

**MCFARLAND  
HIGH SCHOOL  
FAMILY HANDBOOK  
2018-19**



***“SPARTAN PRIDE”***

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# FOREWORD

Our handbook serves as a quick reference for the policies, protocol, and procedures that have been established to keep McFarland High School a safe, efficient and fun place to learn. All students and families are expected to review and understand the expectations and guidelines set forth in this document. From time to time during the school year, changes may be made to the contents of this handbook. You will be notified of any such changes. All changes have the force of the directives in this Family Handbook. Throughout this document references are made to McFarland School Board policies. To view a Board policy in its entirety, go the School District of McFarland's webpage at <http://www.mcfarland.k12.wi.us> or directly to <http://www.neola.com/mcfarland-wi/>

## Superintendent of Schools

Dr. Andrew Briddell

## McFarland High School

Main Office - 838-3166

Jeffrey K. Finstad, Principal - 838-4565

Anne R. Nichols, Associate Principal – 838-4566

David A. Piovonetti, Associate Principal - 838-4564

Student Services Office - 838-4500 ext. 4530

District website: [www.mcfarland.k12.wi.us](http://www.mcfarland.k12.wi.us)

## **MCFARLAND SCHOOL DISTRICT**

### **Mission Statement**

The School District of McFarland will graduate learners who achieve the knowledge and skills necessary to make a positive contribution to a changing world. This mission will be accomplished by:

1. setting high expectations for students, staff and community;
2. expecting and supporting consistent, high student achievement;
3. ensuring accountability through documenting and analyzing all that we do;
4. providing an environment of challenges, support, and respect; and
5. sharing a commitment to our mission among students, staff and community.

## **MCFARLAND SCHOOL DISTRICT**

### **Notice of Nondiscrimination Policy**

The McFarland School District does not discriminate on the basis of color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, including transgender status, change of sex, or gender identity, English Language Proficiency, age (except as authorized by law), military status, or physical, mental, emotional, or learning disability in any of its student program and activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. Equal educational opportunities shall be available to all students, without regard to their membership in the Protected Classes, race, color, national origin, sex, disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or emotional background, to learn through the curriculum offered in this District.

Because this statement drives all of our work as an educational institution, we are committed to ensuring that all of our students:

1. feel welcomed by our school community;
2. feel safe in our school community;
3. see both their own and others' perspectives, beliefs, and cultures fairly and accurately represented to the greatest extent possible in *what* we teach and *how* we teach it; and
4. experience a healthy and respectful learning environment at all times.

We welcome parents who wish to review materials used in any part of the educational curriculum for their students.

Inquiries related to the Federal and State laws and regulations, including Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age of Discrimination Act of 1975 should be directed to the District's Nondiscrimination Officer at 608-838-4514 or 5101 Farwell Street, McFarland, WI 53558.

# WELCOME!

**Jeffrey K. Finstad, Principal**

Welcome to McFarland High School! We are excited for the upcoming school year and wish you nothing but success! We encourage all students to read this handbook very carefully, share it with your parents, and use it regularly during the school year. Reviewing this handbook can help you succeed, answer questions, and avoid problems as the year progresses. If questions or concerns do arise, please feel free to contact your building principals; we are here to help you. Your academic career at McFarland High School is open to unlimited opportunities. Have a wonderful year, and remember, “make decisions that stand the test of Spartan Pride!”

## McFarland High School Mission Statement and Values

McFarland High School believes all students are intelligent, creative, and capable of growing and learning. We are committed to providing a personal and engaging high school experience by:

- Recognizing that curiosity, imagination and joy are invaluable to personal and learning progress.
- Encouraging perseverance, critical thinking, and self-advocacy.
- Offering challenging and dynamic curricula.
- Nurturing the unique individual abilities of each student.
- Providing meaningful and relevant opportunities that foster a love for learning.
- Committing to help students become intellectually, physically, and emotionally fit.
- Preparing our students to become global citizens in a diverse and changing world.

Adopted by MHS Building Council December 18, 2014



## ACADEMIC HONESTY

Academic honesty is expected of all students. All work submitted for the purpose of meeting course requirements must represent the original ideas and efforts of the individual student or include proper citation of outside sources. Examples of academic **dishonesty** include, but are not limited to:

- obtaining, discussing, or sharing all or part of a test or other assessment in advance without teacher approval
- submitting another student's work
- sharing answers
- copying another student's homework
- using notes, worksheets, electronic devices or other materials prohibited by the teacher
- reusing one's own previous work without teacher permission
- plagiarizing another's work

### Plagiarism

One specific type of academic dishonesty is plagiarism. Plagiarism is the use of another person's words, ideas, or images as one's own without acknowledgment of the source. Examples of plagiarism include:

- attempting to receive credit for work performed by another person, including papers, projects, labs, speeches, presentations, and creative works
- copying and pasting information from an online source or retyping such work into a paper or project without proper citation or credit
- copying words, ideas, or images from a non-digital source without proper citation or credit
- taking credit, whether deliberate or not, for another person's or source's ideas or words without proper citation or credit

### Academic Dishonesty: Interventions and Consequences

Level of Violation	Examples (Included but not limited to)	Interventions and Consequences
Level A Inadvertent	<ul style="list-style-type: none"> <li>● Student doesn't properly cite text, ideas, or images</li> <li>● Inadvertently using a resource not specifically allowed for an assignment or assessment</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher will provide further instruction</li> <li>● Student may be required to redo some or all of the assignment or assessment</li> </ul>
Level B Minor	<ul style="list-style-type: none"> <li>● Using someone else's ideas, words, or images in a <b>minor</b> assignment or assessment without citation and with intent to deceive teacher</li> <li>● Using notes or reference materials in an unauthorized manner on a minor activity or assessment</li> <li>● Partial use of someone else's ideas, words, or images in a <b>major</b> assignment or assessment without citation and with intent to deceive teacher</li> <li>● Resubmission of student's own previous work without teacher consent</li> <li>● Group work on an individual assignment</li> <li>● Providing other students with answers on an assessment that results in a minor advantage</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher intervention and, if appropriate, instruction</li> <li>● Behavioral referral</li> <li>● Parent/guardian contacted</li> <li>● Possible Code of Conduct/academic misconduct violation</li> <li>● Student initially receives a grade reduction on assignment with option to redo as determined by teacher</li> </ul>
Level C Major	<ul style="list-style-type: none"> <li>● Repeated incidents of Level B violation</li> <li>● Significant use of someone else's ideas, words, or images in a <b>major</b> assignment or assessment without citation and with intent to deceive teacher</li> <li>● Copying another student's work on a major assignment or assessment</li> <li>● Interfering with or destroying another student's assignments, assessments, projects, or labs.</li> <li>● Purchasing of papers or assignments online or from another source</li> <li>● Making a duplication or taking a photo of an assessment or study materials without teacher consent</li> <li>● Providing other students with answers on an assessment that results in a major advantage</li> </ul>	<ul style="list-style-type: none"> <li>● Teacher intervention and, if appropriate, instruction</li> <li>● Behavioral referral</li> <li>● Parent/guardian contacted</li> <li>● Code of conduct/academic misconduct violation</li> <li>● Student initially receives no credit for the assignment/assessment. Student may be given the option to redo for credit as determined by teacher and an administrator.</li> </ul>

### ACCELERATED LEARNING (GT)

The School District of McFarland is committed to setting high expectations and supporting high achievement for all its students. The district supports its gifted and talented students through specific services both within and outside the district, and through the commitment of staff and fiscal resources. Each school has a part time Advanced Learner Resource Teacher available to support students and staff. The MHS Resource Teacher, Amanda Jamae, may be reached at 838-4500 ext. 4537 or via email at [JamaeA@mcfsd.org](mailto:JamaeA@mcfsd.org). The School District of McFarland has an acceleration policy that allows parents/guardians and students to have the opportunity to reflect on the educational placement that is most appropriate for the student. For further information, please see Board Policy 5410 or access the district website and select “Advanced Learner (GT)” from the families/parent tab.

### ALL SCHOOL RESOURCE / ADVISORY

All School Resource (ASR) is a dedicated intervention and/or enrichment period for all students at McFarland High School. The daily 35 minute block is a mandatory intervention for students receiving a D or F in any class, while remaining students use it as an intervention or enrichment period. Students with a D or F may be required to meet with a teacher during their ASR period. The remaining students may sign up for academic assistance or enrichment. Students who do not sign up will stay with their advisor. Mondays serve as an **Advisory** period which will include activities such as Academic and Career Planning, ASR scheduling for the week, portfolios, assemblies, and/or registration. Juniors and seniors in good academic standing are not assigned to a specific ASR Tuesday through Friday. They can report to the library, cafeteria, or request academic assistance or enrichment from a teacher. All seniors, even those with senior release first or second block, must attend Advisory on Mondays.

### ANIMALS

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. Please refer to District Policies 8390, 8405, and 9160 for specifics on Animals in Classrooms.

### ARRIVAL AT SCHOOL

The first bell rings at 7:45 a.m. and school starts at 7:55 a.m.

### 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 suspension or expulsion.

### 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 118.5 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. 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 (“cut”) unless they are cleared within 48 hours of the absence.**

#### **Attendance: McFarland High School Attendance Policy**

The academic success of every student in the McFarland School District is important to us. Daily school attendance and on time arrival are critical to student success. It is the responsibility of the parent/guardian to monitor his or her child’s attendance and support their child in getting to school on time, every day.

#### **Attendance: Absences** (Excused Absences)

1. A student may be excused for no more than a total of **ten (10) days** (or the equivalent of ten days) during the **school year**.
2. Students may be legally excused from school for the following reasons (these absences do not count toward the ten absences):
  - Evidence that the student is not in proper physical or mental condition to attend school.
  - Obtaining religious instruction.
  - Religious holidays.

- Suspension or Expulsion.
  - Emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.
  - Court appearance
  - Serious health condition
  - School approved activity
  - Advance permission of parent or guardian: A parent or guardian may excuse a student for a reason that is deemed necessary or appropriate by the parent or guardian.
    - It is the student's responsibility to obtain the class assignments using the MHS Pre-Planned Absence Form prior to his/her absence and to bring them, completed, to the teachers after the absence.
    - It is often not possible to provide all class assignments and/or materials in advance of the absence.
    - The student will not have the resource of his or her teachers during the absence and missed instruction may ultimately affect the student's grades.
3. Please be advised that after a student has been absent five (5) days, a conference may be requested to discuss measures to ensure that a student can meet the learning standards for his or her classes and, if necessary, request that subsequent absences be verified by a doctor's excuse, appointment card, or other reasons approved in advance by the Principal or the Associate Principal. For further information please refer to School Board Policy #5200.
4. **Make-Up Work When Absent**
- a. Parents/guardians may request homework by calling (608)838-4500.
  - b. 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) and regardless of whether the day is an A day or B day. Previously assigned work must be submitted on the day of return if due date was during absence period (exceptions to this rule may be allowed depending on the severity of illness or reason for absence).
    - Examinations missed during an excused absence will be taken at a time designated by the teacher after consultation with the student.
5. **Attendance Letters**
- **7-Day Attendance Notification Letter** is received when:
    - A student is absent, excused or unexcused (or a combination of both) for a total of 7 or more days within a school year.
    - Letter indicates a conference **may** be requested and doctor's notes **may** be required for future absences
  - **10-Days Requirement Letter** is received when:
    - A student has already received the 7-day Notification Letter, and **administration has decided** to require doctor's notes for any additional absences.

**Attendance: Tardiness** (Late to school or class)

1. During the school day students have 10 minutes to travel from class to class. Students should use restrooms and lockers during this time. Students are expected to be on time to all their classes. It is imperative that students arrive to school on time. Students who arrive late (not in class by 7:55 a.m.) should go directly to the office to receive a pass.
2. A student is considered tardy if he or she arrives within twenty (20) minutes of the beginning of the school day (prior to 8:15 a.m.). These consequences apply regardless of the reason why the child is tardy (e.g., traffic, late start, parent/guardian responsibility).
  - a. A student with three tardies in a given class will receive a phone call home.
  - b. A student with four tardies in a given class will receive a lunch detention.
  - c. A student with five or more tardies in a given class will receive an after school detention.

3. A student who is more than twenty (20) minutes tardy to class will be regarded as truant and the attendance will be coded as a “cut”. A student with one or more cuts can expect to receive a 40 minute detention for each missed class.
4. **Tardy Truancy Letters:** A student who is excessively tardy to class will receive a Tardy Truancy Letter.
  - 12 tardies = 1<sup>st</sup> referral for **Tardy Truancy** ticket (\$98.80 ticket plus recommendation of driver’s license suspension)
  - 16 tardies = 2<sup>nd</sup> referral for **Tardy Truancy** ticket (\$124.00 ticket plus recommendation of driver’s license suspension)
  - 20 tardies = 3<sup>rd</sup> referral for **Tardy Truancy** ticket (\$149.00 ticket plus recommendation of driver’s license suspension)

**Attendance: Truancy** (Unexcused Absences)

1. **Truancy Definitions**

- a. Student is considered **Truant** for 1 unexcused block of absence. Truancies are coded as a “cut” on the student’s attendance record.
- b. Students who are truant are assigned a detention for each missed class.
- c. A student is considered **Habitually Truant** after 5 or more days with at least one unexcused block of absence or “cut”. Habitual truancy will result in a truancy ticket.

