rights, U.S. Department of Education, Chicago Office, 500 W. Madison Street, Ste. 1475, Chicago, IL 60661-4544; telephone: (312)-730-1560; TDD: 800-877-8339; email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)**

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## Markesan Middle School Student Handbook

### WELCOME

Welcome to another exciting year with the Markesan School District. The Markesan Board of Education (BOE), Teachers and Administrators are unified in their dedication and passion to create the best educational opportunities for you, our Markesan students.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the year. This handbook summarizes many of the official policies of the BOE and the District. To the extent that the handbook is ambiguous or conflicts with these policies, the policies shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your guidance counselor, principal, or other individual as identified on the Whom Shall I Contact list found at the back of this publication.

In the handbook *'you'*, *'your'*, and *'student'* refer to a child/young adult attending Markesan Middle/High School. "Parent(s)" is defined to include guardians and other responsible adults. When you sign the agreement form it is in reference to this full version of the student handbook.

# ***Markesan Victory School Song***

(To the tune of the Notre Dame Victory March)

Eunice Neumann

We're faithful to you, Markesan High  
We shout your praises up to the sky  
Hear our cheers ring far and near  
Cheer for our High School, loud and clear  
We love our colors blue and gold  
Your fine traditions we will uphold  
Ever onward, ever free,  
Oh, lead us to victory



### **WHOM SHALL I CONTACT**

We encourage you to contact us whenever you have a concern. If after making the initial contact you feel you need more clarification, contact the next person listed. If you care to pursue your question/concern further, make the third, and if necessary, the fourth contact. All Contacts can be made by calling Markesan District Schools 920-398-2373.

| <b><u>QUESTION/CONCERN</u></b>                            | <b><u>1st CONTACT</u></b>                 | <b><u>2nd CONTACT</u></b>                 | <b><u>3rd CONTACT</u></b>      | <b><u>4th CONTACT</u></b> |
|---|---|---|--------------------------------|---------------------------|
| <b>CLASSROOM CONCERNS</b>                                 | Teacher of the class                      | Guidance Counselor                        | Principal                      |                           |
| <b>STUDENT SCHEDULES</b>                                  | Guidance Counselor                        | Principal                                 |                                |                           |
| <b>FUTURE PLANNING, COLLEGE INFORMATION, SCHOLARSHIPS</b> | Guidance Counselor                        | Principal                                 |                                |                           |
| <b>STANDARDIZED TESTS</b>                                 | Assessment Coordinator                    | Guidance Counselor                        | Principal                      |                           |
| <b>EVENT OR ACTIVITY QUESTIONS</b>                        | District Website                          | District Secretary                        | Activities Director            | Principal or Coach        |
| <b>BILLING AND FEES</b>                                   | Guidance Counselor                        | Principal                                 | Business Manager               | Superintendent            |
| <b>SCHOOL CALENDAR</b>                                    | District Secretary                        | Principal                                 | Superintendent                 |                           |
| <b>CLASSROOM DISCIPLINE</b>                               | Teacher of the class                      | Principal                                 | Superintendent                 |                           |
| <b>DISCIPLINE NOT RELATED TO A CLASS</b>                  | Principal                                 | Superintendent                            |                                |                           |
| <b>BUS ROUTES</b>   | Bev McElroy -                             | Busing Coordinator - Elementary Principal | Superintendent                 |                           |
| <b>OTHER BUSSING QUESTIONS</b>                            | Busing Coordinator - Elementary Principal | Bus Company                               | Superintendent                 |                           |
| <b>SPORTS / ACTIVITIES</b>                                | Coach or Advisor of the sport/Activity    | Activities Director                       | Principal                      | Superintendent            |
| <b>ALCOHOL/DRUG ABUSE QUESTIONS</b>                       | Guidance Counselor                        | Principal                                 | Police School Resource Officer |                           |

**IF YOU CANNOT DETERMINE WHO TO CALL, PLEASE CALL THE MS/HS OFFICE AT 920-398-2373.**

## ACADEMICS

### HONOR ROLL POLICY

You qualify for the honor roll on the basis of your quarter grade point average. It is based on the following numerical value:

|                                 |                  |                  |                  |  |
|---------------------------------|------------------|------------------|------------------|--|
| 1 credit of <b>A = 4 points</b> | <b>A =</b> 4.00  | <b>A- =</b> 3.67 |                  |  |
| 1 credit of <b>B = 3 points</b> | <b>B+ =</b> 3.33 | <b>B =</b> 3.00  | <b>B- =</b> 2.67 |  |
| 1 credit of <b>C = 2 points</b> | <b>C+ =</b> 2.33 | <b>C =</b> 2.00  | <b>C- =</b> 1.67 |  |
| 1 credit of <b>D = 1 point</b>  | <b>D+ =</b> 1.33 | <b>D =</b> 1.00  | <b>D- =</b> .67  |  |
| 1 credit of <b>F = 0 points</b> |                  |                  |                  |  |

You are recognized at three levels of achievement:

- ❖ **Highest Honors** (3.75 – 4.00)
- ❖ **High Honors** (3.50 – 3.74)
- ❖ **Honors** (3.25 – 3.49)

### REPORT CARDS AND GRADING

**Report cards are issued as soon as possible after the close of each quarter.** It is important that you review your report card with your parents. You may receive individual course narrative reports which are enclosed with your report card. Midterm progress reports will be sent home well in advance of your report card if you are doing a quality of work that could possibly lead to a failing grade or your progress is considerably less than your capabilities.

Policy 5420/5421

### COMPUTERIZED GRADING SCALE

|                 |                 |                 |                 |               |
|-----------------|-----------------|-----------------|-----------------|---------------|
| I=Incomplete    | 87-89 <b>B+</b> | 77-79 <b>C+</b> | 67-69 <b>D+</b> | 0-59 <b>F</b> |
| 94-100 <b>A</b> | 84-86 <b>B</b>  | 74-76 <b>C</b>  | 64-66 <b>D</b>  |               |
| 90-93 <b>A-</b> | 80-83 <b>B-</b> | 70-73 <b>C-</b> | 60-63 <b>D-</b> |               |

All of your grades, disciplinary history, attendance, medical information, lunch balance, etc. are viewable by parents/guardians online through the district website using Parent Portal® This service is accessible through the district website: <http://www.markesan.k12.wi.us>.

### HOMEWORK

Homework is an extension of the learning that occurs during the school day. Students can expect to have assignments that are required to be completed overnight or that apply a learning concept over an extended period of time. Homework is one tool utilized by teachers to assess student understanding at a given point in time. As a result, it is imperative that students complete their homework when expected; as late or incomplete assignments make it difficult for an instructor to gauge student growth and determine instructional goals for subsequent lessons. It is our goal to help students find success not only academically, but in building responsibility

and accountability- two traits that are extremely important in their future careers. With this in mind we have developed this homework policy.

1. **Homework is expected to be turned in on the due date. (Note: Students should refer to each individual teacher's classroom policy with regards to how missing/late assignments are handled.)**
2. When you (the student) come back from an absence (1-2 consecutive days), you will have two school days to make up the work missed. During your absence you are encouraged to contact the school to arrange for picking up missed work.
3. If you are on an extended absence (3+ consecutive days) you will be asked to create a plan for each class to make up the work missed. The plan must be met with individual teacher approval.

## **MISSING ASSIGNMENTS**

Assignments may not get done for any number of reasons. However, if an assignment is not completed, a student may miss out on an important part of the learning process. We care deeply that each student is afforded an opportunity to demonstrate their knowledge; therefore, the following steps will be taken for students needing extra time/assistance with assignments:

- Teachers may contact the study hall supervisor and/or advisor with names of students who are behind in their assignments. Students will be provided a space in the study hall to complete these assignments before being permitted out on hall pass.
- If more time is needed, students may be assigned an academic detention to finish incomplete assignments.
- Administration reserves the right to consider other means of supporting students who continually struggle to complete their work.
- If a student fails to complete his/her work despite the school's efforts to support him/her then this student may receive no credit for the assignment(s) which may result in a no mark or F for the class and a loss of credit.

Policy 2330

## **INCOMPLETE GRADES**

If you receive an **"I"** for incomplete work in a course, you will normally be given a maximum of two (2) weeks for make-up work to be completed, at which point a final marking period grade will be assigned. Extended illness and other extenuating circumstances may be considered by the administration when scheduling for the completion of course requirements. Please note that missing essential assignments may cause a student to fail to receive credit for a course.

## **PROMOTION, PLACEMENT & RETENTION**

Promotion depends upon your meeting grade level course requirements and the recommendation of our professional staff. Not only do you need to show competency with the instructional benchmarks for the present grade, but also, demonstrate social, emotional and physical maturation necessary for successful learning experience in the next grade.

Policy 5410

## TEXTBOOKS

### BOOK COVERS

You may wish to make your own book cover. Covers are recommended because you are responsible for the condition of your books. Fines will be assessed if damage is more than what is considered normal wear and tear.

### TEXTBOOK FINES

You are not expected to buy your textbooks; however, fines will be issued using the following schedule if more than normal wear is evident (based on condition when text was issued).

