

**McFarland High School**  
**5103 Farwell Street**  
**McFarland, WI 53558**  
**(608) 838-3166**  
**www.mcfarland.k12.wi.us**

**WELCOME**

Welcome to McFarland High School; we extend our best wishes to you for a successful school year! We urge all students to read this handbook very carefully, share it with your parents, and use it regularly during the school year. Doing so can help you succeed and avoid problems as the year progresses. If you have any questions or concerns, please contact your building principals; we are here to help you. This school will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding. Have a wonderful year, and remember, "make decisions that stand the test of Spartan Pride!"

James G. Hickey, Ph.D.  
Principal

**Superintendent of Schools**

Dr. Scott Brown

**McFarland High School**

H.S. Office - 838-3166

Guidance Office - 838-4530

James Hickey, Principal - 838-4565

Sherry Holly, Associate Principal - 838-4564

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For specific information regarding McFarland School Board Policies, please refer to the School Board Policy Handbook available to the public in the McFarland High School Library, the McFarland Public Library, and the District Office.

## School Colors

Columbia Blue, Navy, White

## School Mascot

Spartan

## School Song

Fight for our Spartans valiant  
Fight for our colors brilliant  
Fight, fight, McFarland High  
Don't let them by. U-rah, rah!

Hail to our Spartans valiant  
Hail to our colors brilliant  
Though odds be great or small  
We're victors over all!



### Bell Schedule

#### Regular Schedule

Block 1	7:55-9:33
<i>Skinny</i>	7:55-8:46
<i>Skinny</i>	8:51-9:38
Block 2	9:43-11:17
<i>Skinny</i>	9:43-10:30
<i>Skinny</i>	10:35-11:22
Block 3	11:27-1:29
<u>A Lunch</u>	11:27-11:47
Class	11:56-1:29
Class	11:27-1:00
<u>B Lunch</u>	1:09-1:29
Block 4	1:39-3:12

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## **Non-Discrimination**

*McFarland School District does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicap in its education programs and employment.*

It is the policy of the public schools that no person may be denied admission to any public school in the district, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex, race, origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.

Students have the responsibility to uphold the principles of non-discrimination in accordance with the law. McFarland School District encourages informal resolution of complaints under this policy. A formal complaint resolution is available, however, to address allegations of violation of the policy in the school district. Any person who believes that McFarland High School has failed to follow the laws regarding pupil non-discrimination is encouraged to file a written statement of complaint and send it to:

Scott Brown, Title IX Compliance Officer  
McFarland Schools  
5101 Farwell Street  
McFarland, WI 53558

Inquiries related to special education needs and/or Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of a disability or handicapping condition, should be directed to:

Dr. Penny Simmons, Section 504 Coordinator  
Director of Integrated Student Services  
McFarland Schools  
5101 Farwell Street  
McFarland, WI 53558

### **MHS Graduation Requirements**

Twenty-six (26) credits are required for graduation

Required credits include:

English.....	4 Credits
Social Studies.....	3 Credits
Mathematics.....	2 Credits
Science.....	2 Credits
Physical Education.....	2 Credits
Vocational Education.....	1 Credit
Fine Arts.....	1 Credit
Computer Studies.....	1/2 Credit
Keyboarding.....	1/2 Credit
Health.....	1/2 Credit

Electives are to bring the total to 26 credits.

Students are responsible to schedule seven credits each year.

- Additionally, the 10th grade writing assessment must be passed.
- Students must also complete a Senior Exit Interview and Portfolio as a graduation requirement.

## **K-12 Guidelines for Behavior Expectations**

- Engage in behavior that respects classroom learning and school activities.
- Respect the right of all students and adults to a safe school environment—safe from verbal, physical and sexual harassment. The possession of weapons, drugs, and other controlled substances, making threats, and causing false fire alarms will not be tolerated.
- Behave in a respectful and cooperative manner.
- Use language that is appropriate and acceptable, refraining from the use of profanity.
- Respect school and personal property, protecting property from damage, destruction and theft.

The provisions of this handbook apply to situations in which students are involved: 1) school activities on property owned by the McFarland Area Board of Education; 2) travel on school buses; 3) off-site school-sponsored activities.