2. **Truancy Warning Letter** is received when:

- Student is absent and unexcused for 3 days with at least 1 unexcused block

3. **Habitual Truancy Notice Letter** is received when:

- Student is absent and unexcused for 5 days with at least 1 unexcused block per day
- Habitual Truancy is counted in 5 day increments
  - Notice/ticket sent at each 5 day increment (i.e., 5 days, 10 days, 15 days, etc…)
    - 1<sup>st</sup> referral for **Habitual Truancy** ticket (\$98.80 plus recommendation for driver’s license suspension)
    - 2<sup>nd</sup> referral for **Habitual Truancy** ticket (\$124.00 ticket plus recommendation of driver’s license suspension)
    - 3<sup>rd</sup> referral for **Habitual Truancy** ticket (\$149.00 ticket plus recommendation of driver’s license suspension)
  - Additional consequences for habitual truancy may include court ordered community service, home detention, and from the high school, the loss of privileges including the ability to attend school functions such as homecoming, prom, senior trip, parking in the student lot, etc.
  - McFarland high school may also deny a student a work permit or request the State revoke a previously issued work permit due to habitual truancy.

**Attendance: Absence Procedure**

**TO REPORT AN ABSENCE, PLEASE CALL 838-4500 Ext. 1 BEFORE 7:55 A.M.**

Parents are reminded to please call the MHS office before 7:55 a.m. if your child will be absent from school that day because of illness or some other emergency. It is not necessary to call the school if your child's absence is pre-planned and the school has already been notified. When you call, please provide the following information:

- Your child’s name
- Your child’s grade
- Your name and your relationship to the student
- The number of days your child is expected to be absent
- The reason for the absence
- Whether or not you wish homework to be collected

If we have not heard from you, we will make every effort to contact you to verify your child’s absence. Please help us with this by making sure that we have your current home, work, and cell phone numbers in Infinite Campus.

**BEHAVIOR**

**Discipline Policy: Philosophy and Beliefs**

We are committed to working with our students and staff to create a respectful, safe, and productive school-wide learning community that is free from disruption. At MHS our motto is “*Stand the test of Spartan PRIDE.*” Each letter of P.R.I.D.E. represents an

expectation we have for one another and ourselves related to Preparation, Respect, Integrity, Determination and Excellence. We commit ourselves to these principles and specific behaviors. Administrators follow general guidelines consistent with past practice in determining appropriate behavioral consequences. Administrators may also use their professional judgement and weigh other factors including (but not limited to) mitigating circumstances, repeated offenses, impact on the school community, level of harm or damage done, etc. when ultimately assigning consequences.

### **Restorative Practices**

In an effort to develop the important life skills of empathy, open, in-person communication, and ownership of one's actions, the staff at McFarland High School utilize a continuum of strategies referred to as Restorative Practices. The most traditional and formal use of detention these practices is restorative conferences. Restorative conferencing is a process that provides students involved in a conflict the opportunity to meet in a safe and structured setting, with the goal of holding offenders directly accountable for their behavior. With the assistance of a trained facilitator, offended students are able to let offenders know how their actions affected them, to receive the answers to the questions they may have, and to be directly involved in developing a restitution plan. Offenders are able to take direct responsibility for the behavior, to learn the full impact of what was done, and to develop a plan for making amends to the person(s) violated. Other restorative practices that are implemented include the use of restorative questions with students and informal restorative conferences.

Restorative practices can be used alone or in combination with other punitive measures such as detentions, suspensions, and athletic/activity code enforcement. For information specific to alcohol, tobacco and other drugs, please see Policy No. 443.4 – Enforcement Procedures for Alcohol and Other Drug Use Violations in the appendix. In addition to in-school consequences, bottom line behaviors may result in suspension out of school, police intervention, and/or a recommendation for the student to be expelled from school.

### **Classroom Behavior**

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 consider 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 and student conference, parent notified.

Level 2: Detention or class suspension, student/parent/teacher/administrator conference held when applicable.

Level 3: In-school or out of school suspension, depending on infraction. Parent/student/teacher/administrator conference for re-admittance into the class

### **Detention**

Detention must be served as soon as possible, either after school (3:20-4:00 pm) or during two 20-minute lunch periods. Failure to serve detention at the assigned time may result in an in-school suspension. 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/out-of-school suspension at the beginning of the following school year.

### **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.

## **Senior Release**

The senior release program is designed to reward seniors who maintain high academic standards while sustaining acceptable attendance and practicing good citizenship with the privilege to demonstrate their ability to continue to be responsible students. Eligibility requirements for the program include a cumulative grade point average of 3.0 or higher or having earned a 3.0 or higher during the previous semester. Seniors who are enrolled in a study hall and have met these requirements will receive a senior release application that is to be completed and signed by parents. Applications will then be presented to the MHS administration to review attendance and behavior records. If the applicant does not have any attendance, tardy, or behavior concerns, they will be rewarded with this privilege.

Students with senior release will not need to attend their study hall. Students with first block study hall will need to report to school for the start of second block, Tuesday through Friday. Monday they must report on time for Advisory. Second block students can sign out of school after first block, Tuesday through Friday and will be required to report on time to their third block class. Second block release students may not sign out until after advisory on Monday. Students with third block senior release may sign out after second block and return on time for their fourth block class. Finally, fourth block seniors with the privilege will be allowed to sign out at the conclusion of their third block class.

All senior release students are required to sign out when leaving school and sign in when they return. First block students will sign in when they arrive to school, while fourth block students will sign out when they leave. If a student decides to be in school during their study hall they simply sign in with the office so we are aware of their presence in the building. All first and second block release students must attend Monday advisory.

## **Hallway Behavior**

Students are expected to conduct themselves in an appropriate manner in the hallways at all times. Running, pushing, foul language, and excessive public displays of affection are not acceptable. Eating and drinking also are not allowed in the hallways.

## **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 or room 164. Students are expected to bring work to do and are not allowed to leave the room or designated area for the day. During lunch, students may purchase a lunch, but must return to eat in the assigned area. 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) scheduled school 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.

## **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.

## **Extracurricular and Co-curricular Participation**

All detentions and referrals must be cleared in order to:

- Attend homecoming
- Attend prom
- Attend the senior trip
- Receive parking privileges

## BICYCLES

Bicycles may be parked only in the racks provided by the school. Bicycles chained to the fence may have their locks cut and may be removed.

## BULLYING

Bullying is defined as deliberate or intentional behavior using words 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status; however, this type of bullying behavior need not be based on any of the protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

MHS has developed a comprehensive bullying prevention program, which aims to prevent bullying and harassment from occurring, raise awareness about the appearance and the consequences of bullying, and provides a proactive and effective response to any concerns. All of our staff members are trained to prevent bullying, and to recognize and address bullying if it does occur.

If students feel that they are being bullied, they are urged to talk to a safe adult or complete a "Bully and Harassment Report Form" that is available in all classrooms and the office or via our school webpage at <http://www.mcfarland.k12.wi.us/schools/high/>. All reports of bullying or harassment made both verbally and in writing are immediately directed to the principal or an associate principal. A staff member will address the concern within one school day. All parents/guardians who believe their child may be being bullied should contact an MHS staff member. A variety of approaches will be used to both support the victim and the offenders when incidents of bullying do occur. Examples of these approaches may include sending information to parents about bullying and its impact on students, restorative conferences, assignments and projects, and other consequences and learning opportunities as deemed necessary. Please keep in mind that an in-school or out-of-school suspension will be our response to most administrator-confirmed incidents of bullying. (For further information please see **District Policies 5516, Student Hazing**, 5517.01, Bullying, and 5517, Student Anti-Harassment, which are included in the appendix).

## BUS

We are committed to providing you with a safe bus ride. The school bus is considered to be an extension of the classroom; therefore, while on the bus, the School Board requires students to conduct themselves in a manner consistent with established expectations for classroom behavior. Additional expectations include:

### Loading/Unloading

1. Students shall ride on assigned buses.
2. Students shall get on and off the bus at their assigned stop for am/pm routes.
3. Riders are expected at the bus pick-up point five minutes prior to the scheduled pick-up time to keep the bus on schedule. The bus will stop only if the students are at the designated pick-up point.
4. Riders should stay off the roadway at all times as well as practice safe and courteous behaviors to other riders and to passing vehicles while waiting for the bus. Students shall walk on the side of the road facing traffic to get to the bus stop.
5. Riders should wait until the bus has come to a complete stop and the driver has signaled them before moving toward the bus. The riders should be in single file before entering the bus. If children must cross the roadway to get on the bus, they may cross the road only after the bus driver has signaled that it is safe to cross.
6. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving the signal from the driver, riders may cross the road. Riders should cross the road at least 10 feet in front of the bus so that the driver can see them cross and for other safety reasons. Riders should be alert to the danger signal, a steady blast on the horn, from the driver. Should that danger signal be sounded, the students should return to curbside (the right hand side/door side of the bus).
7. Students shall be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.
8. Guest ridership is prohibited.

### Conduct While On The Bus

1. Students shall respect and obey the driver. All school rules apply on the bus.
2. Students shall assist in keeping the bus safe and sanitary at all times.
3. Students shall sit and remain seated while the bus is in motion. If applicable, students will be seated in their assigned seats.

4. Students shall not throw anything inside the bus or out of the bus windows and should keep hands and head inside the bus at all times.
5. Students shall never tamper with the bus or any of its equipment. The offender shall pay for any damage.
6. Riders should keep the volume of their talking and laughing at conversational levels. Loudness and unnecessary confusion could divert the driver's attention and result in an accident. When approaching a railroad-crossing stop, riders shall remain silent.
7. Students shall remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
8. Transporting animals or glass articles are prohibited.
9. Transporting rollerblades, skates, scooters or skateboards are prohibited, unless fully enclosed in a backpack.
10. Students shall keep personal items out of the aisles.
11. Disrespectful, obscene or vulgar language and gestures are not allowed.
12. Food or beverages are not to be consumed on the bus, and use of tobacco is prohibited.
13. Students on trips must respect the instructions of the chaperones that have been appointed by school officials to accompany the bus drivers.

### **Disciplinary Procedures**

When a student fails to conduct him/herself properly, the bus company representative shall bring such misconduct to the attention of the building administrator. Regular school disciplinary procedures are followed for bus infractions. Where continuing or serious problems exist, the student's bus riding privileges may be suspended.

### **Notifying the bus contractor of absences (Nelson's Bus Service, 608-205-9040)**

1. Parents/guardians should notify the bus contractor by 6:30 AM if their student(s) is not riding the bus that day. The bus contractor has a 24-hour voicemail as well as e-mail, allowing the parent/guardian to report the absence at his/her convenience.
2. Should a student(s) not be riding the bus for an extended time, the parent/guardian should notify the bus contractor the days the student(s) will not be using the bus service.

## **CELL PHONES**

### **Electronic Devices/Cell Phones**

Cell phones, hand-held game players, and other electronic devices are used at the discretion of the classroom teacher. Students are not permitted to use electronic devices for pictures or for recording purposes on school grounds at any time unless pre-approved by the principal or an associate principal. The use of a camera phone or recording device in a locker room or restroom is prohibited. Please see Board Policies 5136 and 9151 for more information.

If a student is found to be abusing the privilege of using one of these devices, the device will be confiscated and taken to the office where it may be retrieved by the student's parent/guardian. Confiscation of a cell phone includes the collection of the cell phone, the battery, accessories, and the memory card. Depending upon the circumstances, other consequences may be given. The school is not responsible for lost, stolen, or damaged items. Students called to the office for behavioral reasons or who are serving detention must turn in their cell phones to an office assistant or detention supervisor.

If a student needs to call a parent or guardian during the day, the student is allowed to call from a school phone with staff permission. If a parent or guardian needs to contact their child during the day, the parent or guardian should call the MHS main office at 838-3166, and we will contact your child directly.

### **Cell Phone Progressive Discipline Policy**

- Level 1 (First offense) - Teachers will warn a student for inappropriate cell phone use in their classroom and ask the student to comply with appropriate usage.
- Level 2 (Second offense) - Inappropriate phone use during class will result in teacher confiscation of the device for the remainder of the class period.
- Level 3 (Third offense) - Inappropriate phone use during class will result in the confiscation of the device for the day. The device will be held in the High School office. A parent/guardian is required to pick up the phone with the student and have a brief conference regarding the behavior and the next levels.
- Level 4 (Fourth offense) - Parent and student will meet with high school administration to determine if personal electronics will be allowed on school property during school hours, including field trips. This requires a

signed agreement with the student, teacher (if applicable), parent, and administration, which will be in effect for a minimum of two months.

