

# Marathon High School Student Handbook 2017-2018



## Wisconsin State Law on School Attendance

### **118.15 COMPULSORY SCHOOL ATTENDANCE**

Unless the child has a legal excuse or has graduated from high school, any person having under his/her control a child between the ages of 6 and 18 years of age who has not graduated shall cause such child to attend school regularly, during the full period and hours, religious holiday excepted, that the public or private school in which such a child should be enrolled is in session until the end of the school term (year), or semester of the school year in which he becomes 18 year of age.

### **118.16 TRUANCY**

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

### **118.16 HABITUAL TRUANT**

“Habitual Truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

## **ATTENDANCE PROCEDURES**

Regular and punctual attendance is essential to school success. Frequent absenteeism is one of the main causes of discouragement and failure in high school. Work once missed often cannot be made up in a completely satisfactory manner. Regular school attendance is an important part of the high school record you are establishing. Although the school desires every student to be regular in his or her attendance, it recognizes that a situation may arise which makes absence from school unavoidable.

### **NOTIFYING THE SCHOOL OF ABSENCE:**

1. The parent or guardian must call the school prior to 8:30 AM.
2. The parent or guardian must provide the school administration with a **signed note** the following day, explaining the reason for the absence. This note should be in the Main Office prior to the return of the student to his/her classes.
3. The only time 18-year-old students or older are allowed to excuse themselves is if they are living outside of their parents/guardians house and have filled out paperwork with the principal. Note all other rules apply regarding absences.

### **EXCUSED ABSENCES:**

Students may be excused from school by the school attendance officer for the following reasons:

- a. Personal illness
- b. Funerals
- c. Religious services
- d. Professional or court appointments that could not be scheduled outside of the regular school day
- e. Serious personal or family crisis
- f. Approved school activities during class time

The student’s parent/guardian, if a child, or adult student must call school by 8:30 a.m. if the student is to be absent. In these cases where the school is not notified, the school shall attempt to contact the parent/guardian or adult student about the absence. Parents/guardians or adult students may be asked, at the discretion of the principal, to furnish a medical excuse for any absences, which are due to the child’s medical or mental condition, when they exceed 10 days in a school year.

### **UNEXCUSED ABSENCES:**

The following are examples of unexcused absences, but additional reasons may be classified as unexcused absences. It is the Principal's/Designee discretion as to excused/unexcused absences.

1. Failure to be in an assigned class or supervised area without Administration/Teacher permission.
2. Pre-planned absence from school without prior **written notification** from parent or guardian.
3. Leaving the school building during the school day (exception – lunch for upperclassmen).
4. Personal business not prearranged
5. Work other than for family emergency
6. Overslept
7. Car problems
8. Babysitting/sick child

### **PREARRANGED ABSENCES:**

Any student excused in writing by his/her parent or guardian before an absence is excused from school attendance. A student may be excused by the parent/guardian (as per state law and School Board Policy) for not more than **10 days** in the school year. The School Board must require student so excused to complete the coursework missed during the absence.

### **TARDINESS:**

1. Students are expected to be in their classrooms at the beginning of each class period. Students who are late to school must report to the office before attending classes. If a student is later than 10 minutes for a class period, he/she will be un-excused for that class.
2. Tardiness to class may be handled by the classroom teacher.
3. Three or more tardies in a semester for any class may result in a ½ hour detention to be served after school. This increases in increments of 3 tardies.

### **ILLNESS AND INJURIES:**

1. Students who become ill at school should report to the office.
2. Parents and/or guardians are financially responsible for student health care, including injuries at school. The school offers voluntary student accident insurance if you would like to purchase a plan.

### **RESPONSIBILITY INCURRED BY STUDENTS AS A RESULT OF ABSENTEEISM:**

#### **EXCUSED ABSENCE:**

1. All missed assignments/tests may be made up.
2. A failure will be recorded for any assignments/tests that are not made up.
3. Completed assignments/tests will be graded as per usual. Students who know they are going to be absent should receive their assignments in advance. If the absence occurs and there was not time for advance planning, the student should receive the assignments immediately upon returning to school. **In either case, two days for each day's absence will be granted for completion of the make-up work. If absences occur at the end of a quarter or a semester the principal, teacher and student will work out a suitable timeframe for make-up work to be completed which may or may not include 2 days per day of absence.**

**NOTE:** \*Exceptions may be granted by the teacher for unusual circumstances. These arrangements must be made prior to the expiration of the time limit.

The time and manner for making up tests and quizzes will be at the teacher's discretion. Teachers may elect to give an alternative test and/or assignment.

#### **UNEXCUSED ABSENCE:**

Unexcused absences are of a serious concern, and state law mandates that students be allowed to make up **only** quizzes and tests due to unexcused absences. Two days will be granted for making up missed tests and/or quizzes for each day of unexcused absence. Teachers may elect to give an alternative test and/or quiz.