### **General School Conduct**

Students have the responsibility to abide by all district, building, and classroom rules and regulations. Students are responsible for completing their own work. Students shall practice common rules of courtesy that are necessary to avoid disruption in the school. Classroom management is the domain of the teacher. Student behaviors referred to the administration are considered serious. No one has the right to disrupt the learning process for others. Following are guidelines which the administration will be using as consequences for violation of student expectations. This is a general framework to assist in classroom misconduct issues that are referred to the administration. Each teacher will post and share with the students their own classroom behavioral expectations and discipline strategy. The levels listed below will be incorporated to assist teachers **after** they have implemented their strategies with little success and/or lack of cooperation and improvement from the student:

**Level 1:** referred to administration for warning or class suspension, parent notified.

**Level 2:** one day in-school class suspension, student/parent/teacher/administrator conference held when applicable.

**Level 3:** two day in-school class suspension, or option: parent readmits student by attending class with child.

**Level 4:** removed from class with an “F” and assigned to study hall for that period.

**\*\*Students may back up one level for every  
20 school days with no referral\*\***

Additional consequences for failing to abide by class/school rules and regulations may include:

- Detention
- Suspension from school
- Loss of Parking Privileges
- Loss of Earned Responsibility (ER)
- Conference with student and parent
- Mediation
- Peer Court
- Loss of grade, loss of credit for plagiarizing or cheating
- Referral to out-of-school agencies (Dane County Social Services, Juvenile Court, police)
- Restitution through work or reimbursement
- Expulsion

Students who are directed to leave a class due to lack of appropriate behavior will not be readmitted until a student/parent/teacher/administrator conference is held or scheduled. Furthermore, students involved in physical aggression, disorderly behavior, and/or use of profanity will also carry a separate consequence and may result in suspension, expulsion, and/or police charges.

### **Academic Letter**

Academic Letters will be awarded to students who consistently achieve high academic success in all classes. Students earn points by achieving honor roll (3.0-3.749) and high honor roll (3.75-5.25) status. Accumulated points earn the following recognition:

8 points	=	Academic Certificate
12 points	=	Academic Letter
20 points	=	Academic Medallion
28 points	=	Academic Plaque

### **Animals in the Building**

As per board policy, live animals as part of the curriculum or for educational enrichment programs are permitted providing the district procedures are followed. The animal caretaker must receive prior permission from the classroom teacher AND building administrator before the animal is brought to school. Animals brought into the school must be humanely and properly housed in cages, aquariums, on leashes, etc. specific for the species. No unsecured animals are allowed. Animals that are brought in for a specific class may only be brought in for that limited time basis; arrangements must be made for a family member to pick up the animal following the presentation. No animals are allowed in the food court area, or areas other than the specified classroom. It is the discretion of the building administrator to determine what domestic animals may be brought to school. Animals trained or being trained to assist individuals with disabilities will be allowed in school provided the health, safety and welfare of students, staff and the animal are not compromised. The provisions of the animal policy must be met where applicable. See board policy #383 for specifics on Animals in School.

### **Assemblage**

Students have the right to peaceably assemble for the expression of opinions and beliefs as long as that assembly falls within school practice. School practice prohibits assemblies that disrupt the normal operation of the school, which are prohibited by law, which prevent any student from securing regular access to school facilities or classes, or which are inconsistent with school goals for teaching/learning. Students not complying within the provisions of this section shall be subject, but not limited to:

Parent notification	Suspension
Police notification	Expulsion

### **Assigned Areas**

Students have the responsibility to be in class or assigned areas except during passing time or while carrying a hall pass. Students violating this section will be subject, but not limited to:

Verbal reprimand	Parent notification
Detention	Parent conference
Physical restraint	Loss of privileges
Suspension	Referral for evaluation

### **Attendance**

There is a high correlation between attendance and achievement. It is impossible to make up a missed class, especially when the emphasis is on discussion, team work, or solving problems in a group setting. The richness of a classroom experience simply cannot be duplicated by doing the assignments on your own. Furthermore, Wisconsin Statute mandates compulsory school attendance for all children until the end of the term, quarter, or semester in which they become 18 years of age or graduate. Attendance at school is primarily the responsibility of the student and parent.

***Excused absences*** require parent/guardian verification. Examples of excused absences include:

- Illness
- Death in the family
- School sponsored trips
- Medical, dental, or other valid professional appointments. (Every effort should be made to schedule appointments outside of the school day.)