### **Bring Your Own Device (BYOD Policy)**

At McFarland High School (MHS) we recognize the value technological devices can add to the educational experience of all students. Therefore, we will continue to pilot the use of personally-owned wireless electronic devices including laptops, netbooks, iPods/iPads, other tablet devices, and e-readers for reading and calculating purposes, as well as other educational purposes as determined by school staff. Students wishing to participate must follow the responsibilities stated in the district “Acceptable Use Policy” as well as the following guidelines:

- The student must read and follow the district’s Student Acceptable Usage Policy and not use this personal device at school for inappropriate or unlawful purposes as stated in the Acceptable Use Policy. Inappropriate is defined as:
  - Obscene, as the term is defined in section 1450 of title 18, United States Code;
  - Child Pornography, as the term is defined in section 2256 of title 18, United States Code; or
  - Harmful to Minors.
- The student takes full responsibility for his or her device. When the device is not with the student, the student will keep the device in a locked locker. The McFarland School District is not responsible for the loss or any damage to electronic devices.
- The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
- The student will only use the device with the permission of an MHS staff member AND for purposes of reading, calculating, or for educational purposes when comparable devices are available to all students.
- The student will comply with a staff member’s request to shut down or close the screen on the device.
- The student will only use the district provided wireless network. Bypassing or attempting to bypass this network is not allowed.
- 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.
- The student may not use devices to record, transmit, or post photos or video of a person or persons from MHS without the permission of a staff member and those involved.
- Users may not play or download non-instructional games on computers while at school.
- The staff member has the right to take the electronic device for the remainder of the class period or day. The student’s parent/guardian will be notified and asked to come pick up the device at his or her earliest convenience.
- If a staff member has a reasonable suspicion that a student’s personal electronic device was used in violation of board policies, school rules, or the law, the device will be confiscated and may be searched by the district. If the student violates any of the user terms and conditions named in this document, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### **CO-CURRICULAR**

One of the joys of high school is the opportunity to be involved in a variety of activities, sports, and clubs, especially ones that may present new challenges. Many of the MHS staff members serve in an advisory capacity for student clubs and social activities. The number and focus of MHS extracurricular activities and clubs vary from year to year to reflect the interests of students and teachers. A new club needs only an idea, an appropriate number of enthusiastic students, and an advisor. Clubs may meet during lunch periods or before or after school depending on the activity and schedule of the advisor. Students with a keen interest in a topic are urged to seek out a staff member or two with whom they can make a connection and get an exciting new activity started.

### **Participation Requirements**

Participation in interscholastic sports is dependent upon completion of a physical and necessary paperwork. Please note that the School District of McFarland’s code states: “Students involved in activities must be present in school for the entire school day in order to participate in a school activity that afternoon or evening. Only pre-arranged, pre-approved absences will be considered as exceptions.” Students must be academically eligible in order to compete or perform in a club or sport. Students may also be ineligible if they are found to be in violation of the MHS Athletic and Activity Code of Conduct. Please refer to the Code of Conduct for specific eligibility requirements.

## **Behavior Expectations**

We encourage our high school students to exhibit their best behavior at all extracurricular and co-curricular events, including special and athletic events. When attending an event please obey directives regarding sitting and remaining in the designated areas, polite conduct, sportsmanship, and bringing refreshments into the event area. It is important that students listen to and obey event supervisors. Disrespect for supervisors or any other authorized adult may result in students being removed and/or losing the privilege to attend future events.

## **CODE OF CONDUCT**

Please refer to the [McFarland High School Athletic and Activities Code of Conduct](#).

## **COMMENCEMENT**

Participation in the commencement (graduation) 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 5460 - 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.

## **Academic Recognition**

Cum Laude Status: From the Latin *with honor*, seniors who have achieved academic excellence will be recognized with an honor stole to be worn over their gowns. Stoles will be awarded based on the following cumulative grade point averages from first semester.

- Summa Cum Laude: 3.9 & above
- Magna Cum Laude: 3.7-3.89
- Cum Laude: 3.5-3.69

NHS Cord: Seniors in National Honor Society will be recognized with a NHS cord to be worn over their gowns.

## **CONFERENCES**

Parent/Teacher Conferences will be held several times throughout the year using varying formats. Parents will be notified of the dates, times, and format of conferences via infinite campus, high school website calendar, high school newsletters, and email. Formats may include back-to-school night, arena style, or individual scheduled conferences. Back-to-school night provides an opportunity for parents to follow their student's schedule and be introduced to teachers and classroom expectations. Arena style is a drop-in format in which teachers are stationed in a common area, such as the gym and cafeteria, and meet with parents/guardians on a first-come, first-served basis. Conferences are limited to approximately five minutes to avoid parents/guardians from having to wait in line for an extended period of time. Individually scheduled conferences are held upon the request of the teacher or the parent. They normally last approximately 15 minutes.

In addition, parents/guardians are encouraged to set up individual conferences any time the need arises by contacting their student's teachers to arrange a time that works for all those involved. Teachers' and administrators' emails and telephone extensions are available on the website.

## **CONFIDENTIALITY**

Every family has the right to their privacy being respected and enforced. The district and all visitors help maintain privacy in the following manner:

- Student records will not be left out for others to view.
- Parents and staff are not allowed to discuss children and families with other parents.
- Staff will not discuss children and families with other staff unless there is a direct benefit to the family or child involved.
- Parents are asked not to talk about incidents observed in the classroom or at any other activities that involve children other than their own.

## COURSE CHANGES

Students and parents/guardians are asked to make their course selections carefully as these decisions impact staffing, scheduling and the ordering of materials. There may be reasons to change a student's schedule after schedules have already been issued. Add/Drop request forms may be obtained from Student Services. Course change requests will be reviewed by a school counselor and administrator.

### Request to Add/Drop Policy

Criteria for requesting a schedule change include:

- Graduation Requirement (12<sup>th</sup> only)
- College admission requirement (12<sup>th</sup> only)
- Career pathways requirement (11<sup>th</sup> and 12<sup>th</sup> only) \* MUST provide a specific plan and related coursework
- Failure/repeat a class (10<sup>th</sup> -12<sup>th</sup> only)
- Student has not met prerequisite (9<sup>th</sup>-12<sup>th</sup>)
- Lunch- medical need (note: documentation from doctor of record must be attached to this form)
- Irresolvable conflict with teacher in previous school year (9-12) \* Please note that this must have been documented with your counselor.
- Course selection form error

Prior to the start of a semester:

- Fill out the Schedule Modification Request Form that was sent to you via email or you may pick one up in Student Services.
- Sign the form and obtain signatures from a parent/guardian and case manager if applicable. In fall, forms are due the 2nd Friday in August. For Semester Two changes, forms are due the 2nd Friday in December.

After the start of the semester:

- You can request to drop and/or add a class during the first 10 days of a semester. In order to do so follow these steps:
  - i. Stop by Student Services and pick up the Schedule Modification Request Form.
  - ii. Fill out form and obtain signatures from parent/guardian and teacher(s).
  - iii. Counselors and administration will review rationale form and will email the student with a decision.
  - iv. In the interim, the student will continue to go to the originally scheduled course.
- After ten days students can only drop a course for a study hall, if they do not already have one. No other classes may be added after the first 10 days.
- If a student drops a course after the first 10 days (6 weeks if they are dropping a class for a study hall) into the semester the student will receive an F for the course.

## DANCES

The Student Council organizes several dances throughout the year. Student tickets are required to enter dances. Once a student exits a school dance he/she may not re-enter. The school dress code applies to dances, as do the expectations for student behavior. Parents/Guardians are always welcomed as chaperones.

## DRESS CODE

The primary purpose of the McFarland School District's student dress code is to provide a minimal standard for student dress that permits the student to participate in all learning activities without posing a risk to the health or safety of others. This policy is designed to treat all students with dignity and respect, taking into account students' body types/sizes, personal style, and is in accordance with Board Policy 2260 (NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY). Within these guidelines, families are encouraged to determine the standard of dress that is appropriate for their children based on the family's culture and values, as well as what is safe and comfortable for participating in educational activities.

Students must wear clothing that...

1. Allows the face to be visible at all times, except for religious reasons or other special circumstances
2. Includes both a shirt with pants or the equivalent (shirt with shorts / skirt, or dress etc.), and shoes
3. Covers undergarments, with the exception of waistbands and bra straps that might not be concealed by the clothing items in No. 2.

4. Is suitable and safe for all scheduled classroom activities, including where unique hazards exist (e.g., tech. ed, science labs, etc.). In regard to swimsuits specifically, swimsuits for physical education must be one-piece or tankini-style swimsuits suitable for rigorous, physical activity.

Students may:

Wear headgear (including, but not limited to hats and hoods) as follows:

- a. K-12: Appropriate headgear may be worn outdoors for warmth and protection, and inside for religious reasons, medical reasons, or other special circumstances.
- b. 9-12: Hats are allowed during the school day as long as they comply with the requirements for clothing.

Students cannot:

1. Wear see-through clothing
2. Wear clothing or accessories that depict offensive text, graphics, or other representations. Examples include but not limited to:
  1. weapons
  2. alcohol, drug or tobacco-related information;
  3. obscenities;
  4. put-downs negative stereotypes, sexual innuendo, sexually suggestive pictures, sayings, or slogans,
  5. hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected class;
  6. alcohol, drug or tobacco-related information;
  7. gang activity;
  8. tattoos depicting these items must be covered.

Violations of the dress code will be addressed by school administration on a case by case basis. A student found to be in violation of the dress code will be required to change clothing (which may include covering the inappropriate clothing with another garment) and may also include a disciplinary consequence

### **DRUG-FREE SCHOOLS**

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 person, 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
- Counseling or other assistance
- Placement on restricted student status
- Suspension
- Expulsion
- Any offense will additionally carry a recommendation to participate in an assessment program.

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

### **AODA**

Alcohol and other drug use is prohibited at McFarland School District functions including, but not limited to:

- Classroom activities & field trips;
- Home visits; and
- Family Outreach programs and activities.

Alcohol and other drug use by adults prior to school functions is strongly discouraged. Any behavior exhibited at programs or activities that suggest abuse of alcohol or other drugs will result in that person being asked to leave. All school district and 4K

program locations are smoke free environments per state statutes that disallow smoking in public school buildings or on grounds or facilities housing public school programs. A smoke free environment is also required at functions, which include, but are not limited to Family Outreach programs, field trips, or on school grounds. Parents are not required to abide by the Smoke Free Policy during home visits in their own homes; however, parents are encouraged not to smoke during these home visits. For further information please refer to Board Policies 7434 and 9160.

### **Tobacco/Tobacco Products/Smoking**

Smoking (with or without nicotine) or other use of tobacco or tobacco products, including vaporizer pens, hookah pens or e-cigarettes, is prohibited on school premises at any time or for any function in which the student body participates, including daily or extracurricular bus transportation. Students violating this section will be subject, but not limited to:

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

### **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 that is felt to be wrongfully interpreted or applied, may individually put such grievance in writing and submit it to the teacher, administrator, and/or staff member involved. Any grievance not filed within five (5) scheduled school days after the occurrence of the incident is waived. Upon request, a meeting will be set by the principal to hear and discuss the grievance within seven (7) scheduled school days after the grievance is filed.

### **EMERGENCY INFORMATION (including weather emergencies)**

All families complete emergency information forms during online registration in the summer. This information is kept on file and is the first source for getting in touch should anything happen to a student. Please be sure that your emergency contact information is updated with any changes during the year.

In the event that the school district is closed due to weather or other emergency, families are notified via the local radio and television stations, and the district website at <http://www.mcfarland.k12.wi.us> . Every effort is made to announce changes in the school schedules prior to 6:30 a.m.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records. FERPA governs release of records maintained by a school district as well as access to those records. This notice explains the rights of adult students and their parents with respect to their educational records, and outlines the district's procedures to comply with FERPA. Parents have the right to:

1. Inspect and review the student's educational records. Requests to inspect records should be directed to the building administrator.
2. Seek amendment of the student's educational records that the parent or adult student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Requests to amend should be directed to the building administrator.
3. Consent to disclosures of personally identifiable information contained in student educational records, except to the extent that FERPA and state law authorize such disclosure without consent. The District maintains the right to disclose educational records to other school officials, including teachers within the school district who have determined to have legitimate educational interests in the records. School officials are certified staff and have a legitimate educational interest if the record information sought will, if disclosed, assist the official in providing education or other related services to the student.
4. File a complaint with the Family Policy Compliance Office of the United States Department of Education alleging that the district is not in compliance with FERPA requirements. The address of this office is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C.

## **FEES**

A student fee schedule is in effect for all students in the McFarland School District, and varies based on the courses and activities in which the student is involved. Student fees for the school year are due by the 6th week of the semester. *ALL FEES ARE NON-REFUNDABLE*, even if the student drops the class. Fees are assessed to purchase materials for student use in class. Students will not be denied participation in educational programs for failure to pay fees. A student will no longer be eligible to participate in an elective educational opportunity or non-educational activity for which payment of charges is necessary until such time as the payment has been made. Unpaid student fees accumulate from one year to another. A student is not eligible to participate in any secondary co-curricular activity until fees are paid, until a payment plan is established, or the fees are waived or reduced. Once the level of fees reaches \$500 per family, the district retains the option of seeking payment through small claims court or through a collection agency.

