

Melrose-Mindoro High School

Student/Parent Handbook
2018-2019



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2018-2019

August 24, 27, 28, and 29	Teacher In-Service
August 30	Open House 1:00 pm - 7:00 pm
September 3	Labor Day (Holiday)
September 4	First Day of Classes
October 11 and 18	Parent Conferences -- 4:15 - 8:00 PM
October 25 and 26	Vacation
November 2	End of First Quarter
November 21	Vacation
November 22	Thanksgiving (Holiday)
November 23	Vacation
December 21	Last Day Before Christmas Recess
January 2	Classes Resume
January 18	End of Second Quarter
January 21	In-Service – No School
February 15	In-Service – No School
February 18	Vacation
March 5 and 12	Parent Conferences -- 4:15 - 8:00 PM
March 15	In-Service – No School
March 29	End of Third Quarter
April 19 and 22	Vacation
May 24	Graduation
May 31	Last Day of School
June 3, 4, 5, 6	Make Up Snow Days

MELROSE-MINDORO HIGH SCHOOL

Student/Parent Handbook

NON-DISCRIMINATION POLICY

The Melrose-Mindoro School District is committed to equal opportunity for all students in the district.

The Melrose-Mindoro School District, pursuant to s.118.13, Wisconsin Stats. and PI9, that no person, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, pupil services, recreational, or any other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap).

The district encourages informal resolution of complaints under this policy. However, a formal complaint resolution procedure is available from one of the building principals. Any questions concerning this policy should be directed to:

High School Principal
Melrose-Mindoro Junior/Senior High School
N181 State Rd 108
Melrose, WI 54642

EC-6 Principal
Melrose-Mindoro Elementary High School
N181 State Rd 108
Melrose, WI 54642

PHILOSOPHY AND PURPOSE

The Board of Education believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school. In order to meet this shared responsibility for the maintenance of good behavior...

PARENTS SHOULD:

Keep in regular communication with the school concerning their child's conduct and progress.

Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.

Provide their child with the resources needed to complete class work.

Assist their child in being healthy, well-groomed, and clean.

Bring to the attention of school authorities any problem or condition which affects their child or other children of the school community.

Discuss report cards and work assignments with their child.

Maintain up-to-date home, work, and emergency telephone numbers at the school.

STUDENTS SHOULD:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.

EDUCATORS SHOULD:

- Encourage the use of guidance procedures.
- Maintain an atmosphere conducive to good behavior.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training or discipline based on fair and impartial treatment of all students.
- Develop a good working relationship among staff and students.
- Encourage parents to keep in regular communication with the school.
- Seek to involve students in the development of policy.
- Endeavor to involve the entire community in order to improve the quality of life within the school and community.

SECONDARY TIME SCHEDULE

Period	RTI	8:05 - 8:34
1		8:38 - 9:20
2		9:24 - 10:06
3		10:10 - 10:52
4		10:56 - 11:38
5-1		11:42 - 12:24
5-2		12:15 - 12:57
6		1:01 - 1:43
7		1:47 - 2:29
8		2:33 - 3:15

Lunch Periods

1st Lunch	11:42 - 12:12
2nd Lunch	12:27 - 12:57

PUPIL RECORDS

All pupils' records maintained by Melrose-Mindoro shall be confidential, except as provided in Wisconsin State Statute 118.125 paragraph (a) to (m) and sub. (2m).

GRADUATION REQUIREMENTS



1. Three years (3 credits) in Math at the high school.
2. Four years (4 credits) in English.
3. Three years (3 credits) in Social Studies.
4. Three years (3 credits) in Science including Biology and Physical Science.
5. One and one-half (1.5 credits) required of Physical Education (.5 credit each) for grades 9, 10, and 11. Physical Education is an elective for grade 12.
6. One-half (.5 credit) of Health required for grade 10.
7. One-half (.5 credit) of Personal Finance required beginning with class of 2017-2018.
8. Total of 25 credits to graduate.
9. Passing score on State of Wisconsin Civics Exam.