A student may be excused for up to ten (10) days during the grading period, which is defined by board policy as one semester, if the parent/guardian calls the attendance office at least one day prior to the absence, and the student makes up the missed school work.

***Preplanned absences*** require prior approval from the building principal. The absence will be excused at the discretion of the principal based upon the student's attendance and academic record. The parent/guardian must initially call the school's attendance line explaining the reason for the upcoming absence. The student will then be given a preplanned absence form to be signed by his/her teachers.

This completed form must be returned to the office at least 24 hours before the scheduled absence. If the absence is to be for longer than a day, the form must be returned to the office at least two (2) days before the scheduled absence. Examples of excused preplanned absences may include:

- Family trips/vacations
- Attendance at special events of educational value
- Approved school activities during class time
- Special circumstances that show good cause (i.e. college visits, occupational interviews)
- Driver's license test (up to 1/2 day allowed)
- Court appearances or other legal procedures
- Religious holidays
- State tournament events when McFarland athletes/teams are participants  
[Since state tournament events may potentially impact school attendance, students who are interested in attending a McFarland HS state tournament event must pick up an Advance Notice of Absence Form and return it to the office **two** days prior to the scheduled event. To be excused, the approved, eligible students will be transported to the tournament on a school sponsored bus.]

***Unexcused absences*** - Students whose absence does not fall under the reasons listed above shall be considered unexcused. Examples of unexcused absences include:

- Baby-sitting
- Car trouble
- Errands/shopping
- Family trips not approved in advance
- Hair or tanning appointments
- Incarceration
- Missing the school bus
- Oversleeping
- Working on homework for another class
- Work (other than school work program)
- Regional/Sectional athletic events
- State tournament events (when McFarland athletes are not participants)
- Senior Skip Days - Participation in a "Senior Skip Day" may jeopardize a student's participation in commencement and the senior trip. See specifics under ***Senior Skip Day***.

**Consequences for unexcused absences are as follows:**

- 1 block unexcused absence = 1 detention
- 2 blocks unexcused absence = 2 detentions
- 3 & 4 blocks unexcused absence = In-School Suspension/loss of parking  
-or Earned Responsibility (ER) privileges

**According to Wisconsin Statutes, it is the responsibility of the school attendance principal to determine whether an absence will be considered
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If a student is to be absent, it is important for the parent/guardian to call the high school office before 8:00am. ***The 24 hour attendance line is 838-4500, Ext. 1.*** If a student is ill for more than one day, a call must be placed **every day** of the extended illness. Requests for homework may also be made by leaving a message on the attendance line in the morning. Requested homework will be available for pick-up that day between 3:00-4:00pm in the main office. All unresolved absences will be recorded as unexcused unless they are cleared within 24 hours of the absence.

**Students involved in extracurricular activities must be present in school for the entire school day in order to participate in a school activity that afternoon or evening. Only prearranged, pre-approved absences will be considered as exceptions.**

### **Excessive Absences**

When a student has accumulated unexcused absences for part or all of five (5) days within a semester, **truancy** will be filed. Receiving a truancy citation is in accordance with McFarland's Village Ordinance and normally results in a fine and driver's license suspension. This citation is in addition to school consequences, and shall not eliminate the number of detentions and/or In-School Suspensions to be served. *In addition, students with excessive excused or unexcused absences risk losing their work permits.*

If a student has more than 10 (ten) excused or unexcused absences Chronic excused absences will be addressed by individual teachers, guidance staff, and the administration with the intent to obtain improvement. If absences continue, a parent conference and a doctor's medical excuse may be required. Such an excuse shall be in writing and shall state the time period for which it is valid, not to exceed thirty (30) days.

### **Make-Up Work**

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- It is the student's responsibility to contact the teacher(s) and arrange to make up work missed.
- Students who miss classes for reasons that are determined to be excused will be given the opportunity to make up work when they return to school.
- Teachers will grant, at a minimum, the number of days absent, plus one, for make-up time. This provision applies to all work assigned during the absence(s). Previously assigned work must be submitted on day of return if due date was during absence period.
- Examinations missed during an excused absence will be taken at a time designated by the teacher.