**RESPONSIBILITY OF THE SCHOOL IN DEALING WITH TRUANCY:**

1. Check attendance of all students daily and determine which absences are unexcused.
2. Notify the parent(s) or guardian(s) of a truancy by phone, personal contact, or mail, and direct the parent to have the child in school no later than the next day that school is in session, or to provide an excuse under 118.15. A personal call will be attempted before using the U.S. mail, and a written record will be kept of all contacts.

**RESPONSIBILITY OF THE SCHOOL IN DEALING WITH HABITUAL TRUANCY:**

1. Meet with the child's parent or guardian, within 5 school days after a habitual truancy notice has been sent to the student's parent or guardian. [With the consent of the student's parent/guardian, the date for the meeting may be extended for an additional 5 school days.]
2. Provide an opportunity for educational counseling to determine whether a change in the child's curriculum would resolve the child's truancy.
3. Evaluate the child/records to determine whether learning problems may be a cause of the child's truancy.
4. Conduct an evaluation of student/records to determine whether social problems may be a cause of the truancy.
5. Notify the parent or guardian by certified or registered mail of the child's habitual truancy. Include a copy of Wisconsin Law 118.15 Statute, and the penalties for failing to comply as listed in sec 118.15.
6. File a Marathon County Truancy Referral report.

**LEAVING SCHOOL: STUDENTS ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS AT ANY TIME WITHOUT A PERMIT FROM THE SCHOOL OFFICE\*. IF YOU MUST LEAVE THE BUILDING BECAUSE OF ILLNESS OR ANY OTHER EMERGENCY, YOU MUST SIGN OUT AT THE OFFICE. FAILURE TO FOLLOW THE PROPER PROCEDURE WILL BE CONSIDERED AN UNEXCUSED ABSENCE. STUDENTS ARE NOT ALLOWED IN THE PARKING LOT WITHOUT PERMISSION AT ANY TIME DURING THE SCHOOL DAY. (PARKING LOT INCLUDES ANY CARS PARKED ON THE ROAD IN FRONT OF THE SCHOOL)**

\*Exception would be to leave for lunch during the lunch period-note driving at lunch is not permitted.

**STUDENT RECORDS**

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.

**ADMINISTERING MEDICATION TO STUDENTS**

The Marathon City School District recognizes that some children may need to receive medication during school hours. Students requiring medication on a daily basis shall be identified on the enrollment/medical information card. Non-prescription medication may be administered by school personnel only with written parent/guardian consent and directions. Prescription medication may be administered by school personnel only with written parent/guardian consent and only in compliance with the written instructions of a practitioner. The administration of medication by school staff must follow established procedures.

**SCHOOL HEALTH SERVICES**

Marathon High School shares a school nurse/health aide with the elementary school. She is responsible for medical contact with family physicians, developing health plans for specific health issues students may have, and in-servicing staff on specific health issues that students have, i.e., diabetes, seizures, food allergies, and insect allergies.

Students who require medications during the school day must provide the school with medications forms. If a student receives a prescription medication, a signature from physician and parent along with medication dosage and directions in giving the medication is required.

### **CLOSED CAMPUS/STUDENT MOTOR VEHICLE USE**

Once students are on school premises during the school day, they will be allowed to leave school premises prior to the end of the school day only under the following circumstances:

1. School-Excused Absences – A student shall be allowed to leave school premises if he/she has a school-excused absence.
2. Absences Excused Solely by Parent/Guardian – A student shall be allowed to leave school premises if he/she is excused solely by his/her parent/guardian in writing prior to the absence.
3. Approved Program/Curriculum Modifications/Activities – A student shall be allowed to leave school premises to participate in a Board-approved program or curriculum modification or activity (e.g., work program).
4. Part-Time Open Enrollment – A high school student shall be allowed to leave school premises to attend one or more courses at another public high school under the part-time open enrollment program.
5. Lunch Period – Students in grades 11 and 12 may leave school premises during their assigned lunch period. This is a privilege, not a right. If a student has a conduct problem, this privilege may be revoked.

No student may drive his/her vehicle during the school day, including his/her lunch period, unless approved by the High School Principal and the student's parent/guardian. The High School Principal may grant permission only if the student is allowed to leave school premises under any of the conditions specified in #1 to #4 above (e.g., to attend a funeral, to participate in the part-time open enrollment program).

### **ASSEMBLIES**

Assemblies, whether entertaining or educational, are a privilege and should be treated as such. Participants in assemblies appreciate student cooperation and interest. Approval should be shown by applause, but never by boisterous demonstration.

### **SCHOOL FEES**

Each student will pay an annual registration fee, which will be for towel service, locker rental, chromebook insurance, and assembly programs. Textbooks will be supplied by the district. It is expected that fees be paid during the summer registration dates but no later than the first week of school. There are certain materials, which are not included in the general fee. The exclusions are gym suits, project materials, and replacement workbooks.

### **STUDY HALL**

A study hall serves but one purpose and that is to provide the students with a proper place to study. Consequently, the following rules must be observed:

1. Talking is not permitted in the study hall, during the study period, except when permission is received from the teacher in charge.
2. Roll will be taken at the beginning of each period.
3. Students under restriction for any reason will have no privileges, thus remaining in their seats for the period.