In order to participate in commencement exercises at Melrose-Mindoro High School, the student must have successfully completed all graduation requirements set forth by the State of Wisconsin and Melrose-Mindoro Board of Education.

ACADEMIC EXCELLENCE SCHOLARSHIP

State Law 39.41 (1m) (a) Annually, by February 15, the school board of each district operating one or more high schools and governing body of each private school shall name the 12th grade student in each high school who has the highest grade point average (GPA) in all subjects. This student is eligible to receive a higher education scholarship. If two or more students in the same high school have the same GPA, the school board shall select the student eligible for the scholarship. In order to be eligible, Melrose-Mindoro's nominee for the scholarship must be the valedictorian, salutatorian, or an honor student; the student must fulfill the following criteria:

1. At least one-half of his/her credits must have been earned at Melrose-Mindoro.
2. The student will be required to spend their final year of high school at Melrose-Mindoro and must graduate from Melrose-Mindoro.

Grades from all schools attended will be used in determining cumulative grade point average and, thus, class rank. In the event that two or more pupils at Melrose-Mindoro High School have the same GPA, the following criteria will be used to select the one pupil as the recipient of the scholarship:

1. The students will be given the opportunity to withdraw their name if they plan to attend college out of state, or if they don't plan to attend any post high school training institution.
2. If two or more students remain eligible after September 1, their ACT test scores will be used to break the tie. The student with the highest composite ACT score based on the best score of the first two ACT tests taken by the student after their freshman year will win the the scholarship. A student who does not take the ACT test will be assigned a composite ACT score of zero for tie breaking purposes. (A student may retake the ACT for college admissions, but the new score will not be used for the tiebreaker.)
Note: The results of an ACT test taken as a K-9 student will be disregarded.
3. If two or more students remain eligible after Step 2, the winner will be determined by a coin toss by the School Board President with the tied students present.

WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP (TES)

Beginning in 2015, Technical Excellence Scholarships are to be awarded to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The number of scholarships each high school is eligible for is based on total student enrollment.

The enabling legislation on the TES program (2013 Wisconsin Act 60) requires the school districts to designate scholars for the program by February 25 of each year, beginning in 2015. As with AES, nominations can be submitted to HEAB shortly after selection by the districts; HEAB asks that nominations for this first year of TES be submitted by districts to HEAB by March 23, 2015.

(See TES policy in the District Office for full details)

METHOD FOR CALCULATING GRADE POINT AVERAGE (GPA) AND CLASS RANK

All students cumulative GPA's and class rank will be determined entirely on semester grades for all subjects.

In order to be recognized as the Valedictorian or Salutatorian, the students must fulfill the following criteria:

1. At least one half or his/her credits must have been earned at Melrose-Mindoro.
2. The student will be required to spend their final year of high school at Melrose-Mindoro and must graduate from Melrose-Mindoro.

When determining Valedictorian, Salutatorian and Honor students, semester grades through the end of the 7th semester will be used to calculate a student's GPA. Students who earn a 3.67 GPA or higher will be recognized as an honor student at graduation.

This year's nine week grading periods are:

Quarter	Date
1	November 2
2	January 18
3	March 29
4	May 31

HONOR ROLL

Students who earn a 3.0 or higher GPA for the quarter will be recognized by being placed on the "Honor Roll" which is published at the end of each grading period. The honor roll has three divisions as follows:

Straight A's Honor Roll: 4.0 GPA
High Honor Roll: 3.67 - 3.99 GPA
Honor Roll: 3.66 - 3.00 GPA

GRADING POINT SYSTEM

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	F	0.00

GRADES AND WORK STANDARDS

Report cards will be issued at the end of each nine weeks of school. A progress report is sent out at the end of a four and one-half week period to those parents whose son or daughter may be having difficulty in their classroom work. The teacher will request that a conference be held with the parent to help solve the difficulty. The numbers below are guidelines and are not meant as rigid parameters.