Any student who is unexcused will not be given credit for work missed during the absence period. Students will be allowed, however, to make up major tests and semester examinations at a time designated by the teacher.

## **AODA**

Alcohol and Other Drug Assessment (AODA) is defined as a fact-finding interview conducted by a mental health or alcohol/drug professional. The purpose of the assessment is to define the extent of a student's usage pattern with respect to alcohol and/or other drugs. The assessment is most appropriate in determining the needs of the student relative to education and treatment programs. District employees do not conduct assessments. They may, however, screen students to determine the possible need for assessment. Assessments are always voluntary.

## **Bus**

Riding the school bus is a right granted to all students who qualify by the McFarland Community Schools. All students have the responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, while on, or leaving a bus. The same rules and regulations apply for co-curricular activity and field trip buses. Safety is a prime concern, therefore no misbehavior will be tolerated:

- Students shall obey the bus driver.
- Students shall talk quietly.
- Students shall respect others.
- Students shall remain properly seated.
- Students shall keep the bus clean.
- Students shall not engage in behavior that endangers the safety of others, themselves, or the safe operation of the bus.

Students will ride assigned buses only. Students will board and disembark at designated stops only. Students violating this section are subject, but not limited to suspension of bus riding privileges. Specific policy is outlined in School Board Policy and Rule 443.2.

## **Canine Searches**

In order to maintain a drug-free environment, canines that have been specifically trained to detect the odor of controlled substances will be used to search the buildings and grounds at the discretion of administration.

## **Closed Campus**

McFarland High School has a closed campus. This means that once a student has arrived on campus, he/she is required to remain on campus for the entire school day. Lunch is available in the cafeteria or students may bring a sack lunch. There will be no permission to go off campus for lunch. Students who drive vehicles to school are not to return to the parking lot during the school day without permission from the office.

Students who disregard the closed campus policy and leave campus without permission will be subject, but not limited to:

Detention/Lunch Detention  
Suspension

Parent conference  
Loss of parking permit

## Commencement

Participation in the commencement ceremony is a privilege. It shall be reserved for those senior students who have met all the credit and class requirements as outlined in Board Policy 345.5 - Graduation Requirements; have participated in practice for commencement (unless excused) and are abiding by the rules for participation in the ceremony established by the principal; have fulfilled all school obligations including serving all detentions, and payment of fees/fines; are not serving an out-of-school suspension or expulsion that would prohibit involvement in school activities on the date of commencement; and have not participated in an act of destruction, vandalism of school property, or unauthorized entry into school buildings during their senior year. Examples of destruction or vandalism are, but not limited to: graffiti on building or grounds, egging, spray painting, window breaking.

## Computer and Internet Usage

Since the filtering of inappropriate internet sites will be active on any computer that a student may access, all students will automatically be allowed internet privileges.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom. General school rules for behavior and communications apply. It is expected that users will comply with district policy. The use of the network is a privilege, and may be revoked if abused.

McFarland School District is pleased to offer you access to a computer network and the Internet. What are the rules?

1. Privacy-Network storage areas may be treated like school lockers and/or work spaces. Network administrators may review communications to maintain system integrity and will ensure that users are using the system responsibly.
2. Resource Limits-Users are expected to remain within allocated disk space and delete materials which take up excessive storage space.
3. Illegal Activities-Users may never download or install any commercial software, shareware, or freeware onto network drives or disks. Users may not copy other's work or intrude into other's files.
4. Inappropriate Materials or Language - Profane, abusive, or impolite language may not be used to communicate, nor should materials be accessed which are not in line with the rules of school and/or work behavior. Should users encounter such material by accident they should report it to their teacher or supervisor immediately
5. **Users may not play or download non-instructional games on computers.**
6. Finally, all email communications, Internet searches, and content stored on district or computer storage space are property of the district and subject to Wisconsin Open Records requests. The user should have no privacy expectations, except those explicitly spelled out in state statute. By clicking OK, user has indicated that user has read the above statement and agrees to the rules as stated.

## **Curriculum**

There are certain curricular topics (including standardized tests and surveys) from which parents/guardians may exempt their student and be offered an alternative. It is the school's commitment that every effort will be made to ensure that the student's experience with the option or alternative curriculum is academically sound and sensitive to the needs of the individual child. An opt-out form to request exemption is available in the guidance office.