### **USE OF LIBRARY**

1. The use of the library is a privilege and can be withdrawn at any time. Any activity, which disturbs others, will result in the suspension of the privileges.
2. Reference books may not be removed from the library except upon written permission of the librarian or the principal.
3. Always be quiet in the library. Real work is accomplished in quiet surroundings.
4. Library rules and regulations will be posted on the bulletin board.
5. Library procedures will be explained in the English classes during the first month of school.

### **COMPUTER LAB RULES**

**No food or beverages allowed in the computer rooms.** Students should not use the computer labs unless a teacher is present. Student must follow computer lab rules when using computer labs.

### **MARATHON CITY SCHOOL DISTRICT INTERNET ACCEPTABLE USE AGREEMENT**

Access to email and the Internet will enable students to explore many libraries, databases, bulletin boards, and exchange messages with Internet users throughout the world. Some accessible material may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Benefits of the Internet exceed any disadvantages. Parents and guardians are responsible for their children's adherence to the Internet Acceptable Use Agreement. This agreement will be distributed to students/parents before the start of each school year and must be signed and on file before a student is allowed access to networks.

### **MARATHON CITY SCHOOL DISTRICT CHROMEBOOK USE AGREEMENT**

Each student will be provided access to an electronic copy of the Chromebook Use Policy and Agreement. Each student and parent must read, agree to follow, and sign the agreement for use and care of the chromebooks. A written copy of the policy/agreement is available in the guidance and main office.

### **REPORT CARDS**

Report cards will be issued four (4) times during the year. An incomplete grade is given when a teacher's requirements for a specific course have not been met due to the student being excused absent. Incomplete grades must be made up within two (2) weeks; if not, they become failing grades.

### **GRADING APPEAL PROCESS**

A student and/or parent who wishes to challenge a grade must do so in a timely fashion. A grade appeal must be initiated by the student and/or parent within three weeks of the end of the grading period. Appeals started after this time period will be denied. Those wishing to make an appeal must use the following procedure:

**Step One:** The student and/or parent must first contact the teacher whose grade is at issue. If they come to an agreement, and no grade change is the result, no further action is needed. If all parties agree upon a change of the grade in question, a grade change request should be made in writing to the secretary in charge of entering grades into school records.

**Step Two:** If the teacher and student, and/or parent cannot come to an agreement regarding the grade awarded, the student and/or parent may request that the Principal review or consider the issue. This appeal must be initiated within four weeks of the end of the grading period. The Principal will review the teacher's grading policy, the grade awarded, and other relevant information and policies. A decision by the Principal to approve or disapprove the request to change the grade will be rendered within two weeks of the receipt of the appeal. The decision will be based on whether the stated grading policy was adhered to by the teacher, the final grade was accurately computed, and other relevant policies were followed.

**Step Three:** If the student and/or parent wish, they may appeal the Principal's decision to the Superintendent. This appeal must be made within two weeks of the Principal's decision. The Superintendent will review the Principal's decision and either uphold or overturn that decision. The decision made by the Superintendent will be based upon procedural grounds relating to whether the Principal followed the prescribed procedure and arrived at a reasonable conclusion. The decision of the Superintendent is final.

### **PROGRESS REPORTS**

Progress reports will be mailed to parents of students who are not working to their capacity, are doing failing work, or who have excelled in class activities. The progress reports will be mailed during the fifth week of each marking period. Parents of students receiving progress reports are encouraged to call the school for a possible conference.

## **ATHLETICS AND MUSIC**

Our school is a member of the Marawood Conference and each year we compete in conference sponsored sports as well as music activities.

Conduct of participants:

1. Each participant shall refrain from any habit and/or conduct that would reflect unfavorably on themselves or their school. For example, drug abuse, use of alcoholic beverages, tobacco, profanity, immorality, or insubordination to teachers or coaches.
2. A participant who is charged with violations shall be dealt with by the coaches, teachers, and administration.
3. Follow the codes that have been developed by the different departments. Let's have a good season in all activities.

## **YOUTH OPTIONS**

The Marathon School District has a Youth Options Program. For more information, please contact school counselor or principal.

## **MARATHON HIGH SCHOOL CODE OF ETHICS**

Offer assistance to visitors and treat them, as you would like to be treated. Take victory and defeat graciously, playing every game to the maximum of your ability. Welcome visiting teams and spectators and treat them courteously. Encourage good sportsmanship on the part of participants and spectators. Support your team at all times, win or lose. Whenever you are privileged to wear a school uniform, whether it be a cap and gown, music uniform, athletic uniform, or a school letter, remember your behavior reflects not only on yourself, but also on the school.

## **ACTIVITIES AND ORGANIZATIONS**

Marathon High School has a wide variety of activities and organizations in which students may participate. We hope that each student will have at least one area of interest. Choose your activities carefully and avoid participation at the expense of your school subjects.