- A. **New Books**: used for the first time
- B. **Good Condition**: Nearly new condition; clean pages, cover and binding in new condition, no torn, marked or soiled pages
- C. **Fair Condition**: Reasonably clean cover and pages, cover possibly slightly faded or soiled, few marks or erased pages, binding in very usable condition – no pages missing
- D. **Poor Condition**: Pages and cover could be soiled or worn – possibly marked pages, binding loose with all pages intact – may have wrinkled pages or torn covers

### LOST/DEFACED BOOKS

If you lose or deface a book, you will be assessed a fine equal to the value of the book when issued.

- A. **New**– 100% of replacement cost
- B. **Good Condition** = 75% of replacement cost
- C. **Fair Condition** = 50% of replacement cost
- D. **Poor Condition** = 20% of replacement cost

## STUDY LAB GUIDELINES

Study time is an important part of your school day. This is a time when you have access to reference materials that may not be available to you at home. It is also a time to complete much of the assigned work due the next day. When study time is used properly, you may finish most of your homework assignments in school, or substantially reduce the amount of time needed to complete the assignments at home. To insure that you are afforded a positive study environment, the following guidelines are in place for study halls:

- Arrive on time to the study lab room.
- Follow classroom rules put in place by the supervisor.
- You need to bring enough work or reading material (always bring reading material in the event you finish your work early) for the whole period. If you do not have enough work for the whole study period you may be sent to your locker to get additional work. You need to be seated when the final bell rings.
- Attendance will be taken each period.

- Restroom privileges will be allowed unless you have made poor choices resulting in restrictions.
- After attendance is taken, you may show your pass and go to any assigned activity responsibility you may have that day. You will not be allowed to play games or cards in the study hall.
- You will be allowed to use the library during study periods only if you need the resources of the library to complete your work – otherwise you are expected to remain in study hall. Note: If you are behind in homework, you will be expected to complete assignments before going out on hall pass.
- The supervising teacher will issue passes only; the study hall supervisor will never issue a pass with the exception of restroom or library.
- A parent/student/principal conference may be requested for students who continually find it difficult to follow the above guidelines
- Peer tutoring and cooperative group work will be allowed with the permission of the supervisor, otherwise visiting and talking will be held to a minimum.
- Students may not use personal electronic devices during study hall.
- Students caught playing electronic games during study hall will lose computer privileges during the study hall hour.

## **LIBRARY GUIDELINES**

The library has been provided for your use. If you cannot find what you are looking for, please ask!

- **Maintaining Silence** is a must at all times so others may use the library in a quiet setting.
- Maintaining order is vital.
- Return all magazines, books and chairs to their proper places.
- The library is not a study hall.
- Your studying should be done in the room assigned to you as a study hall, unless you will need resources from the library.
- You will be assessed a fine for lost or damaged books.

Library conference rooms are available for your use through the Media Specialist.

*Library use is a privilege.* By maintaining positive expectations you will ensure continued access to the library.

## **ATTENDANCE (Policy 5200)**

The reason behind our state and district attendance policies is to ensure your academic success. When you are at school on a regular basis, you have a much greater chance of succeeding then when you are not here.

## **WISCONSIN STATE LAW ON SCHOOL ATTENDANCE**

According to Wisconsin Statute (Section 118.51), the parent or guardian is responsible for ensuring that you attend regularly until your 18th birthday. In order for an absence to be considered excused, the parents/guardians must notify the school *prior* to your absence. It is expected that excuses are written and sent within 48 hours of the absence (Parents can still

call, but we still need to have written documentation for the absence). Beyond this time frame students will be marked as truant, and notes (either parental or medical) will not be accepted.

## GENERAL ATTENDANCE STATEMENT

The purpose of policy relating to regular school attendance is as follows:

**State law requires that you attend regularly and those parents/guardians having children between the ages of six and eighteen years...**

→ under their control shall cause those children to attend regularly during full periods and hours when school is in session (Wis. Compulsory School Attendance 118.15).

**Under Wisconsin Compulsory Attendance Law (Wis. Statute 118.16), parents do not excuse students, only the school administration, ...**

→ which is so designated by a properly elected school board, may excuse students. Parents can only request that the absence be excused. If you are unsure whether the reason for an absence is acceptable, call the school before the absence or before plans are made.

**If you have reached eighteen.** ... years of age *during the school term (year)*, you are required to attend regularly during full periods and hours when school is in session with the exception of the **ten opportunities** allowed under state law 118.15 if you wish to continue as a student of Markesan High School.

- ★ You and your parents can sign a '**contract**' with the school so that you can write your own notes and act as your own 'adult' as long as you meet **certain criteria**. If you fail to meet any of the criteria you can no longer write your own notes.
- ★ If you don't attend an adequate number of days, you will find difficulty in earning credits, which may lead to you not meeting graduation requirements.
- ★ If truancy becomes an issue, students will face the same disciplinary consequences as all other students.
- ★ If a student becomes habitually truant (5 or more trancies), (s)he may be asked to sign a contract in which future trancies will cause a student to be withdrawn from the Markesan School District.

## ATTENDANCE EXCEPTIONS OR EXEMPTIONS

### PARENT EXCUSED ABSENCES

Exemptions under state law 118.15 (3) (c) give parents the authority to approve a son's/daughter's absence up to **ten (10) opportunities** per year. All excused absences shall either be approved prior to the absence or in writing within 48 hours upon the student's return.

### EXEMPT ABSENCES (Excused)

The Board recognizes the following as approved excuses beyond the ten (10) parent excused opportunities:

- Religious Holiday

- Illness with a written medical excuse provided by a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner (business cards not accepted for proof of appointments). Students must have visited with the physician in order for the excuse to be granted. A copy of the medical excuse must be provided to the office immediately upon the student's return to school. Notes received late may not be honored as a medical excuse. In cases of multi- day absences due to medical needs, the school may request permission to speak with the respective physician.
- A death or funeral in the immediate family or for close relatives
- A court appearance or other legal proceedings
- School ordered suspensions
- Professional appointments (i.e. dental, physician, optometrist, etc.) If you have a dental or doctor appointment, present your appointment card or permission slip (signed by your parents) to the office. Be sure to sign out in the office before leaving the building. Whenever possible, make your appointments during your study periods or days off. Administration/Attendance Officer will have discretion to excuse professional appointments only for the portion of the day in which the appointment is scheduled.
- Emergency in the family
- Approved school activity
- Special circumstances approved by the school administration.

## **UNEXCUSED ABSENCES**

Absences from school for reasons other than those listed above as determined by administration

Some common examples of unexcused absences:

- Errands
- Absences beyond those allowed for prearranged absences by parents
- Shopping, Haircuts, Running late, Overslept
- Car problems

## **SIMPLE TRUANCY**

Wisconsin Statute 118.16 defines truancy as any absence of **all or part** of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of S.118.15

## **HABITUAL TRUANCY**

Wisconsin Statute 118.18 defines "**Habitual truant**" as a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held. If an absence is recorded as truancy, school officials will:

- ➔ Establish and give notice relative to detentions associated with the act(s).
- ➔ Start a record that will lead to legal action if the truancy becomes a habitual truancy, which involves notifying the student's parent or guardian of the unexcused absence and reminding parents of their responsibility.
- ➔ Notify the Police Liaison Officer for possible municipal truancy citations.

## EXTENDED ABSENCES

### EXTENDED MEDICAL ABSENCES

**Only a doctor's excuse** justifies an extended absence of more than five (5) consecutive days from the classroom over and above the ten (10) opportunities allowed per year. If you have extended medical leave, you are responsible for contacting all of your instructors to obtain missed homework and get help in completing assignments

### EXTENDED LEAVE ABSENCES

In the event you require an extended period of absence, it will be necessary to obtain special approval from the school for such absence. The following policy is to be observed if you plan to be absent for an extended period of time:

***The request must be made to the principal in person or in writing before you leave school.***

- This request should indicate the approximate period of absence.
- Material to be covered during the absence should be acquired (as much as possible) before you leave.
- Tests and other special projects covered by the class during the time of the absence must also be made up within a reasonable time frame agreed upon by the teacher and student.
- Special consideration must be given by the principal to absences covering more than seven (7) school days, and consideration will be given in line with board policy regarding absences.

### RESPONSIBILITIES CREATED BY EACH ABSENCE

You and your parents should understand that make-up work can't replicate all activities conducted during a class period. Parents are asked to support school absence policies. Absences can adversely affect performance on your assignments and your final course grade.

### PARENT

It is the responsibility of your parents to ensure regular attendance as required by State Law. *Parents are expected to call the school office* on the morning of your absence or *provide written explanations* for your absence(s) in advance of the absence(s) when possible or **within 48 hours** upon your return to school. Parents can log-on to *Parent Portal*® on the district website, e-mail, or leave a message on our voice mail 24 hours a day 7 days a week (920-398-2373). However, it is important that the school still receive a written note for a record of the attendance excuse.

