

Marathon High School Student Handbook 2024-2025





Our Mission:

To foster learning, life skills, and character for all

Our Vision:

An exceptional district, ensuring diverse programs and experiences for the success of all students.

MHS CONDUCT CODE-Student

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

- 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.

A

ACTIVITIES

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	Spirit Squad	FBLA
Math League	Forensics	SKILLS USA
Yearbook	FFA	Academic Decathlon
Letter Club	Student Council	Tech Ed Club
Ecology Club	Spanish Club	

ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.

ANIMALS IN SCHOOL

In general, animals are not allowed in school. If an animal is to be in school or on school property it must be under the discretion of the administration and in accordance with board policy 8390.

ARTIFICIAL INTELLIGENCE ETHICS-STUDENT GUIDELINES

Respect for Privacy: AI Systems should not be used to access or share private or sensitive information of oneself or others.

Academic Integrity: AI tools should not be used to engage in academic dishonesty, such as plagiarism or cheating. Submitting AI generated work that you represent as your own will be considered as academic dishonesty. If AI generated work is utilized, students should use the proper citation of sources.

Responsible Use: The Marathon School District Acceptable Use Policy and Chromebook Guide should be adhered to for all technology use, including AI. Students should not use AI, or other technology, to generate anything that disrupts or disparages the District or any individual or group of people. The use of AI tools must be in compliance with the resource's Terms of Service.

Analyzing AI: Students should evaluate anything generated by AI for accuracy and appropriateness. Students should verify the information provided by AI, or other technology resources, and consider potential biases or limitations.

Reporting Concerns: If students identify potential biases or issues with AI systems or notice unethical or inappropriate use of AI, they should report their concerns to their teachers or school administrators.

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.

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. **No phones should be used by students during assemblies.**

ATTENDANCE

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program requires that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence; or
- C. repeated unexplained absence and tardiness.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

The student has been excused by their parent before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student, **including students enrolled in private schools and students enrolled in home-based private education**, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of **their** parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

J. Virtual Access

The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written (including e-mail) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Principal.

No student who has a medical disability that may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date,

time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing as grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

- A. Absences Approved Solely by Parent/Guardian

A student who is excused from school attendance solely by his/her parent/guardian must complete the course work missed during the absence.

- B. School-Approved Absences

Students with school-approved absences are entitled to make up work and examinations missed. The teacher may provide the student with alternative yet equivalent assignments and exams.

- C. Unexcused Absences

Students who are absent from school under point A-1 above or who are absent, with or without the consent of their parent(s)/guardian(s), but whose absence is not excused in accordance with point A-2 above may or may not be permitted to make up class work missed. The student on his/her return to school shall be expected to submit a written statement signed by his/her parent/guardian explaining the reasons for the absence. On the basis of this statement, the school attendance officer or designee shall determine whether credit for the make-up work will be granted. All students with an unexcused absence may be permitted to make up an examination missed during an absence. The teacher may provide the student with an alternative yet equivalent examination.

D. Suspensions

Suspensions are considered excused absences, students shall be allowed to make up all assignments and tests missed during a period of suspension. Students will be given two days for every day missed in order to complete missed assignments and tests. The teacher may provide the student with alternative yet equivalent assignments and exams.

B

BACKPACKS/BAGS/PURSES

Because of safety concerns, students are not allowed to carry backpacks, bags of any kind/or purses, during the school day. Students may use a backpack to transport books and belongings to and from school. The backpacks are to be put in the locker upon arrival to the school building and left there for the rest of the school day. Exceptions to this policy may be granted to students with special circumstances. If circumstances warrant special permission to carry a backpack or larger handbag please seek permission from the building principal.

BEHAVIOR OFF SCHOOL GROUNDS

Students' behaviors toward other students or adult school personnel may be considered an extension of school issues that could result in 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.

BULLYING

The 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 employee 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 employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

Bullying is 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 prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

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;

5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

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 sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees 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.

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 parents or another student's parents only if prior request in writing is made to the principal or chaperone.

C

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.

CHEATING

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.

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.

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.

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. Students leaving during lunch are not allowed to drive or ride in cars.

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).