The letter markings on the report cards are interpreted as follows

- A (90-100)** An excellent grade indicating a very superior type of work. A student earning an "A" not only completes required work in an exceptional manner, but does extra work on his/her own initiative.
- B (80-89)** A very commendable grade, descriptive of above average work. This student's required work is of good quality and he/she takes advantage of added assignments offered by the teachers.
- C (70-79)** This grade represents work of average quality and is given to that large group of substantial students who make an honest effort to do the work.
- D (60-69)** This grade represents work below grade average quality. A grade of "D" is a warning to the student that he/she is doing inferior work in the course.
- F (Failure)** This means a loss of credit. Failures may be for the semester or the entire year. This student has not met the very minimum standards as set by the class.

Wisconsin's Early College Credit Program

Beginning Fall 2018, high school students at public and private high schools in Wisconsin can earn college credit through the Early College Credit Program (ECCP). Under ECCP, the costs of the courses are shared among the IHE, the school district or private school, the state, and in some cases the student's family.

How to Apply for the Early College Credit Program:

- Talk with your high school counselor to see if it's a good fit for you
- Download an ECCP participation form.

Submit your completed form by March 1 for summer/fall semester or October 1 for spring semester to your school officials

CODE OF EXPECTATIONS

In order to promote respect and responsibility at Melrose-Mindoro High School, students, teachers, and administrators must work together. Students will conduct themselves in a manner that brings respect to themselves and the school. They also are expected to be courteous, prompt, and follow the general rules of conduct deemed normal in our civilized society. Behavior that is disrespectful, rude, and/or which causes harm will not be tolerated. When students do not follow the rules to proper conduct, the school has a responsibility to take action in the interest of those students and the other students and/or adults in the school. Students exhibiting such behavior will be disciplined. The discipline can range from a verbal warning to expulsion from school. Teachers and administrators want all students to learn, but their efforts can be thwarted by disruptive students.

BEHAVIOR ENFORCEMENT POLICY

The best system for discipline is that of self-discipline.

We encourage each student to govern himself or herself and to take the responsibility for their own actions. We believe all of our students can behave appropriately in our classrooms. We will tolerate no student stopping us from teaching and/or any student from learning.

The following behaviors will not be tolerated:

1. Skipping class or school.
2. Tardiness to class.
3. Harassment (sexual, racial, socio-economical) of other people.
4. Fighting, intimidation, threats.
5. Profanity, use of profane gestures, or wearing clothing which contains vulgar language or images.
6. Littering, misuse of food, etc.
7. Overt public display of affection (kissing, embracing, or other similar inappropriate personal contact).
8. Disrespectful or insubordinate behavior.
9. Misuse or damage of school property.
10. Use, possession, sale, or dispersion of:
 - a) smoking or chewing tobacco.
 - b) alcoholic beverages.
 - c) mood-altering chemicals/drugs.
 - d) paraphernalia associated with the use of any of the above.
 - e) wearing apparel which advertises, promotes, or alludes to alcohol, drugs, or tobacco.
 - f) e-cigarettes, hookah pens, or other similar devices.
11. Setting off a false fire alarm.
12. Possession of firecrackers, smoke bombs, fireworks, firearms, or weapons, including knives.
13. Gambling.
14. Stealing.
15. Leaving the school without notification and consent of the high school principal or acting administrator.
16. Negligence in the operation of a vehicle.
17. Behavior which endangers the safety of self or others.
18. Any other behavior that in the view of the high school administration may be detrimental to the learning environment of Melrose-Mindoro High School.