- **All absences** are recorded as **unexcused**, until an approved excuse is received from your parents.
- For an absence beyond 1 (one) day, parents may request work to be collected from the teachers.
  - Requests should be made by **11 a.m.** to allow time to gather all the needed materials.



## STUDENT

In order for us to provide you with the best education possible, it is vital that you attend all classes as assigned on a daily basis. You need to submit a written excuse from your parents or have your parents call the office on the morning of the absence (a written note is still needed for school records).

## TARDINESS

Unexcused tardiness to school or to classes shall come under the direct authority of the classroom teacher. Parents may excuse their son/daughter a **maximum of 3 times** for tardiness for the first class of the day. Parents may not excuse their child for periods after the child's first class. Students are expected to be in class on time. Instructors will record an unexcused tardy with hourly attendance procedures.

**Unexcused tardiness beyond 12 minutes** shall be considered an absence. Students are given three unexcused tardies per year. The following is a guideline of consequences for tardies and is subject to change depending on the circumstances of specific cases.

### **Tardies**

Tardies 1-3:

Tardies 4-10:

Tardies 11-20:

Tardies 21+:

### **Consequence**

Warning

30 minute detention

90 minute detention

Referral for refusal to comply may result in the following:

- Parents notified
- Conference with student and/or parents
- Additional detentions assigned
- Loss of privileges
- In-school suspension
- Other consequences may be chosen in addition to or in place of the preceding list.

## SCHOOL DAY – DEFINITION

By state law, the school day extends for all *“full periods and hours”* of the school day. This includes the periods of bus transportation. The regular school day normally begins at 8:00 A.M. and extends through the end of the day at 3:25 P.M.

## INCLEMENT WEATHER SCHOOL DELAY/CLOSING

The decision to close or delay school will be made around 6:15 A.M. The decision to close school will be made from the evaluation of the school board members, school administration, transportation contractor, the Green Lake County Sheriff's Department, and Green Lake County Highway Department. The following media outlets will carry school delay or closing information:

- School Messenger System
- WMTV Channel 15 – Madison
- FOX Channel 11 – Green Bay

- The district's telephone messaging system {dial the district number (920-398-2373) after contact press "5"}

### **ARRIVAL AT SCHOOL (Student)**

**You should enter the building after 7:45 A.M.** ... unless under the direct supervision of a teacher. If you are a high school student and on *occasion* you are a little early, feel free to study and read in the cafeteria area before 7:45 A.M. If you walk from home you should regulate your time accordingly. In case of inclement weather, adjustments will be made. If it is necessary that you come to school earlier than the above times, it is expected that your parents will contact the school to discuss the situation. If you are in Middle School and arrive early, remain in the HS cafeteria until the first bus arrives unless you are scheduled to meet with a staff member prior to 8:00 A.M.

- ★ *Exception: On 2 hour late start days due to weather you should arrive at 9:45 A.M. Stay in the above stated areas if you arrive early.*

### **ARRIVAL AFTER THE SCHOOL DAY STARTS (Student)**

\*You must sign in at the office if you report to school late.

\*You must present a parent excuse to the secretary.

Policy 5230

### **AFTER SCHOOL HOURS (Student)**

You should not be in the building after 3:45 P.M. unless you are involved in extracurricular activities or accompanied by a staff member or chaperone of a reported event. If for any reason you have to return to the building after 3:45 P.M., stop at the office and state your business.

### **EARLY RELEASE DAYS**

All students must be out of the building by 1:00 P.M. on scheduled early release days.

### **LEAVING SCHOOL PROPERTY**

Students are only allowed to leave school property with prior authorization.

- ***You must present a written request (which has been signed by your parents) to the office and sign out in the office prior to leaving school,*** or the office must receive a phone call from your parents prior to you signing out.
- **All students must sign out in the office before leaving the building**
- You must present your blue building pass to the security person upon leaving the school building.
- You are not to run errands for teachers. (Note: Students are permitted to leave the building for open campus lunch)
- Parents are asked to only write notes requesting permission for you to leave school property if it is absolutely necessary. Notes may be verified by the secretary or school administration through a phone call to the parent.
- Failure to follow these procedures will result in disciplinary action.

## HEALTH ROOM USE

You must have a signed hall pass in your possession and present it to the secretary before receiving permission to use the "Health Room" in cases of illness. Under normal situations, your parents will be called to pick you up if it appears there is a need for a lengthy stay in the "Health Room".

## VISITORS

Student visitors are not allowed during class times.

Policy 9150

## BEHAVIOR EXPECTATIONS

A major function of the public school system is the development and preparation of youth for citizenship in our community. Effective and successful schools help you make good decisions and learn from your poor choices. We want you to develop into an educated and responsible citizen, which requires an overall respect for yourself, those around you, and the community and country in which you live.

Because public education is an opportunity for all pupils, the school must create and enforce rules and regulations for protecting this opportunity. It is the school's responsibility to see that those rules are fair to you as well as to the entire student body. It is with this philosophy in mind that policy and procedures were created.

Respect for people and property is the basic cornerstone of organized society. The following categories of respect serve as the foundations of Markesan District School's approach to discipline. Through your choices you reflect your own self-worth. Better positive choices reflect a healthy self-concept and your ability to focus on others instead of yourself.

- ★ **Respect of Self:** Self-respect is the most important. It is extremely difficult to respect others if you don't respect yourself. Respecting yourself includes such things as choosing good personal grooming, neatness and cleanliness as it pertains to your person and your immediate personal surroundings (locker, room, car, etc.)
- ★ **Respect of Adults:** Respect for adults reflects a willingness and choice to learn from their knowledge and wider experiences.
- ★ **Respect of Children:** Children deserve respect that comes with patience and understanding of their special needs.
- ★ **Respect of Peers:** Peer respect means choosing to treat people with whom you associate fairly and with dignity.
- ★ **Respect of Property:** The word property covers many things from pencils and books to computers and buildings. Respect means choosing to use another's property with permission and handling it with care while in your possession.
- ★ **Respect of Country:** Recognizing our country's symbols, the flag, national anthem, etc., is a way of demonstrating respect.

## PERSONAL GROOMING AND DRESS

The Markesan Middle/High School is in the business of education and believes highly in the potential of each and every one of you. Proper and appropriate clothing helps maintain a healthy component of a respectful learning environment and is consistent with the district's educational mission. To maintain an effective and successful learning environment the following stipulations are in place. With this in mind, you are expected to use good judgment in selecting appropriate clothing to wear at school. It is an expectation that you wear clothing that fits properly, is neat, and is not so revealing as to cause a distraction.

1. For health and safety reasons, shoes or sandals must be worn (no bare feet or socks only or slippers).
2. Outer apparel is not to be worn indoors unless you have special permission from the instructor or nurse (this includes hats, hoods, bandanas, blankets, all jackets or coats and sunglasses).
3. Clothing or articles displaying obscenities, suggestive slogans and/or images, nudity, gangs, crime, violence, occult worship, slanderous or harassing material, encouragement of disruptive behavior, weapons displaying violence and/or illegal activity, beer/alcohol, tobacco, marijuana or other drug designs are prohibited.
4. Undergarments are to be completely covered at all times.
5. Altered shirts, spaghetti straps, see-through clothing; bare midriffs, torn or ripped clothing, chains, strapless and/or backless outfits, spandex shorts, and beachwear are prohibited. Shorts must be appropriate length for school.
6. You have the responsibility to wear safety or special purpose equipment whenever it is required.
7. Dress expectations for PE classes will be shared by the instructor.
8. Backpacks, book bags, duffel bags, purses, etc., or any item that could disrupt the educational process are to be placed in lockers and left there upon arrival at school. Keep these items in your locker until you go home. Under special circumstances, a staff member may grant an exception. This is for the safety of all students.

If you choose to dress inappropriately, you may be asked to call home to get a new outfit. If you have an outfit to change into, your parent(s) may be asked to pick up the inappropriate outfit.

**The administration or designee will use his/her discretion regarding these dress issues.**

If you choose not to comply, you will have no choice in receiving a consequence.

**Any student requesting an exemption from this provision for medical reasons must submit written verification from a health care provider. Any student requesting an exemption from this provision for religious reasons must submit written verification from parent/guardian.**

Policy 5511

## FACE COVERINGS

During the 2020-21 school year, students, staff, and visitors will be strongly encouraged to wear face coverings while in the school building. The District will also be enforcing any state mandates regarding face coverings. If you are unable to wear a face covering due to a medical or religious reason, please contact the District Administrator to discuss your situation and expect to be required to produce written documentation to support the request for an exemption. Please note that all such objections will be considered and evaluated on a case by case basis; that the District may not be able to grant all such requests; and that designs on face coverings worn in the school buildings and during school-sponsored events must follow staff and student dress code policies.

## SOCIAL BEHAVIOR

You, as a young adult, formulate friendships and learn to function in acceptable ways around other adults. Certain displays of affection (i.e. kissing, fondling, excessively close contact at lockers or other areas on campus) are inappropriate for a positive learning environment, and are unacceptable. If you are involved in such inappropriate behavior, you will be reminded that such behavior is unacceptable while on campus and will be subject to possible disciplinary action.