## **Detention**

Detention must be served after school on the day the detention is assigned (3:15-3:50pm), or the following morning (7:15-7:50am). Room assignments for morning and afternoon detentions are available in the office. Failure to serve detention at the assigned time (p.m. or the following a.m.) will result in an in-school suspension that day. Repeated failure to serve multiple detentions may result in additional consequences including, but not limited to in-school or out-of-school suspension. If a student has not served all assigned detentions by the end of the school year, he/she will not be allowed to receive his/her yearbook and/or report card until the completion of all assigned detentions, and may be subject to an in-school suspension at the beginning of the following school year.

## **Directory**

The School District of McFarland designates the following information as "directory data" and may disclose that information without prior written consent:

- The student's name, address and telephone listing
- The student's date and place of birth
- The student's participation in officially recognized co-curricular activities
- The student's weight and height, if a member of an athletic team
- The student's dates of school attendance
- The student's photograph and video tapes of students
- The student's degree and awards received
- The name of the school most recently previously attended by the student

At the beginning of the school year, parents/guardians have two weeks to advise the school district in writing (a letter to the district administrator's office) of any or all of the items they refuse to permit the district to designate as directory data about that student.

## **Dress Code**

Dress and appearance reflect and affect both the student's attitude and behavior. Students are expected to dress appropriately for school. Any student whose appearance is deemed inappropriate by faculty or staff will be subject to disciplinary action. The few limits which are imposed relate to health, safety, cleanliness, distraction, or decency:

- No headgear is allowed inside the building. This includes, but is not limited to hats, caps, full-head bandanas, hoods.
- No sunglasses

- No offensive, vulgar, put-down, racial degradation, or sexual reference language and/or pictures on clothing, jewelry, backpacks.
- No pictures, slogans, advertisements or references to alcohol, tobacco and other drug use on clothing, jewelry, or backpacks.
- No clothing adorned with improper writing or pictures including “double meaning” expressions.
- Shirts for females should have two shoulder straps, a front and a back, and show no cleavage.
- Pants/shorts should not be so inappropriately baggy that they reveal undergarments.
- No revealing shorts or skirts of inappropriate length.
- No clothing that is overly revealing or that draws undue attention.
- Students may not wear or carry coats during the school day. Exceptions will only be granted by specific classroom teachers whose rooms are cold during the winter months.
- Students must wear shoes at all times in the school building.
- Students must wear appropriate safety or protective clothing when required in specific classes.
- Girls’ bathing suits for physical education must be non-revealing, one-piece or tankini style swimsuits.

Students violating this section will be subject, but not limited to:

Request to change clothing	Suspension
Parent conference	Expulsion
Detention	

\*Hats may be confiscated and held for parental pick-up and/or until the end of the school year.

### **Drug Free School** (see also *Medications*)

The School District of McFarland prohibits the use, possession, sale (or intent to sell), distribution or sharing of alcohol, non-prescribed drugs, drugs prescribed for another, chemicals, illegal substances, look-alike drugs, including any substance represented to be intoxicating or mood altering regardless of its true nature, or drug related paraphernalia on school premises, at school sponsored activities, or in school operated vehicles. **This prohibition also extends to distributing, sharing or selling of over-the-counter drugs or remedies, which almost always results in a recommendation for expulsion.** Students violating this policy shall be subject, but not limited to:

Random Drug testing	
Suspension	Counseling or other assistance
Expulsion	Placement on restricted student status

Implementation of this policy shall not preclude additional penalties under state and local laws, or the district’s co-curricular code.

## **Due Process**

Every student has the right to due process in the application of school rules and regulations. Any student directly affected by a decision which is felt to be wrongfully interpreted or applied, may individually put such grievance in writing and submit it to the teacher and/or administrator involved. Any grievance not filed within five (5) days after the occurrence of the incident is waived. Upon request, a meeting will be set within seven (7) days by the principal to hear and discuss the grievance.