### **Fee Waivers**

Families who are not able to pay all or a portion of the fees due to financial issues must follow the following procedure:

1. Complete the "Free and Reduced Meals Application," which can be found online at <http://www.mcfarland.k12.wi.us/district/Dept-SchoolNutrition.cfm#FreeReduced> or in all of the district buildings, and turn it into the school office.
2. Sign the "Sharing of Information with Other Programs" document, which can also be found at <http://www.mcfarland.k12.wi.us/district/Dept-SchoolNutrition.cfm#FreeReduced>, and is available in the district office and all of the school buildings. Please be sure to check the second line stating, "Yes! I do want school officials to share information from my Free and Reduced Meals Application to the McFarland School District Administration for purposes of school fees, textbook fees, and field trip fee waiver or reduction." Please turn this form into the school office.
3. Contact the building administration to formally request a fee waiver. The administration will make a decision regarding the request for a fee waiver by verifying financial need with the list of names of families who have given permission to share information from your Free and Reduced Meals Application. Once the financial need has been verified, the required fees will be waived. If a family does not qualify for Free or Reduced Meals, the administration may choose to grant a fee waiver, based on the specific situation and any extenuating circumstances.

## **FIELD TRIPS**

Throughout the school year students are provided with opportunities to extend their learning outside of the classroom through field trips. These trips are essential to the educational program, and all students are expected to take part in them. Parental permission is required for students to take part in field trip activities. A fee is typically charged for these activities; however, families who have difficulty paying these fees should contact their child's school counselor, teacher or principal to request a reduced or waived fee. In order to ensure field trips are a positive and successful experience for all students, we have developed a list of field trip expectations described below:

1. Students are expected to be at school at the appointed arrival time, prepared for the trip. The bus cannot be expected to wait for late students.
2. Students are expected to dress in accordance with the school dress code.
3. Students are expected to obey all civility and safety rules on the bus. For further information please see the section titled "Bus."
4. Students are expected to act respectfully and politely to their peers and to adults.
5. Students are expected to follow directions about meeting places, safety precautions and all other directives given by staff and chaperones.
6. Students are expected to remain on designated, field trip property at all times.
7. Students must report promptly to the departure place so that buses may return to school at the designated time.
8. Students are bound by the rules of the McFarland High School Family Handbook.
9. Any serious violation of these or other rules as specified by staff or chaperones may be grounds for denial of any remaining field trip time and/or a call for a family member to pick the student up on site.

## FOOD SERVICE PROGRAM

McFarland High School is pleased to offer our students breakfast and lunch at school. Breakfast is served each morning from 7:15am - 7:50am and from 10:00am - 10:10am in the cafeteria.

### LUNCH

Students' lunch is 20 minutes long with a 10 minute passing period before and after. Students may use cash or the debit system for purchasing school meals and a la carte items. When using the debit system, students are required to use their Student Identification Cards for food service purchases. A replacement ID can be purchased in the main office for \$5.00, which can be deducted from the student's lunch account. Deposits can be made at any time by going to the school website and clicking on the Infinite Campus icon at the top of the page. Students are notified when their account is low. They will not be allowed to purchase an "extra entree" or a la carte items when the balance drops into the negative. Free/Reduced-price meals are available to students who qualify. Applications are available in the Student Services Office and on Infinite Campus. Questions regarding the Food Service Program may be directed to the District Office (838-4521).

Students are expected to behave appropriately while eating. Inappropriate behavior may result in consequences including but not limited to restorative solutions, lunch-detention and/or after-school detention.

McFarland High School is a closed campus during the lunch period, meaning that students are not permitted to leave the school grounds for lunch.

More information can be found at the district website at <http://www.mcfarland.k12.wi.us/district/Dept-SchoolNutrition.cfm>

## FUNDRAISING

Student fundraising is permitted by students in school, on school property, or at any school-sponsored event only when the profit is used for school purposes or for an activity connected with the schools. School-sponsored organizations must obtain permission from the building principal or designee before undertaking any project requiring fundraising. Considerations include the extent to which the fundraising activities disrupt the normal operation of the school. If donors cannot be identified, monies shall be turned over to the McFarland School Board. For further information please refer to Board Policy 5830.

## GRADING

The purpose of grades in the McFarland School District is to **communicate** the **learning, growth, and achievement** of individual students in relation to important academic **standards** with a focus on the skills of **critical thinking, creative thinking, and communication**.

Our grading practices will provide **accurate, meaningful and consistent communication** to explain to students and parents:

- **Clearly defined learning criteria** for successfully completing a course or grade level, including how grades are determined
- what a student **knows and is able to do** at a point in time, and,
- what his or her next steps are to **grow**

As we are basing students' grades on academic standards for each discipline, non-academic factors including attendance, behavior, preparedness, etc. will not be factored into academic grades. Rather, they will be reflected in a separate Citizenship grade that will appear on each student's report card. Citizenship grades will not count toward a student's grade point average.

Over the next three years the high school will transition to a standards based grading system with the goal of ensuring that grades are accurate, consistent, meaningful, and supportive of learning. Teachers are being trained in analyzing student products against set standards and in finding evidence of student learning using a variety of methods. Final grades are determined by teachers' professional analysis of student work against those standards.

Parents are strongly encouraged to inquire how grades in each course are calculated as some teachers will still be using traditional grading calculations during this transition. Grading policies will be outlined in each teacher's course syllabus and will be shared with students during the first week of classes.

### Conduct and Effort Grades

Separate grades for student conduct and effort will appear on student report cards at the midterm marking period. The purpose of these grades is for teachers to provide feedback on responsibility, respectfulness, and engagement. Conduct and Effort grades will not

count toward the academic achievement of the student, however they may be considered as factors in determining student privileges, rewards, honors, or recognition.

### **Progress Reports**

As part of our ongoing efforts to communicate regularly with parents/guardians regarding student performance, formal progress reports are emailed to families via Infinite Campus at regular intervals throughout the term. If there are questions about your child's progress at this or any other time, parents/guardians should feel welcome to call or email the teacher(s) or counselor for an update.

### **Academic Awards**

Academic honors will be awarded to students who consistently achieve high academic success in all classes. Students earn 2 points each semester by achieving honor roll (3.0-3.749) and 4 points each semester by achieving high honor roll (3.75-4.25). Accumulated points earn the following recognition:

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

Cum Laude Status: See Commencement

## **HARASSMENT**

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.

Harassing behavior includes, but is not limited to: graffiti containing offensive language, name calling, jokes or rumors, threatening or intimidating conduct, notes or cartoons, slurs, written or graphic material containing comments or stereotypes degrading others, physical acts of aggression or assault. Sexual harassment deserves special mention, and 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.

Harassment significantly and negatively affects the school environment, not only for those students who may be the targets of harassment, but also for students who witness harassing behavior and fear that they, too, may become targets. For this reason, McFarland High School is committed to educating all members of our school community about the impact of harassment/discrimination and to informing students and parents/guardians about what may be happening with their student.

If students feel that they are being harassed, they are urged to talk to a safe adult or complete a "Bully and Harassment Report Form" that is available in the high school office (see appendices for a copy of the form). All reports of bullying or harassment made both verbally and in writing are immediately directed to the principal or an associate principal. A staff member will address the concern within one school day. Parents/guardians who believe their child is being harassed should contact an MHS staff member. Please keep in mind that an in-school or out-of-school suspension will be our response to most administrator-confirmed incidents of harassment.

(For further information please see McFarland School District Board Policies 5517.01 "Bullying," and 5517 "Student Anti-Harassment," which are included in the appendices).

## **HEALTH SERVICES**

A school nurse, nurse's assistant, or a trained administrative assistant is available daily during school hours. If a student needs to come to the Health Office, s/he should check first with his/her teacher for a pass to the office. In the case of a more serious illness or injury at school, parents/guardians will be called to pick up the student. With few exceptions, students who are at school are expected to participate fully in school activities. If a child is excluded from school for a contagious health problem, a note should be sent upon the child's return indicating that treatment was given.

### **Accidents at School**

When there has been a student accident, every attempt will be made to locate a parent or contact person designated by a parent or guardian. This will be done if the accident is serious and may require medical attention, but it is often done just to inform parents of a

lesser accident. It is important that we have current information at all times on our Student Information System. Please contact us if this information changes throughout the school year.

### **Blood Borne Pathogen/Communicable Disease**

McFarland school staff members are trained annually on measures of prevention for Blood Borne Pathogen exposures that may occur amongst students/staff, along with the associated policies/procedures on communicable disease transmission. Students who are involved in an incident where potential exposure to a blood borne pathogen occurred, should report (or be directed) immediately to Health Services for first aid, parent notification, and a medical evaluation recommendation. Supervising staff are responsible to complete a report within 24 hours of the incident. For further information, please refer to Board Policy 8453.

### **Food Allergy and Classroom Snacks**

Health Services is committed to the daily management of students with identified life threatening food allergies. The increase of students with severe allergies poses unique challenges for both students and school staff. Therefore, all classrooms in the high school and across the district will be nut-free (peanuts, almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts). Depending upon student needs, some classrooms may have other food restrictions. These restrictions do not apply to the lunchroom setting. Please visit the website [www.snacksafely.com](http://www.snacksafely.com) for a link to a safe snack guide.

### **Immunizations**

Please be sure your child is current with all their immunizations. Simply refer to the Wisconsin Department of Health Services website <http://dhs.wisconsin.gov/immunization/index.htm> to be sure all requirements are being met. To help parents fulfill their child's immunization requirements, Dane County offers free immunization clinics. Immunizations for DPT, Mumps, Measles, Rubella, Polio, Hepatitis B and Varicella are given. Bring your child's immunization records with you when you come to the clinic. Please call **242-6520** for time and location of clinics.

### **Medical Insurance**

The McFarland School District does not carry student medical insurance. Parents are, therefore, responsible for medical expenses for pupils injured on school premises. The school district offers information regarding optional medical insurance to those families who would like to purchase insurance. Even with the best safety precautions, there is an element of risk to children during normal school activities such as recess and physical education. Parents are encouraged to consider the adequacy of their medical insurance.

### **Medication: Consent Forms and physician's orders may be faxed to MHS at 608-838-4567**

Designated school personnel may administer prescription and over-the-counter medication upon receipt of written instructions and the consent of the parents/guardians (refer to Board Policy 5330). Prescription medications are kept in a locked cabinet in the office. A physician's order is required for the administration of prescription drugs. Please note:

- Medication to be given in school must be sent in the original container and be properly labeled with the following information:
  - Student's full name on the container
  - Name of drug and dosage to be given
  - Time medication is to be given
  - Physician's name and phone number (prescription medication only)
- Students will take medication at designated time supervised by authorized school personnel.
- A daily record is kept of all medication given at school.
- Limited quantities of any medication should be kept at school.
- Parents must notify school when drug is discontinued and the dosage or time is changed. If the medication is resumed, a new order must be received.
- Consent forms must be renewed each year for pupils who take medication on a long-term basis.
- Parents/Guardians will be notified immediately if there are any concerns or if the student refuses to take the prescribed medication.
- All 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.
- Students are allowed to carry their own asthma inhaler; a consent form must be completed and on file.
- Questions about medications may be addressed to the nursing staff at 838-4500 ext. 4761.

## **HOMEWORK**

Assigning homework is the responsibility of each classroom teacher and will vary with the teacher. If parents/guardians have questions regarding the amount of homework in a specific class, we recommend that you contact the teacher as soon as possible. In addition, parents and students may access Infinite Campus and individual teacher web pages for grades and assignments. For students who were absent, they are encouraged to connect with their teachers the first day back from the absence to collect any work that was missed.

## **HONOR ROLL**

We recognize the academic achievement of students at the end of each semester with an Honor Roll. Students who earn a grade point average for the semester of greater than 3.75 are recognized by being placed on the "High Honor Roll." Students who earn a grade point average for the semester between 3.0 and 3.749 recognized by being placed on the "Honor Roll." Students who receive this recognition are given a certificate of achievement as well as a statement on their report card.

## **HUMAN GROWTH AND DEVELOPMENT**

The School District of McFarland shall offer instruction in topics related to human growth and development. The program shall include information and instruction appropriate to each grade level and the age and level of maturity of the students. At the high school level this curriculum is primarily received in freshman health classes. There are certain curricular topics 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 online and in the student services office. A more detailed list of the Human Growth and Development curriculum is available on the McFarland School District web page, as well as in the MHS office.

### **Student Waiver/Opt-Out**

If you would like your child to be excluded from this curriculum or any portion of it, please complete and sign the Student Waiver Form included in the appendices, online or in the student services office.