## BEHAVIOR AT EXTRACURRICULAR EVENTS

If you are removed from any activity by a police officer or school official, you will immediately become ineligible to participate as a spectator in any of the school's sporting events or to participate in any district sponsored extracurricular activities such as dances, fundraisers, etc. until a meeting is held between the principal, athletic/activities director, you and your parent/guardian. This restriction may continue for as long as one calendar year.

Policy 5855

## PUBLIC RELATIONS

The citizens of our district have provided you with wonderful educational opportunities here at the Markesan Middle/High School. With that in mind, it is only natural that you would respect those properties in the area of the school, by staying off their property and using sidewalks (including avoiding crossing over the creek), as well as redirecting fellow students who have a lapse in judgment or self-respect for themselves or others.

## CODE OF CONDUCT (STUDENT)

Under state statute (118.164) all employees of the school district may ***remove you from the learning environment*** if the code of conduct is violated.

## Reasons for justifying removal from the school setting

- Behavior that is disruptive, dangerous, or unruly.
- Behavior that interferes with the instructor's ability to teach and/or hinders other students' ability to learn.
- Behavior that violates rules and expectations as outlined in the student handbook.

## Result of Removal

- If you are removed from a classroom (*under normal circumstances*) the consequences will be:
  - Removed from the classroom for at least one period.
  - You will be subject to additional disciplinary actions.
  - You will be confined to the office, with no pass privileges (exception: restroom use) for a duration to be determined by the administration or designee.
  - Students will fill out a Removal from Class Form in the office.

## RESPECT CREED

*You should expect to be **treated with respect** so that you may treat others with respect.*

*Expect yourself to succeed, because we know you can do well.*

*Be an active member of your school **in a way that DOESN'T cause a problem** for anyone else.*

***If you CAUSE a problem**, you will be asked to solve it.*

*If you can't solve the problem, or **CHOOSE** not to, **then we will do something.***

*What we do, will depend on the **individual person and the situation.***

*If you feel something is unfair, respectfully bring it to our attention and we can discuss your concerns.*

## RESPECT VIOLATIONS – MINOR

Lesser indicators of a lack of respect include, but are not limited to such things as littering, misuse of the lunchroom, dress code violations, minor disturbances, not following classroom rules, failure to follow reasonable requests of school employees, running in the halls, and use of foul, abusive or profane language (used in a casual manner). These types of violations will be met with a verbal correction, and/or respect violation consequences.

## RESPECT VIOLATION CONSEQUENCES - MINOR

### Step 1

- Warning by staff member
- Removal from class
- Possible conference with Principal

- Possible after school or lunch detention assigned
- Possible parent contact

**Step 2**

- Warning by staff member
- Removal from class
- Closed campus - one week
- Conference with Principal
- Possible after school or lunch detention assigned
- Possible parent contact

**Step 3**

- Removal from class
- Closed campus - multiple weeks
- Conference with Principal
- Possible detention or in-school suspension assigned
- Possible parent contact

★ *If the behavior warrants, students can skip directly to Step 2 or 3.*

## **RESPECT VIOLATIONS - MAJOR**

**ILLEGAL SUBSTANCES**

- Possession or use of illegal substances and/or drug paraphernalia or classified inhalants.
- Possession or use of tobacco (including “Vapor”), alcohol, illegal drugs or drug paraphernalia on school grounds or during a school activity is prohibited. (Board Policy 5530/5512)

**FIGHTING**

- Any strike which causes any amount of physical discomfort.

**WEAPONS**

- No student will be allowed to bring any weapon on campus. Weapons consist of, but are not limited to guns, jack knives, blades, etc. (Board policy 5772). Students who inadvertently arrive at school with a weapon on their person, vehicle, or in their personal belongings have the responsibility to immediately notify administration. Failure to do so may result in disciplinary action.

**ACADEMIC DISHONESTY**

- This includes, but is not limited to, cheating on assignments or plagiarism.

**ALTERATION OF OFFICIAL DOCUMENTS**

- This involves, but is not limited to, changing grades, falsifying reports, etc.

**DISORDERLY CONDUCT**

- Abusive or obscene language directed at an individual, indecency, boisterousness, unreasonable loudness, threat of violence, or other disorderly conduct that tends to cause or provoke a disturbance. Certain vulgarity and inappropriate language doesn't need to be directed at anyone to receive a disorderly citation.

### **THEFT OR VANDALIZING PROPERTY**

- Taking or damaging another person's or school's property without permission.

### **PHYSICAL OR VERBAL HARASSMENT OF STUDENTS OR STAFF**

- Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Harassment shall also include any verbal or nonverbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation, or other characteristic, and any speech or action that creates a hostile, intimidating, or offensive learning environment.

### **HAZING**

- Hazing shall be defined for purposes of the district policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

### **BULLYING/HARASSMENT**

- Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being.

### **THREATENING BEHAVIOR**

- Threatening behavior consisting of any words, deeds or actions that cause anxiety concerning his/her physical and/or psychological well-being that intimidate a student or staff member is strictly forbidden. Any student, parent, visitor, staff member, or agent of the Board who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities.

### **REPEATED REFUSAL TO COMPLY**

- If you demonstrate a pattern of behavior and choices that indicate an inability to follow school rules or be a positive productive member of the student body the administration reserves the right to recommend expulsion.

## **VIRTUAL EDUCATION – Student Conduct**

The Markesan District Schools (District) expects students, participating in remote learning to follow school rules during virtual instruction and when interacting with staff and students in a virtual setting. Students may be disciplined for violating the Student Code of Conduct or this policy during virtual instruction even though the student is not present on District property.

### **Virtual Instruction Accountability and Internet Safety**

Virtual instruction requires students to access their educational program online. There are certain risks inherent in all online activities. Students must comply with the following standards and expectations to protect themselves and others.



- The District’s Acceptable Use policy applies to all students participating in the District’s virtual educational programs and online class activities.
- Use only one username and password.
- Use an appropriate profile picture for any virtual accounts.
- Do not share usernames or passwords with anyone. Each student is responsible for all activities associated with his or her username and password.
- Do not interfere with other student’s ability to access virtual instruction or disclose anyone’s password to others.
- Do not publicly post personal contact information, including the personal contact information for others.
- Do not use the District’s virtual instruction resources for any illegal activities, including the sale or purchase of illegal substances.
- Do not use District virtual instruction resources to send unsolicited emails not pertaining to class (i.e., SPAM).
- Do not use the District’s virtual instruction resources to access inappropriate programs, applications, or websites.
- Do not publicly share private messages from staff or others.
- Do not agree to meet in-person with anyone met exclusively on the internet.

### **Conduct During Virtual Instruction**

Virtual instruction is similar to in-person instruction, but presents unique opportunities and challenges. Students are expected to be engaged and courteous of others during virtual instruction and other class activities as they would during in-person instruction in a classroom. The District’s Student Code of Conduct applies to all students participating in the District’s virtual instruction and online class activities. Students are expected to obey the following standards and expectations, as well:

- Sign-in for virtual instruction and activities using the appropriate, designated username and password.
- Do not allow siblings or other members of the household to participate in virtual instruction unless authorized by the virtual class teacher.
- Review typed messages before sending them to remove easily misinterpreted language and proofread for typos.
- Private messages during instruction should be kept to a minimum.
- Engage in virtual instruction discussions in a respectful manner that abides by the following standards:
  - Avoid sarcasm, jargon, and slang;
  - Swear words are not acceptable;
  - Do not use images, “GIFs,” or “Memes” in place of written responses or comments unless specifically directed to do so by a teacher;
  - Focus responses on the questions or issues being discussed, not on the individuals involved.
- Do not make inappropriate comments verbally or via direct messages. Inappropriate messages include, but are not limited to; those that contain:
  - threatening messages or images;
  - insults or attacks of any kind against a person;
  - obscene, degrading or profane language or images;

- repeatedly sent unwelcome messages or images that harass the recipient; and
- material that is defamatory or intended to annoy, intimidate, or bully others.

If a student or his/her parent(s)/guardian(s) has any questions about the rules, standards, and expectations of applicable students participating in the District's virtual educational programs and online class activities, the student should contact the Principal immediately.

## **RESPECT VIOLATIONS CONSEQUENCES - MAJOR**

### **Step 1**

- Removal from class
- Parents/Guardians contacted
- Detention(s) assigned
- Closed campus - 4 weeks
- Possible in-school or out-of-school suspension
- Possible Police Liaison notified

### **Step 2**

- Removal from class
- Parents/Guardians contacted
- Closed campus - 6 weeks
- Possible in-school or out-of-school suspension
- Possible Police Liaison notified
- Possible expulsion process started

### **Step 3**

- Removal from class
- Parents/Guardians contacted
- Closed campus - indefinitely
- Possible in-school or out-of-school suspension
- Possible Police Liaison notified
- Possible expulsion process started

★ *If the behavior warrants, students can skip directly to Step 2 or 3.*

### **Normal Out-of-School Suspension(OSS) days for Major violations**

#### **Step 1**

- 1-3 days OSS

#### **Step 2**

- 3-5 day OSS

#### **Step 3**

- 5+ days

- ★ *Please note all OSS are reported to the District Administrator who has the authority to extend the number of days suspended.*

### **Other possible consequence for Major Violations**

- Student and/or parent liable for damages/restitution
- Alternative Educational Placement
- Change in student's schedule
- Articles/items confiscated
- Referral made to Guidance and Activities Director
- Further disciplinary measures as deemed appropriate given individual case, discipline history, and BOE policy

Violations will be investigated on an individual basis and consequences will be determined based on the evidence and other possible factors.