CLASSROOM MANAGEMENT

1. A good learning atmosphere in the classroom is the joint responsibility of the teacher and students. This atmosphere will be promoted through clearly established and understood rules and regulations. Because of varying personalities and classroom environments, these rules may differ somewhat from teacher to teacher.
2. The teacher has the responsibility to act on infractions of classroom rules. In cases where corrective actions prove ineffective—and as a last resort, the teacher may remove the student from the classroom and send him/her to the principal.
- 3 A. If a teacher finds it necessary to send you from a classroom because of disruptive behavior, report immediately to the office with a written explanation of why you were sent. The teacher may phone the office in lieu of a written explanation. To be reinstated in the class, you must confer with the principal, the counselor, and the teacher concerned. Your parents will be informed.
- B. If a second eviction from the same class occurs, a conference may be held with the principal, the counselor, the teacher, and your parents.
- C. If a third eviction occurs, you may be dropped from that class for the rest of the semester with a failing grade.

CONSEQUENCES OF INTOLERABLE BEHAVIOR

This discipline policy is established to reinforce appropriate behavior. Every behavior is determined by an individual's decision. The severity of the consequences applied depends on 2 factors: 1) the serious of the offense, and 2) the previous disciplinary record of the student. Students who decide to behave inappropriately should be aware that their decisions will result in the following consequences:

1. Verbal reprimand with possible parental notification.
2. After school detention with written parental notification.
3. Referral to principal with parent, teacher, student, and principal conference prior to return to class.
4. Suspension.
5. Expulsion.
6. Severe clause—the principal can skip steps consequences.

SUSPENSION

Continuous and willful refusal to accomplish school tasks though able to do so: insubordinate, disorderly, vicious, illegal or immoral conduct, and persistent violation of school regulations are causes for suspension from school. This includes violation of narcotics laws, use of alcoholic beverages, use of weapons, fireworks, or violation of any local, state, or federal law. Length of suspension will be determined by school authorities and will reflect the offense committed. Parents/guardian will be notified in writing of the action taken, and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from school. A student will be re-admitted to school after a satisfactory solution to his/her conduct is agreed upon by parents/guardian and administration.

A. IN-SCHOOL SUSPENSION

The act of prohibiting a pupil from attending classes for a period of no more than five school days. The pupil serves the suspension time in the school building in an area specified by the administration.

B. OUT-OF-SCHOOL SUSPENSION

The act of prohibiting a pupil from attending school and school related activities (ballgames, dances, proms, etc.) for a period of one to five school days.

EXPULSION

An action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall be determined by law and/or the school board.

CHEATING

People involved in cheating, whether they give or receive answers, plagiarize or use other dishonest methods will receive a zero on the work they have cheated on. Further measures or punishment will depend on the seriousness of the offense and decided by the teacher involved and the high school principal.

LAW ENFORCEMENT AGENCY (L.E.A.) INTERVIEWING/QUESTIONING STUDENTS DURING THE SCHOOL DAY

Should the need arise that a student needs to be questioned by an L.E.A. while at school, during school hours, *for reasons other than the investigation of suspected child abuse or neglect*, the following procedures will be followed:

- Disruption to the student and school day will be kept to a minimum.
- The student will be removed from class by a school official, not law enforcement.
- The student will be notified by the school official of the following:
 - The student may speak to the L.E.A. alone.
 - The student may request his/her parent be contacted before any investigation takes place.
 - The student may take part in the investigation with a school official present, in place of the parent.
 - The student or parent may request the investigation take place in the privacy of their own home or a neutral site.

*****Legal notation: Legally, the L.E.A. has the right to come into school during the school day, and question a student without the school following the procedures outlined above.***

CRIMINAL GRAFFITI

1995 Wisconsin Act 24, Assembly Bill 10, Effective July 20, 1995

This new law provides that whoever intentionally marks, draws or writes with paint, ink or another substance on or intentionally etches into the physical property of another without the other person's consent is guilty of a crime.

USE OF WIRELESS COMMUNICATION DEVICES

A wireless communication device (WCD) uses audible signals, vibrates, displays a message, and/or sends and receives communication. Examples of WCDs include cellular phones, smart phones, WiFi-enabled or broadband access devices, two-way radios, video broadcasting devices, and laptops.