## **Earned Responsibility (ER)**

Earned Responsibility is a privilege offered to those Juniors and Seniors who meet an established academic (3.0 GPA) and citizenship criteria. ER permits students to be released from study hall. Students are entitled to use the cafeteria, library, out-of-doors (on campus in designated areas), and any classroom with teacher permission. Earned Responsibility does not authorize leaving school grounds or loitering in the halls or parking lot. In order to acquire ER, students must pick up an application from the study hall monitor. Grade point is reevaluated every quarter, and students will be informed of their eligibility at the beginning of each grading period. Specific guidelines and rules of Earned Responsibility will be discussed at the time of application.

## **Expulsion**

Expulsion is the withholding of a student from school permanently, or for a designated extended period of time. Expulsion is the most severe measure a school may use to discipline a student. Students who engaged in serious misconduct or conduct which endangers the property, health or safety of others at school or at school sponsored activities, and those who are chronic rule offenders who show no/little change after the school has exhausted the opportunities for student improvement, may be referred to the Board of Education for an expulsion hearing.

## **Fundraisers**

Students may solicit funds in the school or on school grounds as long as the solicitation does not disrupt the normal operation of the school, and has prior approval of the principal (at least 24 hours in advance). Door-to-door sales must also be approved and scheduled with the principal. Solicitations shall not involve games of chance or other actions which violate Wisconsin State Statutes. Solicitations for religious and/or political causes are specifically prohibited. Students violating this section will be subject, but not limited to:

Funds confiscated and returned to original donors whenever possible. If donors cannot be identified, monies shall be turned over to the Board of Education.

## Grading

Each student's grade reflects academic and participatory success (or failure). Each student's academic grade is compiled through tests, quizzes, lab activities, class discussions, daily assignments and daily participation. Absences, tardiness, rude comments, inattentiveness, uncooperative attitudes are examples of behavior that will **lower a student's daily participation grade**. The specific impact for individual classes will be outlined in the instructor's grading policy which will be shared with students during the first week of class. The penalty for cheating will result in, but is not limited to, an automatic "F" for that particular assignment, project, quiz or test grade.

## Harassment

Student harassment is behavior toward someone based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Sexual harassment is any unwanted attention of a sexual nature in the school environment. It can be verbal, non-verbal, and/or physical. It can be blatant or subtle. Sexual harassment can come about due to conscious intent, or as a result of ingrained, improper patterns of behavior.

You do NOT have to tolerate being a victim of harassment. The most effective way of dealing with the problem is immediate, direct, and assertive action by the victim. If you do NOT like what is being said or done, make it clear to the person that their behavior is offensive and unwelcome. Tell him/her you do not like it, that you do not want to hear it, and to stop it. If this is uncomfortable for you, or if the harassing behavior continues, you are encouraged to report the discrimination to the principal or guidance counselor, or file a formal written complaint with one of the administrative staff, a guidance counselor, or the Director of Integrated Student Services.

Sexual harassment of any person by any person while on district property is absolutely prohibited and will not be tolerated. Students violating this section are subject, but not limited to:

Parent notification	Suspension
Referral to other district personnel	Special placement
Referral to police department	Expulsion
Mediation	

## Leaving School

The main purpose of a school is education, and the students along with their parents have a responsibility to enhance those educational opportunities by holding interruptions to a minimum. If it is absolutely necessary to leave school, the following procedures must be followed:

- A phone call excuse from the parent must be received prior to leaving.
- A permission slip must be acquired from the office prior to school on the day of the scheduled appointment.

- Students must sign-out/in at the office before leaving/entering the building. Leaving without permission and bringing a note the following day will not be accepted, and will result in an unexcused absence (detention).

If a student should become ill during the school day, he/she must check in at the office and a parent/guardian will be called prior to leaving. Please be sure that an emergency contact number is on file at the high school in the event that a parent/guardian cannot be reached. A pattern of going home sick on the part of any student will be brought to the attention of the parent/guardian. A doctor's notice may be required for future incidents.

### **Lost and Found**

A lost and found area is maintained in the high school office. Items not claimed are discarded at the end of each term.

### **Mailboxes**

Every student at McFarland High School has a designated "mailbox." The mailboxes are located in the hall near the front office. Students and teachers are encouraged to use these mailbox slots to distribute information, homework, notes, and other miscellaneous items. Students should check their mailboxes daily for any messages.