Policy 5500/5600

## **SHARING OF INFORMATION FROM LAW ENFORCEMENT**

A Law Enforcement agency may provide to a school, on its own initiative or at the request of a school district administrator, any information in its records relating to alleged misconduct by a student fourteen (14) years of age or older, enrolled in that school district, including: use, possession, or distribution of alcohol or a controlled substance, including illegal possession of a weapon, and or conduct that would be considered criminal if committed by an adult or any act judged delinquent by the court, 938.34 (4h) (a).

## **DETENTION**

Detentions are issued as a common method for you to have time to reflect on why you received the detention. It is to also serve as a deterrent from future poor choices. Detentions may be assigned for failure to complete school work.

- Detentions are served on **Mondays and Thursdays** in the detention room.
- Students must make every attempt to serve detentions immediately on designated detention days. (For example, if a detention is given on a Monday, it must be served on Thursday of that same week). Any exception to this must be approved by the administration.
- Other appropriate activities/times designed by a staff supervisor may be assigned by the school administration in lieu of scheduled detentions when the activity is viewed as appropriate as a result of the offense.

**Failure to serve** a detention assignment will result in one or more of the following:

- Additional detention time for failure to comply with school rules
- Loss of privileges
- Restrictions on computer/library use

***Continued failure to serve detentions will result in***

- In-school suspensions – this doesn't take away the detentions the student has missed unless designated by Administration.
- The administration reserves the right to issue these consequences based on the situation and the chronic nature of the student's disciplinary history (poor choices).

## **SAFETY AND SECURITY (Policy 8420)**

### **TORNADO WARNING**

Announcements will come from the office over the speaker system relative to tornado procedures. During the tornado season, we will plan to have at least one mock tornado drill, usually under the direction of the local emergency government. Designated shelter areas can be found posted in each classroom. Teachers will discuss "Take Cover" procedures with you in greater detail. If in doubt about procedures, ask a teacher for clarification.

### **FIRE DRILLS**

Fire drill directions will be posted near the exit in each room. Make note of these early in the year. Teachers will also take additional time to discuss fire drills with you. You can expect to have one per month.

- When the fire warning sounds, stand and walk quickly from the room; those nearest the exit will leave first. Leave your books and materials on desks. Do not carry them with you.
- Teachers will step into the halls to see that there are no hazards between their rooms and the outer exit to the building and to supervise the students.
- When the last student has left the room, the teacher will turn out the lights and close the door. Walk quickly, quietly, and in single file to the proper exit. Absolutely no running or pushing.
- After leaving the building, continue to walk away from the building to a distance of at least 150 feet.

### **EMERGENCY LOCKDOWN OR EVACUATION PROCEDURES**

All teachers are issued a crisis management binder including instructions for handling all types of emergency situations and evacuation routes. In the event of a situation requiring a "lockdown" or "evacuation" procedure, a verbal command will be given over the public address system. In this situation, be sure to follow the directions from your teacher.

### **SECURITY/INTRUDER POLICY**

To keep you safe and the staff safe ***all entrance doors (except for one door in the front foyer of the high school) will be locked. Doors are NEVER to be propped.***

## **MANDATORY REPORTING**

All teachers, administrators, school personnel are required under state and federal law to report any information, regarding a student when they suspect abuse, neglect or other physical and emotional harm to a student. This is in accordance with state statute 48.981(2).

### **Parent Portal®**

*Parent Portal®* allows you to access your information via the Internet. Some of the information you will be able to view are grades, medical information, lunch account balance, fees/fines/bills, attendance and disciplinary history. Any computer with an Internet connection will be able to access this information. Parent(s) need to contact Tom Bengry, network technician, and he will provide a username and password ([bengrtho@markesan.k12.wi.us](mailto:bengrtho@markesan.k12.wi.us)).

### **RECORDS (Academic/Health)**

Permanent records are kept for you. If you transfer to another school, a copy of your records will be mailed after we receive a "Request for Student Records" from your new school. You (and your parents) must check with the office to be sure that all bills have been paid and all library/textbooks have been returned before leaving the district.

## **MEDICAL/EMERGENCY RELEASE/PARENT & STUDENT AGREEMENT FORMS**

These forms must be turned in for students to have computer and open campus privileges. The deadline for these forms for the 2020-21 school year is September 4, 2020. Students who do not have these forms turned in by the deadline will have hall pass privileges, library privileges, and attendance/participation at co-curricular events suspended until those forms are turned in to the office.

### **SCHOOL FEES**

School fees are a minimal charge to partially cover textbook usage, locker use, physical education towel, supplies, etc. Fees are determined annually by the Board of Education and are subject to change when the necessity arises. NOTE: The fee covers normal usage; any unusual cost incurred due to misuse is assessed in addition to the fee. It is expected that all school fees be paid promptly at the start of each school year.

#### **School Fees for the 2020-2021 School Year:**

**\$25 – MIDDLE SCHOOL**

**\$40 – STUDENT ATHLETIC PASS (OPTIONAL)\***

★ *The student athletic pass permits entry into all non-tournament WIAA home events.*

Material costs may be assessed to students on an individual basis.  
Examples include:

- Band instrument rental/repair, reeds, valve oil, field trip costs, wood for industrial technology projects, computer discs, first aid binders for health class, etc.

Policy 6152

## **HOT LUNCH**

Hot lunches will be available to you. Lunch money may be deposited in the office. Students may inquire as to their lunch account balance by asking as they go through the lunch line, having their parents check through *Parent Portal*, or by inquiring in the office. Specific questions should be directed to Mrs. Drager (ext. 4108) in the Guidance Office. All lunches will be purchased through the computerized hot lunch accounting system and charged to the "*Parent Portal*". Students may have a variety of lunch options, at various costs to the parents (extra cartons of milk, occasionally we serve milkshakes, super lunch entrée, etc.). Students are issued a pin number for their lunch account. This number is not to be shared with other students. **All families must maintain a positive lunch account balance.**

**PARENTS, BE SURE YOU UNDERSTAND THE OPTIONS AND COMMUNICATE YOUR WISHES TO YOUR CHILD. ☺**

### **HOT LUNCH PRICES**

|                     |        |
|---------------------|--------|
| <b>6-12 LUNCH:</b>  | \$3.15 |
| <b>ADULT LUNCH:</b> | \$3.80 |
| <b>SUPER:</b>       | \$1.60 |
| <b>SALAD:</b>       | \$2.35 |
| <b>A LA CARTE:</b>  | \$1.00 |
| <b>EXTRA:</b>       | \$ .80 |

***\*MS students are not allowed to leave the building during their lunch period***

## **BILLS, OUTSTANDING**

You are expected to pay bills as soon as possible after they are incurred. You are reminded that all outstanding bills must be paid prior to attending special events (i.e. dances, prom, etc.), or participating in 8th grade promotion/12th grade graduation. In addition, students must have paid general fees and/or make regular payments towards all outstanding bills in order to participate in extracurricular activities.

## **TELEPHONE USE**

The telephone in the office is for school business only. In order to efficiently handle the demands of the office, the secretary cannot be responsible for relaying messages that are not considered an emergency. We ask that parents and students plan their day ahead, be organized so as not to create a problem for themselves as there are no guarantees that messages of a non-emergency nature get delivered to a student.

In the event that a student needs to make a call they must ask to use the telephone. If you consider it an emergency, the secretary or administration *may* give you permission. The

following are examples that are not considered legitimate reasons for using the phone: “asking if you may go home with another student”, “asking if you may go to a ballgame or other activity after school”, or “asking a parent to bring books or your instrument which you left at home”. The supervisor of an after -school activity will make a phone available for emergencies.

## **ELECTRONIC DEVICES AT SCHOOL**

**Cell phones and other electronic devices are not allowed in classes, including study hall/library, during regular school hours.** Students may NOT keep phones in their pockets. All devices are to be stored in the locker. Students are strongly advised to place a lock on their locker to secure their belongings. These items may be confiscated and the following consequences may be assigned:

- **1st offense:**
  - Warning
  - Students pick up device at the end of day
- **2nd – 4th offenses:**
  - 90 minute detention for failing to comply
  - Parent picks up device
- **5+ offenses:**
  - in-school suspension
  - Parent picks up device

★ *Students may not use electronic devices, including cameras, in bathrooms or locker rooms.*

Policy 5136/5518

## **PHYSICAL EDUCATION CLOTHES AND EQUIPMENT**

In addition to wearing clean athletic shoes, you are required to change into appropriate clothing for physical education class at the discretion of the instructor. You may lose participation credit for inappropriate clothing or forgetting your clothing for physical education class.