The School Board recognizes the value of students maintaining communication with their parents or guardians and other appropriate persons for health, safety and educational purposes. Therefore, possession and use of WCDs may be permitted only if use by the student is determined to be for a medical, school, educational, vocational or other legitimate use.

Limitations on use of WCDs:

- WCDs may be used in the building before school, during the students designated lunch period, and after school.
- During the instructional day, WCDs are to be turned off and secured out of sight, unless there is an emergency situation that jeopardizes the safety of students and staff. This means the device will not ring, beep, vibrate, or exhibit other displays that indicate the device is activated.
- Students are not to use WCDs with photographic or video capabilities in locker rooms, bathrooms or other areas where privacy is an issue.
- WCDs may not be used to photograph other students or staff without their permission and shall not be used to photograph any items that are confidential (example: testing materials).
- Any parent or guardian who wants their child to use WCD at an unauthorized time may submit a request to the Principal, explaining the reason for the unauthorized use. The Principal's decision shall be final.

Inappropriate use of a Wireless Communication Devices during the school day will result in the following consequences:

1. The first offense--the WCD device will be confiscated and turned into the office. The device will be returned to the student at the end of the school day.
2. The second offense—the WCD device will be confiscated and turned into the office. The student will be assigned a noon detention. The device will be returned to the student at the end of the day.
3. The third offense—the WCD device will be confiscated and turned into the office. The student will be issued an in-school or out-of-school suspension. The WCD will be returned to the parent.
4. The fourth offense--consequences will be determined by the administration.

EXTORTION

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this. Students who are victims of such acts are asked and encouraged to report to teachers or the office so that definite action can be taken. This is the only way to insure that incidents will not be repeated and that all such acts may be curtailed.

HARASSMENT AND BULLYING

The Melrose-Mindoro School System is committed to creating an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment and promotes respect, tolerance, and cooperation throughout the District. All employees and students must be allowed to work and learn in an environment free from harassment and/or bullying.

Individuals who experience harassment and/or bullying may process a complaint pursuant to established procedures. Incidents of harassment and/or bullying will be dealt with in an appropriate manner. Students are encouraged to try to solve the situation amongst themselves. However, additional action may be necessary or appropriate, and the consequences for intolerable behavior may be enforced (pg. 7).

Definitions

- a. **Harassment/Bullying** is verbal, physical, or indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet - also known as cyber bullying) conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance; it may consist of a single act, or a course of conduct. Harassment/Bullying may include, but is not limited to conduct relating to an individual's membership in a protected class, age, sex, race, creed, national origin, color, marital status, pregnancy, gender identity, etc.
- b. **Sexual harassment** means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberately, repeated display of offensive sexually graphic materials which is not necessary for business purposes. Sexual harassment may include but is not limited to actions such as:
 - A. Physical assaults of sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, as well as other intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another person's body or poking another person's body.
 - B. Unwanted sexual advances or propositions, or comments about a person's sexuality or sexual experience directed at or made in the presence of any person who indicates, or has indicated in any way, that such conduct is unwelcome.
 - C. Preferential treatment or promises of preferential treatment to a student by another student or school employee for submitting to sexual conduct.
 - D. Subjecting a student to unwelcome sexual attention or conduct.
 - E. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendos or actions that offend others.

Complaints of harassment and/or bullying will be accepted either orally or in writing. All complaints should be made to your building principal. If the complaint is being lodged against the building principal it should be reported to the district administrator. If you feel you have been harassed and/or bullied, please report it immediately. Forms may be picked up from the building principal's office.