### **Medications**

(see also *Drug Free School*)

Prescription and over-the-counter medication will be administered by designated personnel upon receipt of written instruction and consent by the parent/guardian (along with written instruction from the physician for prescribed medicines). All medication must be in its original container labeled by the pharmacy or physician and given to the school nurse. It will be kept in a locked and secure place in the office. It is the student's responsibility to get his/her medication at the designated time. Remaining medication must be picked up by a parent/guardian at the end of the school year, or it will be discarded. Students who bring medication to school (prescription or over-the-counter) should promptly report to the school nurse or office personnel for instructions.

### **Parking**

Students who drive motor vehicles to school and have acquired a McFarland HS parking permit shall park in the designated McFarland H.S. student lot (see office personnel for specific information regarding parking permits). Students who drive must abide by the established laws of the village/state and regulations of the school, or may face losing parking lot privileges. Students inappropriately parked will be ticketed or towed at the owner's expense.

### **Police Interviews**

Students have the right to communicate with the police in a fair and professional manner. All interviews, interrogations, or questioning of students at school will be with full regard of fundamental fairness and protection of legal rights. Parents shall be notified, if possible, and a school representative may be present unless the student requests otherwise. Child abuse and neglect investigations are governed by Wisconsin Statutes.

## **Property**

Desks, lockers, books and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. They may be opened and inspected by school authorities at any time. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Vandalism to school property or to students' personal property will not be condoned. Students violating this section shall be subject, but not limited to:

Parent notification

Referral to other school district personnel and/or police department

Suspension

Removal from school for special placement

Expulsion

Student lockers require a deposit of \$5.00. This includes the use of a designated school lock. No personal locks are allowed on school lockers.

## **Publications**

All publications must comply with the law regarding defamation, libel, and/or obscenity. Independent publications must follow rules governing the time, place, and manner of distribution, and must do so in a non-disruptive manner. No student shall distribute in school any student publication which is obscene, is libelous, or creates disruption of appropriate discipline in the operation of the school. Students violating this section will be subject, but not limited to:

Verbal reprimand

Detention

Restricted privileges

Confiscation of publication

Parent notification

Suspension

Legal action

## **School Closing**

The radio stations WOLX (94.9), WTSO (Z104), WMMM (105.5), WIBA (1310AM) and local television news stations (TV 3, 15, 27, Fox 47) will carry all school closing announcements due to inclement weather or other emergencies by 6:30am when possible. When it becomes necessary to dismiss during the regular school day, announcements will be made as soon as possible via radio and TV stations.

## **“Senior Skip Day” Policy**

MHS does not condone any form of a “Senior Skip Day.” In addition to not meeting the test of our District’s Mission Statement for setting high expectations, a “Senior Skip Day” is inevitably associated with risky student behaviors. We encourage parents to join us by not enabling a skip day to take place. As in the past, seniors should understand that if they participate in a skip day, they can expect the following:

- to be in school on the final day prior to graduation from 3:00-5:00pm.
- to be ineligible to practice or participate in any co-curricular activities the day of the skip day, or be subject to a one contest suspension if the skip day is not held on the day of a contest.
- to risk the possibility of being dropped from the National Honor Society.

Parents and students should note that only doctor excuses will be accepted as valid excuses for a senior’s absence on the day of any suspected “Senior Skip Day.”

## **Sick Room**

There is a sick room located in the office which is available for ill students. After a rest period of no longer than 20 minutes, a student will be required to either return to class or call a parent/guardian and go home ill.

## **Suspensions**

### In-School Suspension:

Depending on the consequence, in-school suspension may be assigned for either one class or as an all day suspension. In-school suspension is normally held in the main office area. Students are expected to bring work to do, and are not allowed to leave the office for the day. During lunch, students may purchase a lunch, but must return to eat in the office. Individual teachers may be available periodically during the school day to help assist students with their class work. Students assigned an all day in-school suspension may not participate in co-curricular activities, events, or practices that evening. Any in-school suspension may be waived if a parent/guardian chooses to attend class(es) with the student that day.

### Out-of-School Suspension:

Depending on the consequence, an out-of-school suspension may be assigned from one (1) to fifteen (15) days. During out-of-school suspension, a student may not be in the school, on school grounds, or be present at school-sponsored activities/events for the duration of the suspension. This includes evening activities on the days of suspension. (Weekend activities are also included, should the suspension cover from Friday through Monday.) Students who violate this rule are subject to a hefty trespassing fine. In order for students to keep up with class work, parents are encouraged to request homework by calling the office. Requested assignments may be picked up in the main office at the end of each suspended day. An out-of-school suspension may be waived if, with pre-approval of administration, a parent/guardian chooses to attend classes with the student.