Listed below are the activities and organizations presently in existence at Marathon High School:

Athletics	Raider Review	FBLA
Math League	Dramatics	Forensics
Choir Club	FFA	SKILLS USA
Letter Club	Student Council	Academic Decathlon
Ecology Club	Spanish Club	Yearbook

## **DETENTION**

Teachers may assign detention for inappropriate behavior. Individual teachers may assign detention to be served with them, at the teacher's discretion. Detention assigned by the Principal's Office will be served with assigned staff member. Detention will usually be scheduled following the completion of the regular school day. Failure to serve an assigned detention on the date assigned will result in further disciplinary action including but not limited to; withdrawal from after school co-curricular activities such as athletics, band, choir, or an club activity until the detention is served (this includes practices, games, competitions, trips, and performances).

## **SUSPENSIONS**

Students who are under temporary suspension by the Principal's Office are not permitted to participate in or attend any school-sponsored activities either at school or away from school during the period of suspension.

## **EXPULSIONS**

Students may be expelled from school for repeated violations of school policy, or for any serious violation of school rules or state laws. Expulsion is defined as dismissal from school activity for a determined time. State of Wisconsin Statute 120.13.

### **SCHOOL CLOSING**

In the event of severely inclement weather, mechanical breakdown, or another emergency, school may be closed or starting time delayed – the same conditions may also warrant early dismissal. School closings, delayed starting times, or early dismissals, will be announced over facebook, twitter, school district app, local radio and TV stations. When school is closed, extracurricular programs will be canceled (at the discretion of the administration, practices or events may be held).

### **SEVERE WEATHER DURING THE SCHOOL DAY**

Severe weather conditions and tornado warnings will be provided to the school over the P.A. system. Staff and students will be alerted. Students do not leave the building, but go to specified areas in the building.

### **FIRE DRILLS / SEVERE WEATHER DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. Please use prescribed routes, moving as quickly as possible. Silence must be maintained in a fire drill so that verbal directions can be heard. Walk away from the building to a safe distance. We will also conduct two severe weather drills per year.

### **GUIDANCE**

The Guidance Counselor will assist you in planning your educational program in High School. They will also help you plan for your life after you graduate from High School.

### **BUS SAFETY AND BEHAVIOR**

Bus transportation is provided for all students. Bus transportation is also provided for road games, field trips, team participation and other school activities.

1. Be on time!
2. Stay well off the road while waiting for the bus.
3. Since safety is our prime concern, no misbehavior will be tolerated. Misbehavior will be reported to the principal and will be addressed by the district. Repeated misbehavior will result in a loss of riding privileges and school suspensions/expulsions.
4. All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty and/or adult supervisor. All students are required to return to the school on their assigned bus, unless authorization has been given by the building Principal.

### **BUS SERVICE**

Bus service is provided for students as required. Bus routes are established by the District Administrator with the bus company. Behavior on buses is to be the same as that in the classrooms, and the bus driver will report any violations to the principal. Violators may lose their right to ride the bus and may face school suspensions/expulsions for misconduct.

**Fan bus** – All students who sign up for a fan bus or are assigned to an activity bus are expected to ride to and from the event on the bus. Students may be excused from the bus ride to ride with their parent or another student's parents only if prior request in writing is made to the principal or chaperone.

### **PERSONAL DRESS**

Students are expected to dress appropriately for school. The limits that are imposed relate to health, safety, cleanliness, indecency, and/or the disruption of the educational process (example of inappropriate dress: coed naked shirts and drug paraphernalia shirts, alcohol shirts, tobacco shirts, tube tops or thinly strapped tops, as well as any type of apparel which exposes a student's navel or excessive midsection, **shorts must come to mid-thigh, excessively tight clothing, jeans with holes in them, etc**). Students will be asked to change, turn clothing inside out or be sent home. The Principal will use his/her discretion regarding these dress issues. Students have the responsibility for wearing safety or special purpose equipment whenever it is required. Shoes must be worn in and around the school at all times. Headgear, i.e., hats, is not to be worn by males or females in the classroom or the hallways during school hours or during school events. Chains which may be used to secure a wallet can also be used as a weapon and are not to be worn to school by students.



### **PROPERTY**

Desks, lockers, books, and equipment loaned to students remain school property while in possession or control of the student. Such property is provided for the convenience of the student and shall be used only for authorized purposes. Lockers may be opened and inspected by school authorities at any time. Students will be expected to reimburse the school district for damage to school property, or for the loss or theft of such property. Students are responsible for reporting damage and/or theft of personal property to school officials and/or the police department. Students have the responsibility to secure belongings to avoid theft! Do not leave money or other valuables in your lockers. It is almost impossible for school officials to recover stolen items.

### **LOCKER SEARCHES**

School lockers are the property of the Marathon City School District. At no time does the Marathon City School District relinquish its exclusive control of these lockers. These lockers are assigned to individual students as a convenient receptacle for storage of clothing, books and other articles necessary for the student's use during the school day and shall not be used for any other purpose. No padlocks other than those issued by the school may be used on school lockers. School authorities shall maintain a passkey for these padlocks. Locker searches may be conducted by school authorities as determined necessary or appropriate without notice, without student consent and without a search warrant. The search may be conducted by the district administrator, a building principal or a school employee designated by the district administrator or building principal. All school lockers and the contents within may be searched for weapons, controlled substances, other prohibited items or any item that may place any student, employee or anyone else on the school premises in danger. School authorities may seize any or all items that are dangerous and/or illegal and any other item not authorized to be in the locker. A copy of this policy shall be distributed to students and parents/guardians annually.