### **GYMNASIUM FLOOR**

You are required to wear gym shoes when participating in any type of physical activity in the gymnasium. You are to walk around the edges of the playing court when passing through the gym while wearing street shoes. **To avoid disagreement as to whether a certain type of street shoe is acceptable, we request that all students wear gym shoes.**

### **LOCKERS/LOCKS**

You are assigned a locker in the hall for books, coats, etc. To help yourself keep on time between classes, you will naturally want to keep your locker neat and orderly (and that is what is expected). It is your responsibility to report locker damage to the office. **Lockers remain property of the Markesan District Schools at all times.** You will be **charged \$25.00** if your locker is found damaged, defaced or left in poor condition (garbage, graffiti, excessive wear, etc.) or contains inappropriate or restricted items (soda bottles, cans, food).

Students are not permitted to use scotch or duct tape or any other difficult-to-remove adhesive to secure pictures or decorations to their lockers.

- School officials may conduct periodic general inspections of lockers. These checks may be made without notice, without your consent, and/or without a search warrant.
- School officials may search you, your belongings, your locker, and its contents and with “reasonable suspicion” for possible violations of school rules, local ordinances, state or federal laws. Wis. Stat. Sec. 118.325 codifies the school’s right to random searches of lockers.
- Students have no expectation of privacy with respect to personal items being stored in/on a locker. School officials may conduct random locker searches, including searching any personal belongings contained within (i.e. bags, coats).
- You are required to keep the same locker, unless given permission to move. Do not leave wallets, purses or other valuables in an unlocked locker.
- If you open a locker other than your own, you need to show proof why this action was necessary. If it is an unjustified reason, you may lose your locker privileges, and/or receive other consequences.
- School combination locks are required and must be placed on student lockers. Locks are issued from the office at no cost. Be very careful with your combination; do not share it with anyone. Only school locks are permitted.
- (Personal locks will be destroyed and removed by the custodian). If you do not return the lock at the end of the school year, or if it is defaced/damaged, a \$5.00 fee will be assessed.
- If you do not have a lock on your locker, you are taking a risk of having items stolen. The school is not responsible for articles lost or stolen from lockers.

Policy 5771

## **LOST AND FOUND**

Report all lost and found items to the office immediately. Lost and found items are posted with the announcements and may be claimed in the office. Items left in hallways, in the commons or on top of lockers are taken to the lost & found. All items are disposed of after a brief period of time.

## **ANNOUNCEMENTS**

Regular announcements will be shared with students during passing periods. Additional announcements may be sent via email to all staff. If unscheduled announcements are necessary, they will be made following the bell signaling the end of the class period. Passing time is a common time to call students to the office for messages or other important matters, so it is important to listen carefully to the announcements.

## **INJURIES/INSURANCE**

As a student of Markesan Middle/High School you are covered by a **supplemental insurance policy** at the district expense for *injuries sustained at school or at school activities*. However, in order to make sure that this plan will be effective, you must report the injury (or possibility of an injury) to the supervisor, and complete an accident form at the office (which must be signed by



the supervisor/coach/advisor) before you seek medical assistance. In the event of an emergency situation, the supervisor/coach/advisor will verbally report the injury to the office and complete the accident form as soon as possible following the accident. *No claims can be made on district insurance unless the office was notified of the injury prior to the treatment.* **Report all injuries to the staff member in charge or to the office immediately or as soon as reasonably possible.** Once you leave school property for the day, it may be too late to report an injury and receive district insurance coverage.

**SCHOOL DISTRICT PROVIDED INSURANCE IS SUPPLEMENTAL INSURANCE, NOT ALL COSTS RELATED TO AN INJURY MAY BE COVERED.**

Policy 5340/8760

## **MEDICATION POLICY**

**Before any prescription drug may be administered to you,** a Markesan District Schools “Medication Consent Form” must be completed by a parent and physician and presented to the office.

- All prescription medications are kept in a locked cabinet in the office.
- All prescription medications are distributed and recorded by the secretary
- All records are kept in a locked cabinet in the office.
- Your parents must bring any prescription or non-prescription medications to the secretary for storage along with written instructions from your parent or medical professional. Only then are you allowed to report to the office to take non-prescription/prescription medications.

**(Complete the “Medication Consent Form” and return to the office.)**

Policy 5330

## **ASSEMBLY PROGRAMS**

Assembly programs are considered to be part of the total school program. Their purpose goes beyond the limits of pure entertainment. They are designed to broaden your educational experience, aid in the development of a good school spirit, help develop proper habits of good listening and generally broaden your overall school experience. In order to achieve our stated purposes for providing assembly programs, you are expected to pay special attention to the points listed below:

- Upon dismissal from your classroom, you are to proceed promptly and directly to the gym and be seated with the teacher whom you are responsible to during that hour.
- Jackets or coats are not permitted at assembly programs.
- You are expected to display good behavior at all times (i.e. When a person goes to the microphone, courtesy to speakers and other performers, applause when appropriate).
- Whistling, shouting, etc. is discouraged.
- You are to leave quietly in the order dismissed.

## FIELD TRIPS/YEAR END CLASS TRIPS

In accordance with Board Policy 2340, all school-planned field trips or year-end class trips will be adequately chaperoned by district personnel to assure your safety. Field trips are trips planned by the staff to support and enhance the curriculum. A parent permission form must be on file for you to be eligible to participate in these trips. The school will provide transportation for all field trips. **Please note the field trip permission information on the Parent and Student Agreement Form.**

## SNACKS, GUM, CANDY, SODA, ETC. POLICY

Students are not allowed to bring food and soda into classrooms during instructional time. Follow classroom rules for gum. Soda is NOT allowed in student's lockers or at lunch. ***Opened food packages cannot be stored in the lockers.*** These containers should be disposed of before leaving the cafeteria. Failure to have respect for yourself and school property in this regard, will result in the administration having to take some type of action. ***Students are not allowed to bring food from the cafeteria to the classrooms/lockers.***

## SOCIAL ACTIVITIES – SCHOOL SPONSORED

You will have a number of school social activities throughout the year. All school-sponsored activities will have faculty members as supervisors of the event. Parents are encouraged and welcome to assist with chaperoning. Most Middle School after school activities will start at 3:30 P.M. and end by 6:30 P.M., and most High School evening events will end at 12:00 A.M. Once you come into the building, middle school students will not be permitted to leave until the activity ends, unless prior arrangements have been made with the school. High School Students may leave, but they will not be allowed back into the event. The number of events held will depend entirely upon the behavior at the previous events. Individuals who do not follow the activity guidelines may be denied future attendance.

- All activities will be scheduled by the sponsoring group on the calendar in the office and in turn entered on the district calendar well in advance of the activity. All activities should be scheduled at least seven (7) days in advance of the activity date.
- Students who have been unexcused for any part of the day of the event will not be allowed to attend.
- The sponsoring group or advisor will complete a **building use permit** to be signed by the principal and forwarded to the building custodian.
- Each evening activity will have a minimum of two (2) adult chaperones present; one of which must be a Markesan District Schools employee.
- Decorations should be held to a minimum. Students will not be excused from classes for decorating or planning, without approval from school administration or staff.
- Refreshments should be kept simple. The advisor is responsible for making all refreshment purchases.
- A clean-up committee should be chosen when plans are being formulated. This group should leave all facilities clean and orderly.
- You may bring an occasional (age-appropriate) guest from another school to a dance with prior permission from the advisor and office. A sign-up sheet will be required for all high school dances.

**Middle school students can only attend middle school social functions**

## EXTRA-CURRICULAR & CO-CURRICULAR

**If you are in Middle School you can choose from the following extra-curricular activities:**

| <u>SPORTS</u>   | <u>CLUB</u>                                    | <u>CONTEST TEAMS</u>                        |
|---|--|---|
| <b>Fall</b><br>Volleyball<br>Football<br>Cross Country  | Art Club                                       | Spelling Bee                                |
| <b>Winter</b><br>Basketball<br>Wrestling<br>Tae-kwon-do | <b>Organizations</b><br>FFA<br>Student Council | <b>Drama</b><br>Fall Musical<br>Spring Play |
| <b>Spring</b><br>Track<br>Baseball<br>Softball          |  |   |

**\*The only sports 6th grade can participate is Cross Country and Track.**

These activities give you the opportunity to explore and discover things you like and areas in which you have skill or talent. They provide an opportunity for you to give back to the school and contribute to the positive reputation of the school. We want Markesan District Schools to continue to be a positive place with good people. You have an obligation when you play or perform to present and maintain this positive image.

### TRAILWAYS CONFERENCE SPORTSMANSHIP CODE

#### Sportsmanship Code

The Trailways Conference believes that good sportsmanship is essential to a successful high school extra curricular program. The elements of fairness, courteous behavior and gracious acceptance of positive human relations, in both individual performance and team contests by spectators and athletes must be incorporated into this program. With these objectives in mind the Trailways Conference strongly supports the following fundamentals of sportsmanship:

1. Respect is to be shown to opponents at all times. The opponent should be treated as a guest, greeted cordially on arrival, given suitable accommodations, and accorded the respect, honesty, and generosity which all human beings deserve.