## **INFINITE CAMPUS PARENT PORTAL**

All MHS teachers are using the Infinite Campus Parent Portal, an online communication system designed to provide parents/guardians with information about attendance, discipline, coursework, student grades, and school updates. Parents/Guardians are encouraged to reference the Parent Portal with respect to their child's progress. Please note that in reference to some of the items listed, the Parent Portal will be real time for some things such as attendance, but student grades may be delayed for tests and assignments up to two weeks.

## **LIBRARY MEDIA CENTER**

The mission of the library program at McFarland High School is to ensure that students are effective users of ideas and information. The library can be thought of as the resource hub for the school. A variety of learning activities take place in the library. Students come to the library to read, to check out books, to learn library skills, to use the computers, and to complete research projects. Our library is a gateway to the world for students, linking learning and life. The library has an educational purpose, and so should each of the students coming to the library. The Library Media Specialist collaborates with classroom teachers to meet the information needs of students.

### **Library Media Center: Policies**

Students may come to the library before and after school without a pass. During class time and lunch, a pass from a staff member is required. A student MHS Identification Card is required to check out library materials. The cost of replacing an MHS student identification card is \$5.00 and will be deducted from the student's lunch account. Students may check out four books at a time. Books are checked out for a three (3)-week period and must be returned in the same condition as when they were checked out. Overdue fines are charged for items that become sixty (60) days past due. Lost or damaged materials, including electronic devices and equipment, must be paid for at replacement cost. Unpaid obligations will transfer to the next school year and appear on student registration forms in the fall. Library privileges may be suspended until obligations are cleared. We appreciate your efforts to return any MHS materials at any time, regardless of due dates.

## **LINK CREW**

McFarland High School is proud to provide the LINK CREW program to all incoming freshmen. Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Link Crew Leaders are trained mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success. More than an orientation, this program offers continuous mentoring and activities for every freshman throughout the entire year. Upperclassmen interested in applying as a Link Leader should stop in the main office for more information. Individuals chosen as Link Leaders must commit to the program for one year.

## **LOCKERS/LOCK POLICY**

Lockers are assigned at the beginning of the year. Ninth graders and new students are assigned a lock and locker during the registration process or through the main office. There is a mandatory, one-time, non-refundable lock rental fee of \$5.00 charged to each student. The locks are used throughout the student's time in high school. Only school locks may be used on school lockers; broken locks and lost locks may be replaced at the office for a fee. Lockers should be kept locked at all times and students are cautioned against giving their locker combinations to other students. The school is not responsible for items missing from lockers. Lockers may be decorated on the inside as long as the decorations are in good taste and are not derogatory to any individual(s). Only magnets or tape may be used to attach pictures to the inside of lockers and must be removed at the end of the year. Writing on the inside or outside of the lockers is not allowed. Clothing or other items left in lockers at the end of the year will be donated to charity.

## **LOST AND FOUND**

Students are urged to put their names on all coats, gym items, backpacks, and other personal belongings. Anything found (including valuables such as watches, wallets, glasses, ID cards, books and calculators) should be brought to the office and will be kept either in the office or placed in the lost and found area located in the main office. Students are responsible for keeping track of their personal items and for reporting missing items immediately to their classroom teacher and to the office. We do our best to help students keep track of their belongings, but we are not responsible for missing items. Items not claimed at the end of each semester will be donated to charity.

## **PARENT ORGANIZATIONS**

The MHS –Secondary Parent School Council is a group of committed parents and high school staff members who meet regularly to discuss events at school and provide support to the students and staff of MHS. The SPSC meets monthly or whenever needed to keep communication flowing between the high school staff and the parents of MHS students. This group provides meals for the staff on conference nights, treats for the staff during teacher appreciation week, food for after academic recognition nights, reception for after scholarship night and continues to support the student assistance fund. This group also hosts meetings for parents and staff on significant issues happening throughout the school year. Support is appreciated financially as well as your presence at the meetings.

## **PARKING – STUDENTS**

Student parking at MHS is by permit only and parking stalls are allocated as follows:

1. Parking lot permits are issued twice during the school year, in August valid through semester 1, and in January, valid through semester 2.
2. A parking permit can be revoked at any time by the administration for behavioral referrals and/or unsafe driving in the HS parking lot.

Students may purchase a permit in accordance with the following criteria:

- Not have any outstanding detention time or outstanding referrals.
- Seniors with no unexcused absences for the previous semester.
- Juniors with no unexcused absences for the previous semester.

Students who have questions regarding their number of unexcused absences may inquire in the MHS office. Parking permits are \$25.00 per semester, and seniors meeting the criteria may purchase permits online on a first-come-first-serve basis. Specific information regarding online sign-up will be sent to parents via Infinite Campus. Eligible Juniors may register for a lottery for any remaining parking spots.

## **PHYSICAL EDUCATION**

State law requires physical education for all students in Wisconsin schools. If a student cannot participate in physical education, s/he must provide the teacher with a note from a parent/guardian. Non-participation of more than one week requires a physician's order and make-up activities will be assigned. Students are expected to come to physical education ready to participate (including appropriate shoes and clothing). Students are also expected to put their things in a locked locker during gym class. A lock will be provided. The school is not responsible for missing items. If a student completes three successful sports seasons by senior year, they can opt out of a gym class their junior or senior year.

## **PROGRAM OR CURRICULAR MODIFICATION AND ACCOMMODATIONS**

Parents have the right to inspect instructional materials (refer to Board Policies 9130 and 2416) and request program modifications (refer to Board Policy 2240). If either the class content or activities conflict with a parent or student's religious beliefs or value system, the school will honor a written request for your child to be excused from particular classes. Please complete and sign the Student Waiver Form included in the appendices.

A person with questions or concerns about specific learning resources that cannot be satisfied at the school level may complete a "Request for Reconsideration of Learning Materials" form and submit it to the Director of Instructional Services. Upon receipt of a signed form, the Director of Instructional Services shall contact the person to discuss the issue. If necessary, an ad hoc committee of teachers, administrators, and citizens may be convened to consider this request. The committee shall read or view the challenged material in its entirety, and then re-evaluate the material. The committee shall make a recommendation to the Director of Instructional Services concerning the disposition of the issue and the medium in question. The Director of Instructional Services shall inform the person who submitted the review request concerning the issue. An appeal may be made to the District Administrator. The decision of the District Administrator is final.

## **READING COORDINATOR**

McFarland High School students and staff are fortunate to have the skills and insight of a Reading Coordinator available. The Reading Coordinator works with teachers to identify activities and reading materials that will engage students more effectively in reading and writing, and works with students directly to identify strengths and areas of challenge in reading and writing. If parents/guardians have questions or concerns about their child's reading motivation, ability or inclination, our Reading Coordinator would be pleased to talk further with you.

## **RESTROOM USE**

Recognizing the importance of instructional time, students are asked to use the restroom outside of class time: during the 10-minute passing time, before and after school, and during their lunch period. However, teachers understand that students may occasionally need to use the restroom during class time and accommodations are made on an individual basis. If there are any extraordinary circumstances of which we should be aware, please contact the school nurse, the principal, or an associate principal and we will be happy to help.

### **Private Restrooms**

McFarland High School strives to create and sustain a school community that supports and values all members of our community, including visitors. One key component of creating a comfortable environment is providing safe, accessible, and convenient restroom facilities. MHS students are welcome to use the single-stall, private bathrooms located throughout school at any time during the day.

## **SAFETY**

The School District of McFarland is committed to ensuring the safety of all members of our school community. Some of the most essential elements of this commitment include:

### **Drills**

Students and staff practice how to respond in an emergency situation during fire drills, severe weather/tornado drills, and intruder drills. Other drills and safety exercises may occur throughout the year.

## **Emergencies**

### What is an emergency?

An emergency is any unexpected incident that could possibly put your child's safety at risk. It could be anything from a disruption in utilities to an act of violence and could affect one child, one school, or the entire school district. School officials, and sometimes emergency responders, will evaluate the seriousness of each situation and determine the best action to respond quickly, safely and appropriately. Advanced planning and preparation can minimize the risks in any emergency situation. This information that follows offers guidelines for preparedness, what parents should do, and what the school will do in the event of an emergency. Communication procedures and student release procedures are also outlined.

### What will the school do in the event of an emergency?

What we do in an emergency depends on the situation and the specifics of the incident. We will make every attempt to ensure that instruction continues, even when it becomes necessary to place the school in a hold or lock down the school. Depending on the severity of the threat or emergency, additional measures may be taken, including sheltering-in-place, evacuating students from the building or closing the school. Each building has a procedure for supporting students with special needs to insure the physical safety of students in the event of an emergency. While every school has pre-established plans of action, evacuation sites, and family reunification plans, these plans must remain flexible as conditions change. Parents will be informed as soon as we have done everything we can to ensure the safety of students and when it becomes possible to provide accurate and helpful information.

Each school has an emergency preparedness plan involving a number of possible response actions. The response varies, depending on the conditions and the situation, and is determined by a situation response (crisis management) team trained to make such decisions. It is important for parents to understand that if a critical incident occurs, students will be dismissed to parents only when danger has passed and it has been deemed safe to release students. The length of time a school remains in a response action is based on the situation at hand, and could be a few minutes or hours. *It is possible that when a response action has been initiated at a school, it may involve keeping students beyond the regular school day. It is never our intention to hold students unnecessarily, and we will not do so except to ensure their safety.*

### Emergency Communications - How will parents be notified if an incident occurs at school?

Our first priority is to ensure all students are safe, accounted for, and under adult supervision. As soon as it is possible to do so, the School District of McFarland will communicate information to parents and the community. The school district has a variety of media available to parents that will be updated, as needed, with the most complete and accurate information available.

1. School Messenger (phone and text messaging)
2. School District of McFarland Website ([www.mcfarland.k12.wi.us](http://www.mcfarland.k12.wi.us))
3. School District of McFarland Main Phone Number (838-4500)

In the event of a significant emergency, parents are encouraged to tune in to one of the following local television stations or their websites to follow the event as it unfolds:

Channel 3 - WISC (CBS); <http://www.channel3000.com>

Channel 15 - WMTV (NBC); <http://www.nbc15.com>

Channel 27 - WKOW (ABC); <http://wkow.com>

Channel 47 - WMSN (FOX)

### What should parents do in the event of an emergency?

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact.

- *Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls.*
- Please do not go to the school or scene of the crisis/emergency. By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.
- Remain close to the phone listed as on the student enrollment form you submitted at the beginning of the school year.
- Tune in to television designated to carry MSD emergency information. See "Emergency Communications" section below.
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family\_reunification\* site, bring a photo identification card.

**\*Off-Site Family Reunification\*** - Students are moved off-site when school officials determine students and staff should not re-enter the building until it is rendered safe. Several off-site locations are determined in advance, but are not shared with parents until an incident unfolds. School officials will choose the best reunification site at the time of the incident depending on the circumstances of the emergency. Parents will be notified of the family reunification site as soon as it is tactically appropriate to do so. Our main priorities in an off-site evacuation are student safety and accountability. We want to make sure students are released to authorized individuals and a sign-out procedure will be initiated. In the event of an off-site school evacuation, parents will be provided information as to where the reunification site is located. Parents or authorized adults will be required to show photo identification in order to pick up a child. The process may take some time because we want to ensure reunification is made with authorized individuals.

#### Preparedness - What should parents do to prepare for an emergency?

Parents have an invaluable role in preparing themselves and their children for emergencies. Listed below are some of the ways you can help if an emergency occurs at school.

- Whenever you are on school grounds, remain alert to activity in and around the school. Report any suspicious activity to school administration so they can investigate.
- Be sure *emergency contact information* is current and correct. If an e-mail address, work, home or cell phone number changes, please update it immediately in the Campus Portal. If you are unable to do so, then contact the school office.
- *Identify who is authorized to pick up your child if you are not able to respond.* Make sure their contact information is current and correct. Please understand your child will only be released to parents and persons identified on the emergency contact list. *Discuss this information with your child.*
- Make sure your child knows their parent or guardian's *name, address and phone numbers.* If there is only one parent or guardian, your child should have contact information for a second responsible adult.
- In case of an emergency in which your child cannot go to their home, make sure there is another place he or she can go and be safe while waiting for an authorized family member to pick them up.
- Establish a family preparedness plan including a *communications plan.* This will enable you to communicate with all family members during an emergency.
- Talk with your child about the importance of remaining calm and following instructions in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- Let your child know they could be moved to another location until you can pick them up. *Explain the term "evacuation"* so they are not afraid of being evacuated from their school
- Explain that cell phones should not be used during an emergency unless directed to do so by a teacher. Emergency responders will depend on cell phones for communication. If students and parents are trying to contact each other, cell phone circuits may become overloaded, interfering with the ability of emergency personnel to communicate vital information.
- Keep the school nurse informed of any *medical conditions or physical limitations* your child may have or medications your child may be taking.