## Tardiness

Promptness is considered a common courtesy and is an important habit to develop for a successful future. Therefore, the following procedures will be used to help students develop punctuality: when a student is tardy to school, he/she will report to the office prior to going to class. A tardy will be excused only if a parent/guardian has had contact with the school prior to or at the time of arrival.

Please note that a tardy to first hour cuts off at **8:15am**. Any tardiness after this time results in an unexcused absence (automatic detention).

Promptness to all classes throughout the day is also essential. Each teacher will post their individual tardy policy for a student's first three tardies to their class. Every tardy thereafter will result in an office referral/detention.

Examples of excused tardies:

Illness  
Medical appointment  
Emergency situations



Examples of unexcused tardies:

Car trouble  
Oversleeping  
Parent didn't wake me up  
Couldn't get a ride  
Friend didn't pick me up on time  
Couldn't find a parking spot  
Had to take sibling to school

It is the responsibility of the school attendance principal to determine whether a tardy will be considered excused or unexcused.

## Technology

Students will be allowed to use their cell phones prior to school, during passing times, and during lunch. Students will not be allowed to use their cell phones in the hallways while class is in session. Students who inappropriately use their cell phones may still have them confiscated. The determination of what constitutes appropriate in-class cell phone use will be left to the discretion of each teacher (cell phone as a planner/calendar, calculator, MP3 player, a means of conducting online research, etc). Cell phones are prohibited in designated "NoPE Zone's" (No Personal Electronics Zone".

Cell phone use amongst high school students is pervasive. By allowing for acceptable times for cell phone use and encouraging students to use this technology in an appropriate manner, we will be able to alleviate many of the issues that were associated with a zero-tolerance cell phone policy. Students will still not be allowed to text or receive calls during class, thereby maintaining the sanctity of the learning environment. This policy presents opportunities for cell phone technologies to be integrated positively into the classroom.

- Laser lights

Students violating this section will be subject, but not limited to confiscation of device; parent must come in to retrieve item.

## **Tobacco/Tobacco Products**

Smoking or other use of tobacco or tobacco products is prohibited on school premises at any time or for any function in which the student body participates, including daily or extra-curricular bus transportation. Students violating this section will be subject, but not limited to:

- First offense - citation and fine from village
- Second offense - citation/fine plus 1 day out-of-school suspension
- Third offense - citation/fine plus 1-2 day out-of-school suspension

Any offense will additionally carry a recommendation to participate in an assessment program.

## **Visitors**

All visitors (student or adult) must report immediately to the office to obtain a visitor I.D. pass for permission to remain in the school or on the campus. Persons in the school or on school grounds without permission may be subject to legal action. Parents are encouraged to come visit the high school and/or classes at any time. School-age visitors are welcome only if their school is not in session and the McFarland student host has received pre-approved permission from the principal 24 hours in advance.

## **Weapons**

No one shall possess, use, and/or transmit a weapon on school property, school buses, or at any school-related event. A weapon is defined as a firearm (loaded or unloaded), knife, razor, martial arts devices, pepper spray, Mace, explosives, illegal or disruptive articles or missiles (including firecrackers), any incendiary device or look alike that by its design and/or use can cause bodily injury or property damage. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.) Students violating this section shall be subject, but not limited to:

Parent notification	Referral to other district personnel
Suspension	Alternative educational placement
Referral to police department	Expulsion

## **Work Permits**

Work permits may be obtained in the main office upon presentation of a letter from the employer, a letter from the parent, a copy of a birth certificate or driver's license with photo, social security card, and the payment of ten (\$10.00) dollars. Permit requests turned into the office in the morning will be processed and ready by the end of the school day. Work permits are issued at the discretion of the school attendance officer, and may not be granted to students with poor attendance records. Furthermore, work permits may be revoked due to poor school attendance.

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*The McFarland School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion or handicap. The Wisconsin Fair Employment Law also prohibits discrimination in employment on the basis of creed, marital status, ancestry, arrest record or conviction record, or sexual orientation.*