2. Officials are to be treated with respect at all times, by players, coaches, and spectators. Officials should be recognized as impartial decision makers 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.
3. 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 means demonstrating respect for the rules of the game both in the stands and on the playing surface.
4. Self control must always be maintained. Practicing good sportsmanship requires one to understand his/her own bias or prejudice and the ability to overcome irrational behavior.
5. 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 goodwill. The ability to recognize quality in performance and willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

Ref.: National Federation of State and High School Association This sportsmanship code has been developed to foster positive human relations, appropriate conduct, and good sportsmanship, among all conference schools. The primary objective of this code is to develop a positive atmosphere at all levels of all events sponsored by the Trailways Conference.

## **EXTRA-CURRICULAR ELIGIBILITY**

Please refer to the separate Co-Curricular Handbook or contact the Athletic/Activities Director.

## **STUDENT COUNCIL**

The Student Council is selected by the staff and student body to represent the Middle and High Schools. The purpose of the student council should be important and meaningful to the students they represent. When questions and suggestions for better operation of the school become an issue, the student council should listen to the students who they represent and take the proper steps to discuss these concerns with appropriate school officials. **REMEMBER:** When selecting student council members it is necessary that you get the people who will **best represent you and the school**. The student council will set regular meeting dates that are convenient for all members and their advisor. The administration invites an ambitious student council who discusses and suggests possible organizational changes for a positive student/school/community relationship.

## **ORGANIZATION MEETINGS**

Meetings may be called in the following manner:

- A request is made to the principal by the activity advisor.
- The principal will approve or deny a request.
- The organization secretary should record accurate minutes with at least two copies (one for the files and one to the A.D.'s office).

## **TREASURER RESPONSIBILITY FOR CLASSES, CLUBS AND ORGANIZATIONS**

- Assist Advisor with keeping an accurate record of all receipts and expenditures.
- Make sure Advisor signs and approves vouchers to accompany purchase orders and invoices, which are sent to be paid by our school bookkeeper. An activity fund order must be placed with this. All papers, which go with the voucher, should be stapled to it.
- Students are not allowed to sign invoices, charge slips or receipts to be billed to the school.
- Write out receipts for all money collected from class or club members and record these receipts in your balance book.
- Deposit all money in the office as soon as possible on the day it is received.

## **GENERAL INSTRUCTIONS**

- All purchases must have prior approval by the advisor.
- Bills should not be paid in cash; they should go through the books and be paid by check.
- If you make an unauthorized purchase, you are responsible for paying for the item or items purchased. Requests for payments will be submitted on SAT forms for the principal's approval.
- You are not to run errands for teachers.

## **FUNDRAISING**

- The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit from there is to be used for school purposes or for an activity connected with the schools. Fundraising per student group should be limited to no more than one per year (with exceptions granted by administration).
- The Principal must approve all fundraisers by school organizations in advance. The District Administrator may permit fundraising off school grounds.
- The District Administrator may permit school-related organizations whose funds are not managed by the district to do fundraising on school grounds. All other fundraising shall be done in accordance with Board Policy 9700 and 5830.

## **BUSSING**

### **STUDENT RESPONSIBILITIES**

While waiting for or riding on the bus, students are expected to conduct themselves in the same manner as the student code in the school. The vehicle driver has the obligation to judge conduct, to maintain order, and to report students to the school and Transportation Supervisor when necessary.

### **WAITING FOR THE BUS**

1. Students should be ready 5 minutes before the scheduled pick up time. Students should observe all safety precautions while waiting for the vehicle:
  - a. Do not play in the street.
  - b. Do not play ball.

- c. If possible, avoid crossing streets.
  - d. Whenever crossing the street, do so only if they are sure no moving vehicles are approaching from either direction.
  - e. Do not push, pull, or chase any other pupil(s).
  - f. Avoid trespassing on private property and being noisy.
2. As the vehicle approaches, students should line up at least six feet off the roadway, and not approach the vehicle until it has stopped and the driver has opened the door and motioned for the students to approach.

### **LOADING THE BUS OR VAN**

1. Students should get on the vehicle as soon as the vehicle is stopped and be seated at once. All special education buses should be equipped with seat belts that must be buckled by the guardian of the child.
2. Students should listen carefully and obey any directions issued by the driver.
3. The assignment of seats is left up to the discretion of the vehicle driver. A student may be assigned a seat in certain cases.
4. Students should be sure to observe all safety precautions.
5. Violation of vehicle rules may result in loss of transportation privileges.

### **UNLOADING THE BUS**

1. Students should not leave their seat until the vehicle has come to a complete stop and the driver has opened the door.
2. Students should follow all directions issued by the driver.
3. Students should leave the vehicle quickly, but in a courteous manner without pushing other students. If a student should drop an item as they are getting off the bus, they should wait to pick it up until it is deemed safe to do so (in most cases, after the bus has pulled away).
4. If students must cross the street as they leave the school vehicle, they should wait for the driver to wave them across – indicating that it is safe. While crossing, students should be sure to walk in front of the vehicle, at a distance of at least 12 feet away from the vehicle. If they get too close to the front of the vehicle, the driver may not be able to see them and a serious accident could occur.

### **STUDENT BUS RULES**

1. Remain seated
2. Obey the driver - no insubordination or disrespect
3. Use appropriate language
4. Keep arms and head inside the vehicle
5. No throwing any objects out the window
6. No smoking, alcohol, drugs, or weapons
7. No fighting or physical/verbal aggression or intimidation
8. No vandalization of the bus

## **BUS VIOLATION CONSEQUENCES**

**W - Warning**  
**P - Parent Contact**  
**R - Referral to Administration**  
**S - Suspension**

| VIOLATIONS                                  | OFFENSES |     |     |     |
|---|----------|-----|-----|-----|
|   | 1st      | 2nd | 3rd | 4th |
| Remain Seated                               | W        | P   | R   | S   |
| Insubordination/Disrespect of Driver        | W        | P   | R   | S   |
| Language/Profanity                          | W        | P   | R   | S   |
| Arms/Head Outside Window                    | W        | P   | R   | S   |
| Items Thrown Out Window                     | P        | R   | S   |     |
| Tobacco/Alcohol/Drug/Weapon Possession      | R        | S   |     |     |
| Physical Interaction/Fighting               | R        | S   |     |     |
| Vandalism (replacement value reimbursement) | R        | S   |     |     |

***Behaviors of significance may result in accelerated consequences***

## **PARENT EXPECTATIONS**

Our goal is to provide safe and timely transportation of our students to and from school. The School District of Markesan requests that parents assist in this goal by following the following steps:

- Families need to identify one pick-up and or/drop off location for the school year. The family home address will be listed unless the district has been notified of an alternate pick-up and/or drop off location. Families will be allowed ONE change to their transportation location during the year unless special circumstances warrant additional change.**
- Contact either your son/daughter's driver or Laper's Garage at (920) 398-3073 by 6:30 a.m. if your (s)he is not riding.
- If a student does not ride for five consecutive days, and the Transportation Supervisor has not been notified, transportation service will be discontinued until the Supervisor has been notified by the parent/guardian wishing to reinstate the service.
- Parents/guardians should understand that students must obey all regulations governing transportation on school vehicles or they will forfeit their right to transportation.

Guardians must encourage the cooperation of students with the authorities responsible for transportation. Notice will be given prior to a student's exclusion with an opportunity to discuss the matter with a school administrator, if possible. Parents/guardians will be responsible for the transportation should riding privileges be suspended.

5. All young students (and students who need support/supervision) must have an adult waiting to receive them at the end of the school day. This is especially important on days when school is dismissed early.
6. In the event that the student is brought to an alternative drop off location on a regular basis, e.g. babysitter, relative or day care, the parent is responsible for notifying the Transportation Supervisor of the address.

### **CONCERNS/COMPLAINTS**

Any transportation concerns including, but not limited to, student harassment on the bus; route questions; driver complaints; should be directed to the Transportation Supervisor at (920) 398-4302 or to Kyle Laper at Laper's Garage at (920) 398-3073.

## **TELECOMMUNICATION – INTERNET POLICY**

### **Statement of Intent**

The Markesan District Schools believe that the benefits of Internet access far outweigh the risks and that the key to safe Internet usage is based on education and example. The purpose of this policy is to ensure that those using electronic resources at our schools will do so with respect for the public trust and in accordance with our District's educational goals and the regulations established by State and/or Federal agencies. It is further understood that the transmission of material in violation of any State and/or Federal regulation is prohibited. This prohibition extends to, but is not limited to, copyrighted material; threatening, obscene or any unlawful material; and material protected by other legal means. Use of the network for commercial or illegal activities of any kind is prohibited. School officials will apply the same criterion of educational suitability used for other educational resources. For the purposes of this policy, a user is defined as any employee or student of the Markesan District Schools.