CLOSING

In the event of severely inclement weather, mechanical breakdown, or other 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 school district app, facebook, and TV stations. When school is closed, extracurricular programs will be canceled (at the discretion of the administration, practices or events may be held).

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, remember your behavior reflects not only on yourself, but also on the school.

COMPUTERS/TABLETS/DEVICES

Students are prohibited from bringing their own devices to school and/or using them on the school network. This is in place for the security of the school network.

CRIME STOPPERS-MARATHON COUNTY

The program encourages students to “step up and do the right thing” and take an active role in helping to keep their school safe. Students may report information about illegal or unsafe activity at school, at school related events, or anywhere within the community. Students remain anonymous by reporting directly to Crime Stoppers via the P3 Tips App (which has been downloaded onto the student Chromebook), calling the 24-hour Hotline at 877-409-8777, or sending a tip via web at marathoncounty.crimestoppers.org. To speak to a trusted adult and remain confidential, students may report information directly to a school official or School Resource Officer. Cash rewards are available for verified tip information.

D

DETENTION

Detention assigned by the Principal's Office will be served with assigned staff members. Detention will usually be scheduled following the completion of the regular school day on Tuesday and Thursday. **Failure to serve an assigned detention on the date assigned will result in further disciplinary action including but not limited to; additional detention time being assigned, withdrawal from after school activities, sports, and co-curricular activities until the detention is served (this includes practices, games, competitions, trips, and performances).**

DISORDERLY CONDUCT

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

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. Students that abuse the privilege of parking in the school lots can be banned.

DROP / ADD PROCEDURE

All students are expected to choose courses carefully during the course selection process. Marathon High School makes every effort to develop a master schedule according to student need and interest. Schedules are planned according to student requests and students are expected to abide by their choices as the complexity of the scheduling process determines curriculum offerings, the final master schedule, and teacher contracts. Considerable time and effort is put into the final master schedule, and once established, schedule changes will be exceedingly difficult.

As a result of the scheduling process, and the input students have beforehand, scheduling changes will only be permitted for the following reasons:

- A student who has passed a scheduled course during summer school;
- A student who has not met the prerequisite for a scheduled course;
- A student who is missing a required course to fulfill graduation requirements;
- A student is placed in a course which a teacher finds inappropriate for your ability;
- A student whose medical and/or IEP or 504 plan requires a modification;
- A student who has a clerical error on their schedule;
- A student who needs accommodations for apprenticeship and work study programs.

Courses* may only be dropped/added within the first five (5) school days of the semester without penalty of a Withdrawal / F on a student transcript. A course may be dropped from day 6 through 10 with a "W" being placed on the student's transcript. If a course is dropped after 10 school days, the grade is a failure (F) which will factor into a student's GPA and class rank. Students must maintain a full course load (6 courses per semester) throughout the school year.

- In order to process a change, students must:
 - Submit a Drop/Add Form with parent signature to the Counseling Center.
 - Choose a substitute course, if one is available, for each dropped course.

Final approval of changes is contingent upon the following:

- The proposed change does not jeopardize graduation.
- The change requested is logically possible.
- The proposed change does not negatively affect college/technical admission.
 - Prior to requesting a schedule change, you must get permission from all colleges/universities that you applied to so that your admission status is not compromised. *UNIVERSITIES HAVE INFORMED MHS THAT IF YOU HAVE BEEN ACCEPTED & YOU CHANGE YOUR SCHEDULE WITHOUT THEIR PERMISSION, YOU MAY NO LONGER BE ACCEPTED.*

Changes will not be permitted to:

- Change teachers;
- Change lunch periods (unless supported by medical documentation);
- Change to more convenient and/or desirable periods;
- Group friends together in the same class

**** High school students enrolled in college courses are held to the specific college/university's Add/Drop policy and will be responsible for any fees associated with dropping a course past the school's deadline in addition to receiving a W or F on their high school & college transcript.***

E

ECCP

The Marathon School District participates in programs where qualified students may take college coursework following the guidance of the programs and the school board. For more information, please contact the school counselor.

ELECTRONIC COMMUNICATION DEVICES-STUDENT USE

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100. Students are prohibited from using an electronic paging or two-way communication device (e.g., beeper, cellular phone, iPod touch, 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.

- Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

- Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Students may use PCDs between classes and during lunch. Distracting behavior that creates an unsafe environment will not be tolerated.
- Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.
- Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.
- PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.
- Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.
- Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.
- Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.
- Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.
- Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.
- A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.
- Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.
- Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

ENTRANCES/ENTRY TO SCHOOL

Students will be allowed to enter and exit the school from the main front doors and the main parking lot doors prior to and after school. For safety reasons students should not prop doors open or open doors during the school day.

EVENTS

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 at all school events::

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.

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.

F

FIRE DRILLS / SEVERE WEATHER DRILLS/SCHOOL SAFETY 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.

G

GRADING APPEAL PROCESS

A grade appeal must be initiated by the student and/or parent within two 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.

GUIDANCE

The School 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.

H

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.

HARASSMENT

Prohibited Harassment

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

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.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

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. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's duties

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It 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. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student’s sex (including gender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student’s Protected Class that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

“Harassment” also includes “hate speech”—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as 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 access to educational opportunities or program;
- 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 involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. 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;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. 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;
- I. unwelcome behavior or words directed at an individual because of gender;

Examples are:

- 1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- 2. rating a person's sexuality or attractiveness;
- 3. staring or leering at various parts of another person's body;
- 4. spreading rumors about a person's sexuality;

5. letters, notes, telephone calls, or materials of a sexual nature;
 6. displaying pictures, calendars, cartoons, or other materials with sexual content.
- J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However other behaviors might be going too far, are inappropriate and may be signs of sexual grooming.

Inappropriate boundary invasions may include, but are not limited to the following:

1. hugging, kissing, or other physical contacts with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to the curriculum;
5. showing pornography to a student;
6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
7. initiating or extending contact with students beyond the school day for personal purposes;
8. using e-mail, text messaging or websites to discuss personal topics or interests with students;
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
11. going to a student's home for non-educational purposes;
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of a student);
13. giving gifts or money to a student for no legitimate educational purpose;
14. accepting gifts or money from a student for no legitimate educational purpose;
15. being overly "touchy" with students;
16. favoring certain students by inviting them to come to the classroom at non-class times;
17. getting a student out of class to visit with the staff member;
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student "secrets" and having "secrets" with a student;

22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

- K. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- L. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or 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 race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of: interfering with the individual's work or educational performance; creating an intimidating, hostile, or offensive learning environment; or 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 religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or 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 national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive learning environment; or 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 disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

David Beranek
High School Principal
204 East Street
Marathon, WI 54448
715-443-2226 Ext. 4106

HEALTH SERVICES

Marathon High School shares a school nurse/health aide with the elementary school. They are 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 medication forms. If a student receives a prescription medication, a signature from the physician and parent along with medication dosage and directions in giving the medication is required.

I

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

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.

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.

INSUBORDINATION

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

J

K

L

LANGUAGE

Swearing, vulgar language, sexually explicit, harassing, threats, or any unsafe language in the hallways and/or classrooms is inappropriate for school and will be addressed. Parents will be notified and disciplinary action will be taken including possible referral to law enforcement.

LASER POINTERS

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

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.
- 6.

LOCKER SEARCHES

SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually.

The Board directs that the searches may be conducted by the District Administrator, building principals, or others as designated by the District Administrator.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies an admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Not Required

Where a student may bring a vehicle on school property without a permit, a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others, should request written consent to search the vehicle and all containers inside the vehicle. If consent is not given, the administrator should contact law enforcement.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independently of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy that constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall provide students and staff with written notice of this policy at least annually.

M

N

NHS 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 the 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 to be 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 the 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.

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.

O

P

PARKING

Students are to park in approved parking spaces in the front or back parking lots. The parking lot in the front of school (dirt lot) will have 4 rows only and students are expected to park in a manner that keeps the lot safe and does not park other students in.

PASSES

Students will use the EHall pass electronic pass system. Students will be limited with the number of hallway passes per year to assist with school safety related issues. Students are to plan ahead and schedule their day.