### **USE OF TRAINED DOGS TO DETECT CONTROLLED SUBSTANCES**

School officials are authorized to allow the use of trained dogs on school premises for the purpose of detecting controlled substances on school premises.

Canine units accompanied by law officials may be used for the purpose of exploratory sniffing of outside of lockers and vehicles parked on school property at the high school and elementary school. This activity may be carried out on a random or periodic basis and/or when reasonable suspicion exists.

### **VISITORS**

Students who wish to have someone visit school must obtain a visitor's clearance pass from the Principal prior to the visitation day. All visitors must report to the main office upon arrival at school. Permission to be a school visitor will be at the principal's discretion. Due to school safety reasons visitors are discouraged.

### **WORK PERMITS**

Work permits are required for the lawful employment of minors under 18 years of age. Work permits may be obtained in the main office. Contact the office for a list of materials needed to obtain a work permit.

### **PROM COURT ELIGIBILITY**

If a junior student is involved in an incident where alcohol, drugs, or tobacco are used or consumed, starting with the first day of his/her junior year of high school, he/she **will not** be eligible for selection to prom court. Junior students must sign-up for and work at junior concessions during the year under the direction of the junior class advisors to be eligible for prom court or prom attendance. Students must also be in good standing as far as school attendance and detentions are concerned. These criteria will also apply to civil or criminal behavior(s) deemed serious by school administration.

**NONDISCRIMINATION  
EQUAL EDUCATIONAL OPPORTUNITIES**

The Marathon City School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

**DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's equal educational opportunities policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent/guardian or resident of the district complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint in writing to the District Administrator.
  - a. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with disabilities shall be processed in accordance with established appeal procedures outlined in the Marathon County Children with Disabilities Board's special education handbook.
  - b. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the District Administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the District Administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the District Administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may, within 30 days, appeal the decision in writing to the State Superintendent of Public Instruction.

Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office of Civil Rights, as authorized by federal law. Such complaints shall be made to: Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, IL 60606.

Copies of these complaint procedures shall be included in staff and student handbooks.

**SEXUAL HARASSMENT**

It is the policy of the Marathon City School District to maintain learning and working environment that is free from sexual harassment. It is a violation of this policy for any student, employee or volunteer of the Marathon City School District to harass a student, employee or volunteer through conduct or communications of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status, academic progress, employment, employee progress or promotion, benefits, services, honors, programs, activities available at or through the school or academic, student activity or employee privileges.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive environment.

Examples of conduct, which may constitute sexual harassment, include, but are not limited to:

1. Leering, staring, flirtations, propositions or unsolicited inappropriate gestures of a sexual nature.
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions.
3. Verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, stories, drawings or pictures.
5. Spreading of sexual rumors.
6. Teasing or sexual remarks about a student, employee, volunteer or visitor.
7. Touching of an individual's body or clothes in a sexual way.\*
8. Cornering or blocking of normal movements in a sexual nature.
9. Displaying sexually suggestive objects or materials.
10. Pressure for sexual activity.
11. Unwelcome touching, unsolicited or inappropriate gestures or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, favors or preferential treatment.\*

\*This may constitute fourth degree sexual assault and appropriate agencies shall be notified immediately.

#### **SEXUAL HARASSMENT COMPLAINT PROCEDURES**

##### **A. Students**

The Board encourages and expects students to promptly report incidents of sexual harassment to any teacher, counselor or administrator at the school site. Reports shall be handled according to the following procedure:

1. Verbal reports of sexual harassment shall be put in writing by the student or the employee who receives the complaint and shall be signed by the student.
2. Any employee who has received a complaint, verbally or in writing, from any student regarding sexual harassment of the student or of another student by a student, employee or volunteer must forward that complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be forwarded to and handled by the District Administrator. If the District Administrator is the alleged harasser, the complaint shall be forwarded to and handled by the School Board President or designee. A copy of the complaint must be sent to the District Administrator.
3. Upon receipt of a complaint of sexual harassment, the building principal shall investigate the matter. The parent(s)/guardian(s) of the student involved shall be contacted after the investigation has commenced. Complaints that may constitute fourth degree sexual assault shall be reported to law enforcement agencies immediately.
4. Each complaint of sexual harassment shall be completely and promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances.

5. The building principal shall communicate his/her findings to the complainant and the alleged harasser as expeditiously as possible and shall allow the individual complaining an opportunity to respond to the findings. Further investigation may be warranted as a result of the response.
6. The building principal shall put his/her findings in writing and shall forward a copy to the District Administrator within one week, after concluding the investigation.
7. If the results are indeterminate, the matter shall be recorded as unresolved and the record shall be maintained by the district separate and apart from any student or personnel file.
8. The appeal procedure for students is to be the same process as outlined in points B 3 and 4 below.
9. The building principal may exercise discretionary authority and discipline the student, employee or volunteer involved if he/she is satisfied that the evidence as presented warrants the discipline. The matter may also be referred to the District Administrator for disciplinary action.