#### **Recovery After a Crisis**

The school officials understand that a traumatic event in a school or in the community can have an emotional impact on staff and students. MSD has a trained team of counselors, social workers, and psychologists who can respond to the school during and after a critical incident to provide assistance. If there is a chance a critical incident makes an emotional impact upon staff or students, the MSD student services intervention team helps those affected cope with the aftermath of the incident.

#### **Secure Entry**

All visitors must enter the building through the main entrance ("A doors"). During the school day the doors to the main office and to the school are locked. Visitors press a buzzer to alert the office staff of their presence. After stating their name and purpose for visiting, the visitor is either buzzed into the office or directed to leave the school grounds. All visitors who are buzzed into the office will show an approved form of identification, sign in providing their name, purpose for visiting, and the time, and will receive a visitor pass. The office staff will verify the purpose of their visit with other staff members as appropriate and ensure the visitor arrives at the correct destination.

All buildings in the McFarland school district including the high school are closed campus. Students may not leave school without prior permission and are required to check-in at the main office when they return during the school day.

## **Surveillance**

Video surveillance/electronic monitoring equipment is used in each facility. Students, staff, and visitors should be aware that their actions/behavior may be monitored and recorded through the use of these devices.

## **SCHOOL RESOURCE OFFICER**

### **To leave a message for our School Resource Officer, call 838-4720**

The School District of McFarland is fortunate to have a School Resource Officer to work with our students and staff throughout the district. The School Resource Officer is a member of the McFarland Police Department and equally paid by the school district and the Village of McFarland. If the principal or associate principal believes that a student situation would benefit from the involvement of the School Resource Officer, the officer is called. Either the administrator or the School Resource Officer will contact the parent/guardian if a student is interviewed in relation to that student's involvement in illegal and/or inappropriate conduct. All interviews, interrogations, or questioning of students at school will be made with full regard to fundamental fairness and protection of legal rights. A school representative may be present unless the student requests otherwise. Child abuse and neglect investigations are governed by Wisconsin Statutes.

## **SEARCH AND SEIZURE**

### **Canine Searches**

McFarland High School is committed to maintaining a safe school environment for all students. In keeping with this priority, dogs that are trained to detect the smell of controlled substances will be used to search the building (including student lockers) and grounds (including vehicles parked on school property) at the discretion of the administration.

### **Locker Searches**

Lockers are school property and are assigned with the understanding that school personnel have the right to open, inspect, and remove the contents of the locker any time without notification. Students are required to open any personal items in a locker at the request of the principal or associate principal. Items taken from a locker may be held without liability to the school; illegal items, look-alikes, or items causing reason for concern may be removed and given to the police. In this event, the student and parents/guardians will be notified of the item(s) that were removed and of their rights under school district policy.

### **Backpacks and Person Searches**

Administrators may conduct searches without a student's consent if they have reasonable suspicion that a violation of school rules is occurring. If a student physically resists a search, staff may consider the student's refusal to cooperate as tacit admission of the violation for school disciplinary purposes. Further, the student's insubordinate conduct of resisting a search would be separate grounds for school disciplinary action. Additional caution should be used when conducting more invasive searches of a student's physical person. An administrator may request the assistance of the School Resource Officer when conducting a search of a student's backpack or person. Wisconsin law prohibits strip searches by school personnel. For further information please refer to Board Policy 5771.

## **SENIOR CLASS TRIP**

The faculty and staff of McFarland High school want the seniors to have an enjoyable and memorable end to their time at MHS. It is our hope that this event will be a fun-filled day for all of our seniors before going their separate ways after graduation. Typically, the senior class trip is planned for late May or early June. Seniors class officers will have the option of voting on a location for their trip earlier in the year.

On senior trip day, students are required to use transportation provided by the district. As a school-sponsored event, all expectations that are typically expected at MHS will also be expected during the duration of the trip (i.e. Code of Conduct, Athletic Code, Dress Code, etc...). Exceptions will be made only in the categories of the dress code, in which students will be allowed to wear outdoor clothing (such as sunglasses, etc.). There will be a ZERO TOLERANCE policy for drugs and alcohol use. Parents may be required to pick up students who violate these expectations.

Our hope is that all seniors will attend this event. The McFarland High School Administration does not condone any form of a "Senior Skip Day" or any end-of-the-year pranks or other behaviors which disrupt the education process (please see Senior Skip Day Policy under *Attendance*). Seniors found to be involved in a skip day, pranks, drug/alcohol infractions, or other misconduct may lose the privilege of participation in the senior class trip and/or the graduation ceremony. Any seniors who still have outstanding detention time

or outstanding referrals will NOT be allowed to attend the senior trip. Seniors who choose not to attend the trip will be expected to be in attendance at school. Only absences excused by a detailed doctor's note will be accepted.

For further questions regarding the senior class trip, please contact the McFarland High School at 838-3166.

### **SIGNS/POSTERS/FLYERS**

All signs, posters, or flyers must be pre-approved and stamped/signed by an administrator before being hung up. Signs should indicate the club, group, team, or class hanging the signs. Unauthorized signs will be removed. Signs should always be hung using painter's tape (blue tape) to avoid damage or peeling. Signs should be taken down by the responsible group or individual in a timely manner.

### **STUDENT COUNCIL**

All students are encouraged to join Student Council. Student Council gives students leadership opportunities and empowers them to help make their school a better place to learn. The Student Council meets after school to plan school wide activities and community service projects. It is a great way to get to know other students and help others.

### **STUDENT IDENTIFICATION CARDS**

Students use their school issued Student Identification Card to check out materials in the library and to purchase breakfast and lunch at school. All students are provided with a card at the beginning of the school year. Students who lose their Student Identification Card need to purchase a new card in the main office for the cost of \$5.00, which is deducted from the student's lunch account.

### **STUDENT RECORDS**

Student records shall be maintained in the interest of the student to assist school personnel in providing appropriate educational experiences for each student in the District. The Board of Education recognizes the need for confidentiality of student records. Therefore, the District shall maintain the confidentiality of student records at collection, storage, disclosure and destruction. Student records shall be available for inspection or release only with prior approval of the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval. Building principals shall have primary responsibility for the collection, maintenance and dissemination of student records in accordance with state and federal laws and established District guidelines.

The McFarland School Board designates the following information as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice. Parents and eligible students also have the right to:

1. Inspect, review, and obtain copies of student records
2. Request the amendment of the student's school records if they believe the records are inaccurate or misleading
3. Consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent
4. File a complaint with the Family Policy Compliance Office of the U.S. Department of Education

For further information please refer to Board Policy 8330.

### **STUDENT SERVICES**

The Pupil Services staff within each building consists of staff in school counseling, school psychology, and health services (nursing). These professionals work with staff, parents and community resources to assist students in optimal personal, social, educational, health and occupation development. They also provide information and guidance to assure smooth transitions between schools and grade levels, to help students look ahead to high school and career planning, and to support students in setting positive goals. Services include:

- Individual counseling concerning social and personal issues;
- Screening and assessments for academic, social and emotional needs;
- Classroom discussions;
- Consultation with teachers and parents;

- Developmental guidance activities covering topics such as decision-making, feelings, friendship, cooperation, conflict resolution, drug awareness, and safety issues;
- Special education needs assessment, which may include individual measurements of intellectual functioning, academic performance, social behavior, perceptual motor development, and adaptive behavior functioning;
- Small group work, such as new student groups, family change groups, friendship groups and social skills groups;
- Alcohol and other drug screening or resource information;
- Emergency health services and maintenance of immunization and health records; and
- Public health services, disease prevention, health promotion.

MHS School Counselors may be reached at 838-4531 (Jackie Guenther, students with last names A - K) or 838- 4540 (TBD), students with last names L - Z). The MHS School Social Worker, (TBD), may be reached at 838-4583. Health Services can be reached at 838-4500, ext. 4761. The Director of Student Services, Ms. Lauren Arango, may be reached at 838-4514.

### **Building C.A.R.E. Team (Children’s Assets & Resiliency in Education)**

Pupil Services staff, along with special educators, also function as part of a building CARE Team, which is a problem-solving group where teachers, other staff and parents (when appropriate) meet to discuss student needs. Student Services staff assist in:

- Reviewing information and discussing alternatives for working with students in regular education.
- Clarifying concerns about students in regular education.
- Meeting with parents, teachers and other support personnel about student needs.
- Coordinating the efforts of school staff in meeting student needs.

For questions concerning the CARE Team, contact Angie Brunett at 838-4583.

## **SUPERVISION**

### **Beginning of the school day**

Students are not supervised prior to 7:30 unless they have made previous arrangements with a staff member. Students may enter the building for breakfast at 7:15 AM and are welcome to socialize in the food court.

### **End of the School Day**

Students are expected to leave the building immediately after they are finished with their school responsibilities and activities. Students who are not participating in after school activities are expected to leave the school building by 3:20 p.m. Students are not allowed to wander the halls or loiter unsupervised anywhere in the school.

## **TECHNOLOGY**

### **Computer and Internet**

MSD is pleased to offer you access to its computer network and the Internet. By clicking “OK” when they login, the user acknowledges that they will comply with board policies [7540.01](#), [7540.03](#), [7540.04](#), and [7540.06](#), as well as the following guidelines:

- Privacy - Network storage areas may be treated like school lockers and/or workspaces. IT staff may review files to maintain system integrity and to ensure that users are using the system responsibly. The user should have no privacy expectations, except those explicitly spelled out in state statute;
- Resource Limits - Users are expected to remain within allocated disk space and delete materials which take up excessive storage space;
- Games - Users may not play or download non-instructional games on computers
- Illegal Activities - Users should never download or install any commercial software shareware or freeware onto network drives or disks. Users should not copy other’s work or intrude into other's files;
- Appropriateness - Profane, abusive, or impolite language should 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, and;
- All email communications, internet searches, and content stored on district or computer storage space are property of MSD and may be subject to Wisconsin Open Records Requests.

### **Chromebooks**

Beginning with the 2017-18 school year, students in grade 9 will be provided with a Chromebook for school use. In addition to following the guidelines above, students and their parent/guardians are required to sign a Chromebook Use Agreement form which details the expectations for use, including repairing or replacement of the device due to misuse and/or intentional damage. Please contact the building technology integrator with questions regarding technology: Ms. Kim Brown 838-3166 ext. 4527 or Ms. Sheila Fay 838-3166 ext. 4539.

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. For repeat violations, additional disciplinary measures such as extended network suspension, in-school suspension or out-of-school suspension may be enforced.

## TITLE I

Title I is a federal program that provides funds to support a variety of services to school districts and schools with high numbers or high percentages of children who are disadvantaged. The overall purpose of this program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and assessments. Title I funds must be used to improve the academic achievement of identified Title I students. Students must be identified based on multiple, objective, educationally related criteria. Title I supplemental services may be delivered in a number of ways, i.e., in-class instruction; pull-out instruction; and/or extended day, week, or year instruction.

Early in each school year, the McFarland School District learns whether we qualify for these funds. As a part of Title 1 funding requirements, parents may request information, at any time, regarding the qualifications of their child's classroom teacher and paraprofessionals providing support to their child.

## TRAFFIC SAFETY

### Arrival

In order to provide for a safe and efficient process for dropping off students at school and picking them up from school, please comply with our traffic safety expectations.

- It is essential that as you pull up to school you remain in the left lane marked "cars only" and do not travel up the right lane marked "buses only."
- Please make sure the students you drop off do not exit the car until you are pulled up to the curb. Students should exit the car on the right side.
- Please drop off students immediately after the car pulls up to the curb.
- Follow general driving safety guidelines such as maintaining a low speed, looking before you pull out, and remaining off of your cell phone.

### Dismissal

- Students should get into cars that are pulled up to the curb. Students should enter the car on the right hand side.
- Follow general driving safety guidelines such as maintaining a low speed, looking before you pull out, and remaining off of your cell phone.
- Be aware of students coming from the middle school and the swim busses by the athletic entrance.

### Skateboards, Rollerblades, Scooters

Riding skateboards, rollerblades, scooters or other similar items is not allowed on school grounds. Once on school grounds, students need to carry the item and then put it in their locker. Skateboards may be held by the principal or associate principal for the day or longer. While we do our best to protect all student property, the school assumes no responsibility for lost, damaged, or stolen items.

## VISITORS

Parents/Guardians and McFarland community members are always welcome to stop by McFarland High School and observe us in action. In order to ensure the safety of our students and staff, all visitors must enter the building through the main entrance. Visitors press a buzzer to alert the office staff of their presence. After stating their name and purpose for visiting, the visitor is either buzzed into the office or directed to leave the school grounds. All visitors who are buzzed into the office will show an approved form of identification, sign in providing their name, purpose for visiting, and the time, and will receive a visitor pass. The office staff will verify the purpose of their visit with other staff members as appropriate and ensure the visitor arrives at the correct destination. At the end of the visit, visitors will return to the office to sign out.

Students who wish to bring a friend from another school district may do so as long as:

- Teachers are comfortable with the visitor's presence in class on that day.
- The other student does not have school in his/her home district.
- A Student Visitor Request has been submitted and approved by the principal or associate principal at least two days in advance.
- Visiting students are expected to meet all MHS expectations for appropriate dress and behavior.