### **Telecommunication/Internet Use**

The Internet provides access to computer information resources. The Internet is similar to books, videos and other information sources. Students use the Internet as they would any other educational resource. They ask questions of and consult with experts, communicate with others and locate information. Because of the dynamic nature of the Internet, it is impossible to predict what information students might find while using it. Each user is therefore responsible for his/her behavior while using our resources. Teachers will assist students in developing the skills needed to identify, discriminate and evaluate appropriate information resources. Since Internet sites may contain material that is objectionable, adult-oriented or otherwise inappropriate, the user is responsible for his/her actions and may not access, download or print from these sites. Although the District maintains filtering devices, these devices should not be



expected to provide the user with complete protection from undesirable Internet sites. **Access to the network is a privilege and not a right.** It requires that each user adhere to our District's policy on acceptable use. Violation of this policy or abuse of the facilities in any way will result in disciplinary action that may include revocation of access privileges, "discipline up to and including discharge", suspension and/or expulsion from school and/or appropriate legal action. "Disciplinary action may be taken against users, when their off-campus speech causes a substantiated disruption to the educational environment or interferes with another user's rights. Criminal action may be taken against a user when their speech on or off campus constitutes a true threat."

### **CIPA/NCIPA**

In accordance with the requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood

Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District's buildings will be blocked or filtered. The District will make the best efforts to prevent users from accessing or transmitting visual illustration of material considered obscene, child pornography, and any material considered harmful to minors as those terms are defined in CIPA. The District will also make the best effort to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any "inappropriate matter" as that term is used in the NCIPA.

In addition, the District will also make the best effort to prevent unauthorized access to its system and files, including so-called "hacking" and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users' activities. The District acknowledges that no blocking or filtering device is capable of ceasing all inappropriate content all of the time. Therefore, students are not to use the District's Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District's computer system. This includes, but is not limited to:

- A. Teaching students how to find educationally appropriate electronic materials.
- B. Teaching students how to evaluate the educational appropriateness of electronic materials.
- C. Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- D. Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.

### **Acceptable Use Guidelines**

- A. Users will conduct themselves according to the social and cultural norms of our community. Use of the District's network, Internet, electronic mail and/or other telecommunication technology is viewed as a privilege and not a right in the District. Such access may be used for educational and research purposes only, consistent with the educational objectives of the District.
- B. Users shall learn appropriate Internet etiquette, which includes the following:

- a. Users shall respect the rights of others. They should conduct themselves responsibly, ethically and politely while online.
  - b. Users may not use any account, mailbox or other site that does not belong to them.
  - c. Users shall promptly remove electronic mail.
  - d. Users shall use information storage moderately and close unneeded Internet connections.
  - e. All users shall report misuse of the Internet to a teacher or administrator as soon as possible.
  - f. Users will only use school-approved, licensed software on school computers and will not bring to school or use other programs or applications without permission.
  - g. Users are to report any virus notification or virus-like activity immediately to school personnel.
- C. Users have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use and exchange information and ideas on the Internet. With this right there is a corresponding obligation. This means that users are responsible for their own ethical and educational use of the Internet. Misuse may result in school disciplinary action and in loss of privileges. Legal action may also be taken against members of the District community who violate the Telecommunication/Internet Policy. Violations that may lead to disciplinary action, revocation of privileges and/or legal action include, but are not limited to, the following:
- a. Subscribing to inappropriate newsgroups.
  - b. Sending electronic mail inappropriate for educational purposes.
  - c. Cyber bullying. (Includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs.) It is also recognized that the author or sender of the inappropriate material is often disguised or logged on as someone else.
  - d. Harassing other users.
  - e. Using abusive, vulgar and/or other inappropriate language.
  - f. Downloading and/or storing executable files.
  - g. Downloading files without permission.
  - h. Revealing or searching for another person's personal information (address, telephone number, etc.) without permission.
  - i. Sharing a password with someone else.
  - j. Logging on to more than one machine at a time.
  - k. Viewing and/or printing of inappropriate pictures.
  - l. Allowing another user to use the computer under your user name.
  - m. Allowing another student to use your user name when their privileges have been suspended.
  - n. Vandalizing or inappropriately accessing hardware, software, files, accounts or other electronic information.
  - o. Recreational game playing.
  - p. Downloading and storing files for non-school use (i.e. pictures, movies, .wav, QuickTime).

- q. Failing to report security problems (i.e. virus notification, or other strange computer behavior).
- r. Participating in any illegal activities.
- s. Engaging in any activity posing risks to anyone.
- t. Violating Markesan District School policies.
- u. Using telecommunication access or technology inappropriately.
- v. Attempting to bypass, change, alter, corrupt, and/or defeat network activity and/or security.
- w. Teachers and/or administrators will determine what is appropriate material and appropriate use.
- x. Users will not hold the teacher or District liable for any materials retrieved from the Internet.
- y. When cyber bullying originates from a non-school computer, cell phone or other device, but is brought to the attention of the school officials, disciplinary action shall be based upon whether the educational processes/atmosphere or day-to-day operations have been disrupted.
- z. Our District reserves the right to modify our policy at any time.

### **USER**

I understand and will abide by the Telecommunication/Internet Policy of our District relating to the use of the Internet and will abide by the Telecommunication/Internet Agreement. The District is not liable for lost, damaged, or unavailable information due to technical or other difficulties and is not responsible for what users do or the information they access. I acknowledge that the majority of such information is generated outside of District control. I further understand that any violation of the Telecommunication/Internet Policy and/or the Telecommunication/Internet Use Agreement will jeopardize my access privileges and certain such violations may constitute criminal offenses. School disciplinary action may also be taken. When unsure of any procedure or policy, it is the user's responsibility to ask someone in authority.

### **PARENT/GUARDIAN**

If the user is under the age of eighteen (18), a parent/guardian signature is also required. As a parent/guardian, I understand all the above and I further accept full responsibility for my son/daughter's actions.

**Please note the Telecommunication/Internet Use Agreement  
Information on the Parent and Student Agreement Form**

## **STUDENT HARASSMENT POLICY**

BOARD OF EDUCATION  
STUDENTS MARKESAN DISTRICT SCHOOLS  
5517

## STUDENT ANTI-HARASSMENT

### **PROHIBITED HARASSMENT**

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

For purposes of this policy, "School District community" means individuals subject to the control and supervision of the Board including, but not limited to, students, teachers, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board, including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with, the District.

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

- A. graffiti containing offensive language;
- B. name calling, jokes, or rumors;
- B. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g. sex, race, learning disability);
- C. notes or cartoons;
- D. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- E. written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- F. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
- G. other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **SEXUAL HARASSMENT**

Sexual harassment deserves special mention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

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

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

## **REPORTING PROCEDURES**

The District Administrator shall prepare written administrative guidelines for individuals to report alleged harassment prohibited under this policy to appropriate school administrators. The reporting procedures shall, at a minimum, provide as follows:

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

### **INVESTIGATION PROCEDURE**

The District Administrator shall prepare written administrative guidelines for investigating complaints of harassment. These procedures will, at a minimum, provide as follows:

- A. The Complaint Coordinator or another individual designated by the District Administrator (the "Investigator") shall conduct an investigation immediately. The District Administrator, or his/her designee, shall oversee the investigation. The District Administrator will also take immediate action, as may be appropriate, to prevent further violations of this policy while the investigation is being conducted.
- B. The investigation shall consider all relevant facts, documents, witness accounts, and other relevant information.
- C. The investigation should be completed no later than 30 calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective

investigation. The Investigator shall make a written report to the District Administrator upon completion of the investigation. If the complaint involves the District Administrator, the report shall be filed directly with the Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Investigator may conduct the investigation whether or not a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### **SCHOOL DISTRICT ACTION**

Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, transfer, remediation, termination, or discharge. District action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, State and Federal law, and District policies for violations of a similar nature or similar degree of severity.

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec.48.981, Wis. Stat.), the District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

In accord with State and Federal laws regarding privacy and other rights, the District Administrator shall provide the complainant and other parties with a written answer to the complaint within 30 calendar days of receiving the Investigator's report.

### **REPRISAL**

Submission of a good faith complaint or report of harassment will not affect the complainant's or reporter's grades or learning environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The Board will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **MISCELLANEOUS**

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Complaint Coordinators, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the

mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

A copy of this policy and any related administrative guidelines shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

The Board will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community on an annual basis, and at such other times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The Board will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action and to conform with any discovery, disclosure, or other legal obligations.

Additional Harassment Information can be seen in Policy 5517.01.

**48.981, Wis. Stats.**

**118.13, Wis. Stats.**

**P.I. 9, 41 Wis. Admin. Code**

**Fourteenth Amendment, U.S. Constitution**

**20 U.S.C. 1415**

**20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act**

**20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974**

**29 U.S.C. 794, Rehabilitation Act of 1973**

**42 U.S.C. 1983**

**42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964**

**42 U.S.C. 2000d et seq.**

**42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990**

**34 C.F.R. Sec 300.600-300.662**

**Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979**