The above reporting/investigation procedures apply to any internal investigation by the district of sexual harassment complaints initiated by students. Nothing in this reporting/investigation procedure shall relieve any employee of the district from the child abuse/neglect reporting obligation imposed under state law or Board policy.

### **BULLYING (Including Cyberbullying), AND/OR THREATS, ASSAULTS, FIGHTING**

The School District of Marathon strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

#### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

#### **Prohibition**

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

#### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to a building principal or designee as they are designated by the Board of Education to be recipients of such reports.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the school building principal as they are designated by the Board of Education to be recipients of such reports.

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.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: MAES Principal, MVA Principal, MHS Principal, MAES/MVA Counselor, MHS Counselor, and District Administrator.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within two school days, begin interviewing the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

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

#### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, that may include: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

#### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests a copy.

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.

### **STUDENT USE OF ELECTRONIC COMMUNICATION DEVICES**

Students are prohibited from using an electronic paging or two-way communication device (e.g., beeper, cellular phone, iPod touch, iPad, personal computer, or other mobile devices) during the instructional hours of the school day, including study halls without the consent of the supervising teacher or representatives in the main office. The building principal is authorized, however, to allow the use of such devices for medical, school, educational, vocational, or other legitimate use and acceptable cell phone use procedures will be defined annually in the student handbook. Under no circumstances may electronic devices with photographic capabilities, including cell phones, be used in locations where there is an expectation of privacy, such as locker rooms or bathrooms. Students violating this policy shall be disciplined in accordance with established procedures. This policy shall be published in student handbooks and distributed annually.

### **SOCIAL MEDIA**

Students are prohibited from using social media during the school day. This includes but is not limited to facebook, snapchat, instagram, pokemon go, and twitter.

### **CODE OF CLASSROOM CONDUCT**

In each room the teacher shall post a copy of the code of classroom conduct. Students should read and follow these rules. See also insert in student folder.

### **STUDENT CONDUCT CODE**

- A. Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process, or engage in hostile behavior, will be subject to discipline in the prescribed manner noted after each section.
- B. Students have the right to attend school without the fear of physical threat or harm, or verbal abuse. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. Students have the responsibility to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others.
- C. State law mandates a separate policy for classroom conduct and removal from a classroom for misconduct. This policy is posted in all classrooms and is available from the main office on request.
- D. The administration or designee reserves the right to treat each disciplinary case on its specific merits, but in general the consequences will follow one or a combination of several of the following:
  - 1. Principal conference
  - 2. Parent notification
  - 3. Detention\*
  - 4. In-school suspension
  - 5. Out-of-school suspension
  - 6. Police notification
  - 7. Student and/or Parent liable for damages
  - 8. Referral to Counselor
  - 9. Court referral
  - 10. Expulsion
  - 11. Article(s) confiscated
  - 12. Loss of Privilege(s)
  - 13. Any combination of the above

\*Students who fail to serve detention will be suspended out of school.

### **DRIVING TO SCHOOL**

Driving a vehicle to school and parking on school property is a privilege. Cars are not to be used during the day without the permission of the Principal or designee. All student vehicles are to be parked in the parking lot in an orderly manner. All cars should be in the student parking lot in the student parking sections. Student cars are not to be parked in the front visitor section of the school lot or the teacher section of the back lot. Driving in such a manner as to endanger you and other persons or destruction of school property will result in disciplinary action.

Disciplinary Action: 1, 2, 12 or 13

### **ILLEGAL SUBSTANCES AND NON-PRESCRIBED DRUGS**

The use, possession, sale or the providing of alcoholic beverages, non-prescribed drugs, chemicals or illegal substances anywhere on school premises by a student at any time is prohibited. The possession of drug paraphernalia is also prohibited. No student may appear at any school-sponsored function under the influence or possession of alcoholic beverages, non-prescribed drugs, chemicals or illegal substances.

Wisconsin Statute chapters 120 and 125

Disciplinary Action: 1, 2, 45, 6, 8, 10 or 13

### **CLASS ATTENDANCE**

Students are required to attend each scheduled class period. Students who miss all or part of a day without permission will be truant.

Wisconsin Statute Chapter 118

Disciplinary Action: 1, 2, 3, or 13

### **WEAPONS**

No one shall possess a weapon or "look-alike" weapon on school property, (before, during or after school), on school buses, in school vehicles, or at school-sponsored activities. A dangerous or look-alike weapon is defined as any object by the manner in which it is used or intended to be used, or by its appearance as a weapon, is capable of inflicting bodily harm, and/or of being used to threaten, frighten, or intimidate. In no case may ammunition or explosives in any form (including firecrackers) be brought to school, on school buses, or to school-sponsored activities.

According to state law, any person who knowingly possesses or goes armed with a weapon or "look-alike" on school premises is guilty of a misdemeanor, or a felony, depending upon the seriousness of the offense.