## **VOLUNTEERS**

We are happy to welcome parents/guardians and other community members who wish to invest some time in our great high school youth. Interested individuals may obtain a Volunteer Handbook from the office and complete and turn in the application form. A background check is required for all individuals who will have access to students in the course of their volunteer work.

## **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, and/or expulsion. Please refer to Board Policy 5772 for more information.

## **WEBSITE**

You are invited to visit the School District of McFarland's website found at: [www.mcfarland.k12.wi.us](http://www.mcfarland.k12.wi.us). At this website, by clicking on MHS, you will find a number of useful documents including: field trip permission forms, teacher website links, monthly newsletters, daily announcements, MHS' Facebook link, as well as other helpful resources.

## **WELLNESS**

McFarland School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting and implementing sound nutrition and physical activity programs. The McFarland School District Board Policy 8510- "Wellness" outlines nutrition education, physical activity, school based activities, and staff wellness. Some highlights from this policy include:

- Classroom Education: Health and physical education lessons reinforce the knowledge and self-management skills necessary to maintain a physically active lifestyle. Healthy living skills are taught as part of the regular instructional program for all students to understand and practice concepts and skills related to health promotion and disease prevention.
- Physical Education: The program is designed to encourage equality of participation and promote the student's sense of responsibility for lifelong physical fitness and wellness. The physical education curriculum provides age appropriate activities that contribute to the overall physical, social, and emotional growth of each individual.
- Physical Activity: Students are given opportunities for physical activity during the school day through regular physical education classes, a daily lunch recess period, and the integration of physical activity into the academic curriculum. In addition, the district provides opportunities for physical activity before and after school such as interscholastic sports and other activity clubs.
- Eating at school: Schools in the district offer varied and nutritious food choices that are consistent with healthy eating habits. Lunch is scheduled as near to the middle of the day as possible. Due to the timing of late lunch, all students have the opportunity to purchase a snack in the Food Court during the 10 minute passing period after first block.

## APPENDICES

### 5516 - STUDENT HAZING

The School Board believes that hazing activities of any type are a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this 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.

All hazing incidents shall be reported immediately to the District Administrator. Students, administrators, faculty members, and other staff members who fail to abide by this policy may be subject to disciplinary action. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion.

118.13 Wis. Stats.

120.13 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 Education Amendments Act

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

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

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

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

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### 5517.01 - BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or staff member is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an staff member is engaged in school business.

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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the district administrator. The student may also report concerns to a teacher or counselor who will be responsible

for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the district administrator. Complaints against the district administrator should be filed with the board president.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for staff members, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined on page one. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school staff member, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school staff members and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy **5516**.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

**Notification**

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and staff members. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

**Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Wis. Stat. 118.46

**Policy No. 443.4 Rule - ENFORCEMENT PROCEDURES FOR ALCOHOL AND OTHER DRUG USE VIOLATIONS**

A. Definitions

- 1. Alcohol and Other Controlled Substances (AOD) Assessment - a fact-finding interview(s) conducted by a mental health or alcohol or other drug professional. The purpose of the assessment is to define the extent of the student's usage pattern with respect to alcohol and/or other controlled substances. The assessment is most appropriate in determining the needs of the student related to program involvement (education and/or treatment programs). District

employees do not conduct assessments. However, they may screen students to determine the possible need for assessment. Assessments are always voluntary.

2. Alcohol or other controlled substances - defined in Chapter 961 of the state statutes including any form of intoxicant or mood-altering substance and its federal counterpart, not prescribed by a physician. This definition also includes any substance represented to be intoxicating or mood-altering, regardless of its true nature.
3. Drug-related paraphernalia - all products, materials, containers, or equipment which are used or intended to be used for producing, storing, concealing, inhaling, ingesting, injecting or otherwise introducing a prohibited substance into the body.
4. Possession or use – to have on one’s person, (to include in the body), in one’s vehicle, locker or backpack, or otherwise under one’s control, regardless of intent to use.
5. Under the influence of controlled substances – alcohol and other controlled substance means that, because of the student’s consumption of an alcohol beverage or a controlled substance under ch. 961, or both:
  - (a) the student is deprived of the clearness of intellect and self-control which the student would otherwise possess; or
  - (b) the student’s ability to maintain good decorum or a favorable academic atmosphere or to benefit from curricular activities is impaired.
6. Selling or Distributing - the giving-away or sharing of a prohibited substance with another person(s), regardless of whether or not there is evidence of the intent to profit or otherwise gain from the act. This definition applies regardless of whether or not a prohibited substance or consideration is actually exchanged.
7. School-sponsored or related activities and events - examples include, but are not limited to, athletic competitions, music or drama competitions and field trips.
8. Restricted Student Status - the designation under which students are substantially limited in their movement and activities while at school or at school-related events. The specific restrictions are determined by the administrator, with appropriate involvement of other concerned individuals. These restrictions shall be developed and revised as necessary under the following guidelines; they shall: (1) provide limitations on the restricted student which help ensure the health and safety of others, (2) provide limitations on the privileges of the restricted student such as exclusion from participation in school programs and activities, (3) to the extent possible, attempt to motivate restricted students to comply with school rules and to acquire more positive patterns of behavior, (4) be applied uniformly for all students, and (5) not result in a denial of the student's right to an education.
9. Suspension and expulsion - as defined in section 120.13 (1) of the state statutes.

#### B. Enforcement Procedures and Consequences Not Bound by Confidentiality

Any school district employee with knowledge or reasonable suspicion of a student being in violation of board policy shall immediately report such violation or suspected violation to the appropriate building administrator. All alcohol and other controlled substances violations shall be reported to a local law enforcement agency.

Pursuant to Section 118.45 Wis. Stats., a law enforcement officer, school employee or agent who has been authorized by the School Board, may require a student to submit to a test for the purpose of determining the presence of alcohol if all of the following conditions are met:

- He/she has reasonable suspicion that the student is under the influence of alcohol while on school premises, in a school vehicle (vehicle owned by, rented by or consigned to a school), or while participating in a school-sponsored activity.

- The authorized employee, agent or officer uses a breath-screening device approved by the Department of Transportation for the purpose of determining the presence of alcohol in a person's breath.

A student may be disciplined for refusing to comply with a breath-screening device test.

1. Pre-K Through 5<sup>th</sup> Grade:

Any student enrolled below grade 6 found to be in violation of board policy shall be subject to consequences as determined by the building administrator.

2. 6th Grade Through 12th Grade Violations:

a. Students violating board policy who identify themselves to a building administrator or other designated staff prior to being charged with a first violation may not immediately be subject to the consequences in this rule. Self-identification must be for the purpose of obtaining assistance and not to avoid sanctions applied under this rule. Under this provision, a student shall be provided with appropriate information, alcohol and drug education, counseling or other assistance by the building administrator or designated staff person. Any subsequent violation will be considered a second violation, and the student will be subject to the specified consequences. A student in such a situation continues to be subject to all other school rules and disciplinary actions.

b. Using, Possessing, Being Under the Influence of Alcohol, Controlled Substances, or Possessing Drug Paraphernalia:

Any student found using, possessing, being under the influence of alcohol/or controlled substances, or possessing drug paraphernalia while on school premises, at school-sponsored or related activities, or in school-operated vehicles shall, where applicable, be subject to further penalties as specified in this rule, the Athletic Code or Code of Conduct.

1. The student shall be suspended for five days from school and thereafter placed on restricted student status. The student may be allowed to return to classes or other activities prior to that time if, in the judgment of the building administrator, the student has made a commitment to complete an assessment, treatment, or other alcohol and drug education to help ensure the safety and health of the identified student and other students,

and/or

2. Expulsion of the student shall be recommended to the Board for the remainder of the term/semester during which the violation occurred and no less than the next full term/semester if, in the judgment of the administrator the interests of the school demand the student's expulsion. Subsequent to making a recommendation for expulsion but prior to final action by the Board, the district administrator may authorize or direct that other forms of intervention and/or alcohol and drug education, counseling, or restorative practices be utilized.

3. If the health and safety of other students and the needs of the identified student(s) can be met through, the above interventions the recommendation for expulsion may be withdrawn prior to Board final action.

c. Selling, Distributing, or Possessing with Intent to Sell or Distribute Alcohol, Controlled Substances or Drug Paraphernalia:

Any student found selling, distributing or possessing with intent to sell or distribute alcohol, controlled substances, or drug paraphernalia while on school premises, at school-sponsored activities or in school-operated vehicles shall where applicable, be subject to further penalties as specified in this rule, the Athletic Code or Code of Conduct.

1. The student shall be suspended for five days from school and thereafter placed on restricted student status. The student may be allowed to return to classes or other activities prior to that time if, in the judgment of the building administrator, the student has made a commitment to complete an assessment, treatment, or other alcohol and drug education to help ensure the safety and health of the identified student and other students,

and/or

2. Expulsion of the student shall be recommended to the Board for the remainder of the term/semester during which the violation occurred and no less than the next full term/semester if, in the judgment of the administrator the interests of the school demand the student's expulsion. Subsequent to making a recommendation for expulsion but prior to final action by the Board, the district administrator may authorize or direct that other forms of intervention and/or alcohol and drug education, counseling, or restorative practices be utilized.
3. If the health and safety of other students and the needs of the identified student(s) can be met through, the above interventions the recommendation for expulsion may be withdrawn prior to Board final action.

d. Early Re-entry After Expulsion - To the satisfaction of the district administrator and/or his/her designee, the early re-entry of any student expelled for using, possessing, being under the influence of alcohol, controlled substances, or possessing drug paraphernalia shall be subject to the following conditions. The student must:

1. be in compliance with recommended alcohol and drug education and assessment, counseling or treatment;
2. agree to and be in compliance with a behavioral contract among the student, administrator, and other designated staff, and
3. comply with any other conditions specified by the Board.

Failure to abide by these conditions will result in a reinstatement of the expulsion. Any student expelled under this rule who elects to enroll in another educational program and subsequently seeks to re-enroll in the School District of McFarland prior to the expiration of the original expulsion period will be enrolled only under the conditions specified by the expulsion order.

CROSS REF.:

Athletic Code	
Code of Conduct	
Sections 118.126	Wisconsin Statutes
	118.121
	118.257
	118.45
	120.113
	125.02(8)(m)
	125.09 (2)
Chapter 961	

APPROVED:  
REVISED:

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August 5, 1996  
August 12, 2002  
February 2, 2004  
June 4, 2007  
February 15, 2010

## 5517 - STUDENT ANTI-HARASSMENT

### Prohibited Harassment

The School Board 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;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. notes or cartoons;
- E. slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. 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;
- G. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristic;
- H. 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, telephones calls, or materials of a sexual nature;
  - 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- G. inappropriate boundary invasions by a District staff member or other adult member of the District community into a student's personal space and personal life.

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 work place, 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.

## **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

## **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 s/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 as soon as possible, but no later than thirty (30) calendar days from receipt of the complaint, unless additional time is needed to conduct a thorough and objective investigation and the complainant is informed of the need for additional time. 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.

To the extent consistent 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 as quickly as possible, but not more than thirty (30) calendar days from receipt of the Investigator's report, unless the District Administrator determines that additional investigation is justified, in which case the complainant will be informed of the need for further investigation.

### **Formal Complaint Investigation**

The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

### **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 summary 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.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 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

National School Boards Association Inquiry and Analysis - May 2008

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**McFarland High School  
Report of a Bullying/Harassment**

**Bullying** is when someone uses words or does something where they mean to cause fear, intimidation, or harm. Bullying may be repeated behavior, meaning it happens over and over, and involves an imbalance of power, where the person who is bullying has power over the victim. It may be physical, verbal, written, or indirect such as excluding someone.

**Harassment** is physically, verbally, or indirectly, threatening, insulting, degrading, stereotyping, and/or harming another student because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, ability, disability, class, or age.

**Directions:** Please answer these questions as honestly and specifically as you can. The situation will be handled as confidentially as possible. *Return this form to the main office.*

Your Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

If the person reporting is the witness to the incident, who is being bullied/harassed?

\_\_\_\_\_ Grade: \_\_\_\_\_

1. Who is doing the harassing/bullying? \_\_\_\_\_

2. What has happened? \_\_\_\_\_  
\_\_\_\_\_

3. Where did it happen? \_\_\_\_\_

4. Who witnessed this? \_\_\_\_\_

5. How long has this been going on? \_\_\_\_\_

6. What have you done about this problem? \_\_\_\_\_  
\_\_\_\_\_

7. Have you talked to anyone about this already? (Student, Teacher, Other Adult) Yes or No, who?: \_\_\_\_\_

8. Who do you want to talk to about the problem? \_\_\_\_\_

9. What do you want to happen now?

\_\_\_\_ I just want someone to know and watch for it in case it happens again.

\_\_\_\_ I want an adult to talk to the person who is harassing/bullying me.

\_\_\_\_ I want an adult to help me and the person(s) doing the harassment/bullying to solve the problem.