PERSONAL DRESS

The Marathon School District believes in the importance of proper decorum and personal appearance in order to facilitate the learning process. Students are expected to follow these dress code requirements to ensure a safe and meaningful educational environment. To maintain health or safety of students and not disrupt the learning process, MHS has established the following rules:

- During the school day, coats/jackets, hats, caps, bandanas, head coverings, and sunglasses shall be taken off and placed in the student's locker immediately after the student enters the building.
- Clothing should always completely cover the torso (i.e., no bare backs, midriffs, or off the shoulders). All tops must provide full coverage and be high enough in front to eliminate chest cleavage. Tops with straps are recommended that straps be 1 inch thick minimum. When standing up, the shirt must touch the top of pants or skirt.
- No Blankets/Pajamas unless part of a defined dress up day or classroom activity.
- No Costumes unless part of a defined dress up day or classroom activity.
- Students are not permitted to drape flags over or around themselves.
- Students choosing to wear tops with hoods are not permitted to use the hood to cover their heads.
- Excessively short skirts or shorts are not allowed. Short shorts/skirts need to totally cover the bottom. A recommended length would be mid-thigh.
- Undergarments must be worn and shall not be visible.
- Students choosing to wear low-rise pants need to make sure their undergarments are not exposed. Pants need to be secured around the waist/hip area. Boxer shorts and/or briefs should not be visible. Shirts considered undergarments may not be worn.
- Shoes must be worn at all times.

- Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk; displays suggestive, offensive, obscene, sexually degrading, or racially motivated graphics or statements (e.g., Hooters, Playboy); or pertains to drugs, alcohol or tobacco products is not permitted.
- Wallet chains are not permitted.
- Clothing to be worn for special school events (homecoming, winter carnival, shirts, etc.) must be pre-approved by the class advisor or principal).
- Clothing rules apply at school sponsored events.
- Gang colors, symbols or identification may not be worn (i.e., bandanas, jackets, caps, etc... and this includes tattoos that are visible)
- Personal Dress rules apply to all school sponsored events including dances (Prom). Prom dresses should also follow the prom dress guidelines that are posted on the school website.
- The school reserves the right to require students to change or cover clothing deemed out of code.

School personnel along with Administration will use discretion to make decisions regarding the appropriateness of each student's dress and possible consequences for violation of this policy. Students with dress related violations that need immediate attention will be asked to change, be sent home, or have a parent called to bring clothing to the school. In other cases, the parent and student will be sent an email detailing the dress code violations and what to do to resolve the issue in the future. Repeated violations of dress code can result in further disciplinary consequences being taken. With student and parent support and the use of common sense in terms of the attire's appropriateness for school, issues can be easily resolved.

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.

PLAGIARIZING

See Cheating.

PROM COURT ELIGIBILITY

If a junior student is involved in an incident where alcohol, drugs, or tobacco are used or consumed, or receives an athletic code violation 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.

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.

PUBLIC DISPLAYS OF AFFECTION

Kissing, hugging, etc, and other displays of affection will be discouraged. If they become excessive students and parents will be notified/warned. If it continues, disciplinary action will be taken.

Q

R

RE/4th HOUR

RE will be used as an enrichment period for students. It will be treated much like a study hall. Students will take part in academic work, club and class meetings, RtI, and ACP work.

REPORT CARDS

Report cards will be issued four (4) times during the year posted in skyward family accounts. An incomplete grade may be given when a teacher's requirements for a specific course have not been met due to specific circumstances such as the student having excused absences at the end of a term where the student does not have the time to make up the work. Incomplete grades must be made up within two (2) weeks; if not, they become failing grades.

S

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.

SOCIAL MEDIA

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

SPEECH

Students have a 1st amendment right to freedom of expression. The 7th 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.(see Personal Dress Policy) 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.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

STUDY HALL

Students are allowed to take one study hall per semester. 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.

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.

I

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.

TOBACCO/VAPING

Smoking or use of tobacco, tobacco products, vaping, electronic smoking devices, or other nicotine delivery systems 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

U

V

W

WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);

- C. theatrical props used in appropriate settings; and
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Legal 120.13(1), Wis. Stats.939.22(10), 941.295, 943.13, Wis. Stats. 948.605, Wis. Stats.948.61, Wis. Stats 18 U.S.C. 921(a)(3)18 U.S.C. 922,20 U.S.C. 7151

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