All persons violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians and law enforcement officials will be notified in all cases. The school will provide or ensure that evaluation and counseling are available to students involved. Weapons or "look a likes" will be confiscated by the school district and given to the proper authorities.

Wisconsin Statutes Chapters 120 and 941

Disciplinary Action: 1, 2, 5, 6, 10, 11 or 13

### **LASER POINTERS**

Laser pointers are a potentially dangerous device, and their possession by students on school grounds or buses is prohibited.

Disciplinary Action: 13

### **FREEDOM OF SPEECH**

Students have a 1<sup>st</sup> amendment right to freedom of expression. The 7<sup>th</sup> Circuit Court of Appeals has shown that speech/expression may be limited within the school setting for the following 3 reasons: (1) it may cause a material or substantial disruption; (2) is pervasively vulgar; (3) or it is harmful to self or others.

Dress: Students are not allowed to wear clothing that may disrupt the educational process, or that is pervasively vulgar or that is harmful to self or others. This covers but is not limited to attire that is sexually explicit or that contains sexual innuendo or advertises alcoholic beverages, drugs or tobacco, or for some reason causes a disruption to the educational process. Student Publications: All student publications are subject to the approval of the instructor and the building principal. Possession and/or use of two-way communication devices and/or pagers are prohibited unless approved by the Principal.

Disciplinary Action: 13

### **TOBACCO**

Smoking or use of tobacco or tobacco products is prohibited on school premises at any time or for any function in which the student body participates, including extracurricular bus transportation.

Wisconsin Statutes Chapter 161 and 125

Disciplinary Action: 1, 2, 5, 6, or 13

### **HIGH CAFFEINE SUPPLEMENTS/DRINKS**

The use or possession of high caffeine (or other stimulant) supplements and drink is prohibited on school property. Examples are Red Bull, Liquid Energy Supplements, or NOS to name a few.

Disciplinary Action: B

### **IPOD/MP3 PLAYERS**

See Bring Your Own Device rules.

Disciplinary Action: B

### **INSUBORDINATION**

Refusal to follow directions of school personnel will be regarded as defiance of authority and insubordination, and is prohibited.

Disciplinary Action: 13

### **PHYSICAL AND VERBAL HARASSMENT**

Participating in or conspiring with others to engage in harassing acts, which injure, degrade or disgrace other individuals is prohibited.

Wisconsin Statute Chapter 940

Disciplinary Action: 1, 2, 6, or 13

### **ASSAULT/BATTERY**

Committing an act with the intent to cause fear to another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another is prohibited.

Wisconsin Statute Chapter 940

Disciplinary Action: 13

### **THEFT**

Acts of theft are violations of the law; students who take articles belonging to others commit violations of school policy and the law. Any articles that are found and are not yours should be brought to the main office.

Disciplinary Action: 13

### **SEXUAL HARASSMENT**

Inappropriate verbal comments and/or gestures that may have a sexual content and unwanted physical touching, is illegal and will not be tolerated.

Wisconsin Statute Chapter 940

Disciplinary Action: 1, 2, or 13

### **HALLWAY AND/OR CLASSROOM BEHAVIOR**

Public displays of affection should be minimized. Kissing and other displays of affection will be discouraged. Swearing, vulgar language, and any unsafe behaviors in the hallways and/or classrooms is inappropriate for school.

Disciplinary Action: 13

### **INAPPROPRIATE COMPUTER/INTERNET USE**

Computers/Chromebooks at Marathon High School are to be used for educational purposes only. Any use of computers or the Internet deemed inappropriate by staff or administration is prohibited, and disciplinary action will be taken. This includes accessing and/or printing obscene materials, inappropriate use of computer games and chat rooms, or the printing of computer-generated inappropriate materials of any kind.

Disciplinary Action: 13

### **BEHAVIOR OFF SCHOOL GROUNDS**

Students' behaviors toward other students or adult school personnel may be considered an extension of school issues that could result to school disciplinary actions. Example: Continuing a fight off school grounds that began at school, damaging a teacher's house or car, and harassing telephone calls to a bus driver.

Wisconsin Statutes

Disciplinary Action: 13

### **DISORDERLY CONDUCT**

Using offensive, obscene, or abusive language, using language which is disrespectful or threatening to other, making obscene gestures to others or engaging in inappropriately boisterous and noisy conduct or fighting will result in disciplinary action.

Disciplinary Action: 13



### **CHEATING/PLAGIARIZING**

Students found to be cheating or plagiarizing or who are to be determined to be assisting someone will receive reduced credit of the assignment/test/or product up to a score of "0" at the discretion of the classroom teacher and/or principal. In extreme cases, the student may receive a failing grade for the term or semester. Students found to be using/handling a cell phone or other electronic device during a test/quiz/assessment without the direct permission of the supervising teacher, will be assumed to be cheating and will receive a score of "0" on the test/quiz/assessment.