\_\_\_\_ I want an adult to try to stop the bullying/harassment.

\_\_\_\_ Other \_\_\_\_\_

*Administration/Staff follow up*

\_\_\_\_\_ Date I met with the reporting student.

\_\_\_\_\_ Date I followed up with the person(s) doing the harassing.

\_\_\_\_\_ Date I followed up with the reporting student.

\_\_\_\_\_ Date I contacted the parents.

X \_\_\_\_\_ Staff member signature

X \_\_\_\_\_ Reporting Student Signature

*This report and follow-up will be kept on file in the associate principal's office.*

Log of school response to this incident:

<p>Notes of interview with reporting student:</p>
<p>Notes of interview with person(s) reported to doing the harassing/bullying:</p>

Outcomes:

- Verbal warning
- Restorative Conference
- Referral to School Resource Officer
- Parent/guardian contact
- In-School suspension
- Referral to Pupil Services \_\_\_\_\_
- Other: \_\_\_\_\_

- Out-of-school suspension
- Citation issued
- Administrative hearing
- Pre-expulsion hearing
- Expulsion
- Restorative Practices: \_\_\_\_\_

# MHS Daily Schedule

4 Block with Daily 35 minute ASR

Block 1            7:55 - 9:20

*(5 minute Passing)*

ASR                9:25 - 10:00

Block 2            10:10 - 11:35

Block 3 - Early Lunch

Lunch             11:45 - 12:05

Class              12:15 - 1:40

Block 3 - Late Lunch

Class              11:45 - 1:10

Lunch             1:20 - 1:40

Block 4            1:50 - 3:15

# MHS Schedule - 8 Block

## Skinny Day

Block A1            7:55 - 8:40

Block B1            8:45 - 9:30

Block A2            9:40 - 10:25

Block B2            10:30 - 11:15

Block A3 - Early Lunch

Lunch                11:25 - 11:45

Class                11:55 - 12:40

Block A3 - Late Lunch

Class                11:25 - 12:10

Lunch                12:20 - 12:40

Block B3            12:50 - 1:35

Block A4            1:40 - 2:25

Block B4            2:30 - 3:15

# MHS Schedule - Testing Day

Late Start due to standardized testing

Block 1            11:00 - 11:50

Block 3 - Early Lunch

Lunch            11:55 - 12:15

Class            12:25 - 1:15

Block 3 - Late Lunch

Class            12:00 - 12:50

Lunch            12:55 - 1:15

Block 2            1:25 - 2:15

Block 4            2:25 - 3:15

# MHS Schedule - Final Exams

## Day 1

8:00 - 9:30	A Day, Block 1
10:00 - 11:30	A Day, Block 2
11:40 - 12:20	LUNCH
12:30 - 2:00	A Day, Block 3
2:10 - 3:45	Grading

## Day 2

8:00 - 9:30	A Day, Block 4
10:00 - 11:30	B Day, Block 1
11:40 - 12:20	LUNCH
12:30 - 2:00	B Day, Block 2
2:10 - 3:45	Grading

## Day 3

8:00 - 9:30	B Day, Block 3
10:00 - 11:30	B Day, Block 4
11:40 - 12:20	LUNCH
12:30 - 2:00	Pre-arranged Make-Up 1
2:10 - 3:45	Grading

## Day 4

8:00 - 9:30	Make-up 2
10:00 - 3:45	Grading/Release

# McFarland School Volunteer Program Handbook

Welcome and thank you for making the commitment to being a volunteer in the McFarland School District. The gift of your time is sincerely appreciated. You make all the difference!

## Our Code of Conduct for Volunteers

Maintain confidentiality. In your work as a volunteer, you may read and hear information about students that is *confidential*. It may be the results of classroom or achievement tests, awards or honors, attendance data, financial, health or personal family information, social or behavioral actions, program enrollment, or reports of parent/teacher or parent/counselor conferences. There may be times that another staff person may need to share confidential information with you, or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. Both students and staff have the right to expect that nothing that happens to or about them will be repeated outside the school to anyone, including the student's parents. Only staff who are responsible for the design, preparation and delivery of education and related services may have access to written or oral information about students and their families.

**It is our expectation that volunteers will never share confidential information about a student or staff member with others, including the volunteer's, student's or staff member's family.**

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teachers or staff, their actions and/or their abilities is considered a breach of professional conduct and may be grounds for your dismissal from our volunteer program. The student's teacher is the most appropriate person with whom to discuss a child's progress and problems. You should direct any questions about a child to the child's teacher.

- Request approval before posting photos. Any photos of students taken by volunteers at school events must be sent to the school office to ensure that students whose parents have not given permission for them to be photographed are not included in the images. Please do not publish photos on social media or other venues without prior approval.
- Be reliable. Remember that students and staff members depend on your presence.
- Be flexible. Remember that you are at school to help all students. You will be making a contribution whether you are working with your child's class or in another setting. Determination of the need for and role(s) of classroom volunteers rests with the teacher.

- Be a role model and a positive, public representative of the school. Remember that you are acting as a role model for the students. Conduct yourself with dignity, courtesy and consideration at all times. Address any concerns or issues promptly and productively. If you have an issue with a staff member, please talk to that person face to face as soon as possible. If you need time to think about the situation, please do so, but do not let the concern intensify. If you feel uncomfortable talking with the staff member, please speak to the building principal. Please respect the persons involved by avoiding discussion with other school or community members. Communication is the key to establishing good relationships that benefit everyone.
- Participate in information-sharing and training conferences as needed.
- Become familiar with and abide by district and school handbooks, policies and procedures.

## **Routine procedures**

- Sign in at the office at your arrival and departure.
- Wear your volunteer nametag so that staff members and students know who you are and can show appreciation for your presence.
- If you must be absent, call the school and ask that the staff member with whom you work be informed so that the student(s) will not be disappointed.
- Please be prompt! We plan our days with your help in mind.
- Don't hesitate to ask questions or to set up a meeting to get further instructions, if needed.
- If you have questions about your volunteer assignment in general, talk to the principal.
- If you have questions about student instructional, curricular or behavior concerns, talk to the teacher.
- If you have questions about school climate issues, harassment or discrimination concerns or conduct of students or staff that upsets you, talk to the principal.

## **More helpful information**

Here is some additional information that you need to know.

### **Accidents**

Please report all accidents and apparent illnesses to the classroom teacher and the school office immediately. The school nurse will immediately be notified of all student accidents.

### **Emergency drills**

Volunteers are required to participate in emergency drills. If you are unsure of your role or have other questions, please see your principal for a copy of the district's Crisis Management Plan.

### **Hot lunch**

Volunteers may purchase school hot lunch at the adult price when they are working at the school. Check with the school office for menu and price information.

**Liability coverage**

The McFarland School District’s General Liability policy covers school volunteers for their actions that allegedly results in property damage or bodily injury to another party, while the volunteer is performing within the scope of their expected activities. If a school volunteer is injured at any time, they should immediately notify the Business Office at 838-3169.

**Harassment/discrimination**

The McFarland School District is committed to providing a safe, harassment- and discrimination-free environment for its students, employees and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of discrimination and/or sexual harassment should report the incident to principal District Compliance Officer at 608-838-4514 immediately and without fear of reprisal.

**Staff lounges**

For confidentiality reasons, lounges are reserved for staff members only. Please check with your classroom teacher or principal regarding a location in which you may relax while at the school.

**Student release/discipline**

Please remember that you do not have the authority to release a student from school; this must be done through the office, with the permission of the principal. Volunteers may not provide transportation in their personal vehicles for any school-sponsored activities.

**Substance abuse**

Volunteers are prohibited from consuming, possessing, furnishing, selling or being under the influence of alcohol or drugs in school or at any school sponsored, organized or associated function or on/in any property, facility or vehicle owned or operated by or for the school.

**Volunteer time**

We welcome any time you can give. To allow everyone a chance to volunteer, we recommend a maximum of four hours, twice a week, unless you are working on a special project.

Thank you – and HAVE FUN!

**Phone numbers**

Conrad Elvehjem Early Learning Center	838-3146
McFarland Primary School	838-3115
Waubesa Intermediate School	838-7667
Indian Mound Middle School	838-8980
McFarland High School	838-3166
District Office	838-3169

**Thank you for volunteering to support the great students and staff of the McFarland School District!**

McFarland School District  
**Regular Classroom Volunteer Disclosure Form**

McFarland School District requires all regular classroom volunteers and prospective regular classroom volunteers to complete this form. For the purpose of background checks, “regular” is defined as a volunteer position that is likely to involve five or more classroom visits during the year. The building principal will make final determination of a “regular classroom volunteer”. We will complete a criminal record check for conviction(s) and pending charges through the Wisconsin Department of Justice.

**Please print clearly and return to school office**

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Number of years at this address \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Have you ever, in your lifetime, been convicted of or do you have any charges pending for felonies, misdemeanors and/or ordinance violations other than minor traffic violations? This includes all court addressed charges such as disorderly conduct, battery, worthless checks, etc.

YES  NO.

If yes, please explain. Prior convictions may not exclude you from volunteering in our school. Misrepresentations on this statement will exclude you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize the McFarland School District to review my personal background. I consent to having the District conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within the McFarland School District. I understand that the McFarland School District will verify the information I have provided above. I hereby release the District, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# State Testing Opt-Out Form

McFarland School District

McFarland School District fully supports parents' / guardians' right to opt their student(s) out of state testing under Wis. Stats. 118.30(2)(b)3 and our first priority is the best interest of your student. However, parent opt-out requests can and do have an impact on school and district report cards because these students are considered "not tested."

We believe that these tests give our Schools and District valuable information about how we are doing meeting the needs of all of our students and give us an additional data point to add to the assessments given in your student's classes that let us know how students are performing relative to State Standards, their previous years' scores and students across the State.

If you would like to opt your student out of State testing, this waiver form must be completed and turned into the building principal no later than three days prior to the date on which the test is scheduled.

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

School: CEELC \_\_\_\_ MPS \_\_\_\_ WIS \_\_\_\_ IMMS \_\_\_\_ MHS \_\_\_\_

Please specify the test(s) from which the student requests to be excused:

\_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The signature below signifies my/our desire to opt this student out of the test(s) identified above. We understand that: 1) this waiver applies only to the test identified here; 2) the building principal may follow up with me to discuss this request.

\_\_\_\_\_  
Parent signature and date

\_\_\_\_\_  
Parent signature and date

Daytime phone number: \_\_\_\_\_

-----  
**For office use only:**

Date received: \_\_\_\_\_

Date of principal conversation: \_\_\_\_\_

# STUDENT WAIVER FORM

This waiver form must be completed and turned in to the building principal no later than three (3) days prior to the date on which the survey or test is scheduled or on which the curriculum topic from which the student wishes to be excused begins.

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_ MHS            \_\_\_ IMMS            \_\_\_ WIS            \_\_\_ CE/ELC

Survey, test and/or curriculum from which student requests to be excused:

\_\_\_ Survey (please specify) \_\_\_\_\_

\_\_\_ Test (please specify) \_\_\_\_\_

\_\_\_ Curriculum topic allowed by State Statutes (please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for request (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The signature below signifies my/our desire to opt this student out of the specific survey, test and/or curriculum topic identified above. We understand that: 1) this waiver applies only to the survey, test and/or curriculum topic identified here; 2) in the case of a curriculum topic, an alternate assignment may be made that may or may not parallel the topic and content covered in class.

\_\_\_\_\_  
Parent signature/date

\_\_\_\_\_  
Parent signature/date

Daytime phone number: \_\_\_\_\_

Alternate assignment provided: \_\_\_ yes (attach copy) \_\_\_ No

**McFarland High School (MHS)  
Family Handbook Acknowledgement Page**

In an effort to “go green,” the MHS Family Handbook can be read online at the MHS website. Please read the Family Handbook on the MHS website at <http://www.mcfarland.k12.wi.us/schools/high/>. Once you have read it, please complete section one of this acknowledgement page either online via Infinite Campus or return it to the MHS office by September 4.

If you do not have internet access, please complete section two below and return it to the main office. A paper copy of the Family Handbook will be provided to you. You may return the acknowledgement page to the office prior to September 4.

Should you have any questions or concerns, please contact the MHS office at 838-3166, or write on the back of this form.

**Section 1: Internet Access:**

Our signatures below indicate:

- The contents of this handbook have been read and understood.
- Permission for supervised walking field trips (in length of one mile or less) that may be taken from the High School (e.g. Indian Mound).
- Permission for students to be recorded or pictures taken for any educational purpose that may present itself during the course of the academic year (classroom projects and the like).
- Permission for students to view staff-selected PG-13 rated movies with staff supervision.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Section 2: No Internet Access:**

If you do not have access to the internet, please write your name and your child’s name below and return the form at registration. After reading the Family Handbook, please complete the last page titled, “Student/Parent Handbook Acknowledgement Page,” and return it to the MHS office prior to the beginning of the school year.

Parent/Guardian Name: \_\_\_\_\_

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