Disciplinary Action: 13

### **DETENTION**

Detention may be assigned by the classroom teacher or by the principal. Students are to serve detentions when they are assigned. Failure to serve detentions will result in the loss of co-curricular activities, privileges, assemblies, or activities. These include athletics, attendance and after-school events such as dances, games, plays, music concerts, etc. If detentions are not served in a timely manner, students may be subject to further disciplinary action.

Disciplinary Action: 13

### **CELL PHONES**

As described earlier in the handbook, cell phone use during instructional time falls under the School Board Policy 443.4 governing cell phones. Students may use phones during during lunch in the cafeteria. Students may use them in classes, study halls, or RE, when the supervising teacher gives permission. If a student is using a phone without permission, the phone makes noise in class, or a student is using a phone to contact a student in class the phone may be turned in to the office and the student's parents will be required to come pick-up the phone. If teachers request students to place phones in a cell phone holder for class students must comply.

Disciplinary Action: 13

### **BRING YOUR OWN DEVICE**

Students are permitted to bring their own computer related devices (iPod's, Cell Phones, tablets, and laptop computers) to school for the purpose of access the school's wireless network for educational reasons. Students must follow the district's network policy and Internet acceptable use policy. Students must follow classroom teacher's rules for device use. Students not following network use or Internet use policies or not following classroom rules regarding BYOD will be subject to discipline.

Disciplinary Action: 13

### **STUDENT PHOTOS/IMAGES**

Occasionally student photos are taken in classrooms, during activities, at sporting events, or in general areas around school. These photos may be used for press, school district materials, the school district app, facebook, twitter accounts, school district webpage, or projects in the classroom. If you wish for a student's photo not to be used, the student's parent should contact the building principal, classroom teacher (MAES) and Mr. Beranek.

### **SCHEDULING/SCHEDULE CHANGES**

Students may change their schedules at the beginning of a school year with the assistance and permission of the school counselor and high school principal. Schedule changes are not the rule but the exception. Schedules are completed and reviewed with students in the spring of the prior year.

### **HANDBOOK REVISIONS OR CHANGES**

Occasionally policies and rules for the school and students need to be adjusted, changed, or added. In such a case after the printing of the book students will be made aware of the change and an updated version of the handbook will be posted on the school district website.

## **NONDISCRIMINATION STATEMENT**

The Marathon School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

### **Marathon High School National Honor Society Selection Guidelines**

Marathon High School follows all rules established by the NASSP and the NHS national chapters. The rules established by Marathon High School were developed using the NHS handbook and meet or exceed all rules and recommendations for selection guidelines.

Selection to NHS is a privilege, not a right. Students do not apply for membership in the NHS; instead, they provide information to be used by the local Faculty Selection Committee. Membership is only granted to those students selected by the Faculty Council each year. This is not an election. It is a selection process and will follow the below listed procedures and criteria.

#### **BEGINNING CRITERIA:**

1. According to the NS constitution a student must have attended Marathon High School for at least one semester.
2. Membership is only for qualified sophomores, juniors, and seniors.
3. A cumulative GPA is used for determining scholastic eligibility and is based on GPA at the end of the previous semester.
  - a. Seniors 3.25
  - b. Juniors 3.5
  - c. Sophomores 3.75

Students who meet the Beginning Criteria are then informed and given the opportunity to complete a Student Activity Form (this is not an application).

#### **AFTER BEGINNING CRITERIA IS ESTABLISHED:**

1. When the forms are returned they are duplicated and given to the entire teaching staff, with evaluation "point" system forms and directions.
2. Point forms will consider a student's character, service, and leadership qualities.
3. Point forms will be assigned to teachers or they will sign the forms. No anonymous forms will be considered in the selection process for supportive information.
4. Staff reviewing the activity forms will use a 4-point scale. 4 being high and 1 being low. Forms will be collected and points will be averaged for students who have at least ½ of the reviewing staff assigning points. Students who do not have at least ½ the reviewing staff assigning points will have scores noted and this information will be given to the Faculty Council for individual review.
5. A "cut off" point will be established for point forms prior to the reading of candidate's forms averages. A cut off is not used as an absolute in determination of a candidate but is additional information for the Faculty Council to consider.

6. All students who fall above the cut off, as well as those who fall below the cut off will receive individual consideration by the Faculty Council. The council may, with a vote, approve all students above the cut off, but must consider all students below the cut off individually.
7. Point forms are used to gather additional, supportive information for the Faculty Selection Committee. This information is only to be used as supportive information; the final decision on all candidates will rest with the Faculty Council, Selection Committee.
8. The Faculty Council will vote on candidates and a majority vote is needed for selection. The council will consist of 5 faculty members. The Faculty Council will have 1 Faculty Advisor Leader during the final selection meeting. The principal may not be included in this selection process. The Faculty Advisor Leader will make sure that local and national procedures are being followed in the selection process and will act as an advocate for the students. \*
9. During the Faculty Council selection meeting copies of the definitions of the four areas will be available a read aloud prior to the selection voting. Copies of the student activity forms will also be available for consideration.

\* The principal is a non-voting sixth member of the Faculty Council and will not participate in the selection meeting.

#### SELECTION DEFINITIONS

- **Scholarship:** See criteria listed above in criteria section.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.