WEAPONS

The Wisconsin Department of Public Instruction (DPI) has notified Melrose-Mindoro School District that they have been notified by the U.S. Department of Education that the Elementary and Secondary Education Act (ESEA) of 1965 was amended to include the Gun Free Schools Act. This act requires that, as a condition of receiving any assistance under the ESEA, now the Improving America's Schools Act (IASA), a local educational agency (LEA) must implement a policy requiring referral to the criminal justice or juvenile delinquency system of any student who "is determined to have brought" a weapon to school. Also, the LEA is to provide to the state education agency assurance of compliance with the state law that requires expulsion, for a period of not less than one year, of any student who "is determined to have brought" a firearm to school. Under the legislation, the LEA's chief administering officer may modify this expulsion requirement on a case-by-case basis.

Specifically, the act has three requirements applicable to LEA's: 1) implement a referral policy applicable to a student who "is determined to have brought" a weapon to school, 2) provide the state education agency with an assurance that the district is in compliance with the state law requiring expulsion, and 3) submit specific reporting information on discipline imposed under the expulsion requirement, including the name of the school, number of students expelled, and type of weapons involved.

Melrose-Mindoro School District's definition of a weapon is included in this handbook under the Weapons Policy.

No person shall possess, handle, transmit, or use a weapon, look-alike weapon, or any object that can reasonably be considered a weapon or dangerous to the physical and mental health, safety, or welfare of any individual;

1. On the school premises immediately before, during, or immediately after school hours,
2. On the school property at any other time when the school is being used by a school group,
3. Off the school property at any school activity, function, or event, or
4. In a district-owned or contracted vehicle.

This rule does not apply to any normal school supplies such as pencils, scissors, or compasses unless used with intent to threaten bodily harm. The rule does apply for the following:

1. Weapon - is defined as a firearm (loaded or unloaded), stun guns, pellet guns, BB guns, knife, razor, martial arts device, explosive device (including firecrackers), materials for making an explosive device, metal knuckles, electronic/chemical mace, tear gas, etc.
2. Look-alike weapon - is defined as a toy gun, water gun, non-working replica of a weapon, cap gun, popper, war souvenir or any object which could reasonably be mistaken for an actual weapon, regard less of whether it is manufactured for that purpose.
3. Dangerous object - is defined as any object or device that could be used or construed to be a weapon carried for offensive or defensive purposes and capable of producing death or bodily harm or the fear of such, or any device or instrument which in the manner it is used or intended to be used is calculated or likely to produce death or bodily harm or the fear of such.

The following two exceptions to this policy:

1. Weapons under the control of law enforcement personnel; and
2. Look-alike weapons or real weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal.

Weapons, look-alike weapons, or dangerous objects confiscated from a student shall be reported to law enforcement authorities and to parents/guardians, and disciplinary measures shall include immediate suspension from school and all related activities/functions and referral to the Board of Education for possible expulsion from school and all related activities/functions. According to the "Gun Free Schools Act" and state law the school board is required to expel any student determined to have brought a weapon to school for a period of not less than one year. A report will be filed with the SEA of the discipline imposed according to DPI Bulletin #94.10 in accordance with the Disabilities Education Act.

CONTROLLED SUBSTANCES

The use, possession, or sale of alcohol, non-prescribed drugs, chemicals, or other controlled substances on school premises or at school functions is prohibited.

No student may appear at any school or school sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.

A new drug paraphernalia prohibition has been added to the statutes. No person may use, possess with the sole intent to use, deliver, possess with intent to deliver or manufacture drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance prohibited by state law.

A definition of drug paraphernalia is now included in the statutes. According to state law, “drug paraphernalia” means all equipment, products, and materials of any kind that are used or solely intended for use in planting, probating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance prohibited by state law. Specific drug paraphernalia is also identified in the definition outlined in state law. The above law changes became effective January 31, 1990.

The definition of controlled substance is any substance declared illegal by federal, state, local, or school laws or policies. The use of a substance authorized by a medical prescription from a registered physician shall not be considered a violation of this policy.

If it is determined that a student has violated this policy, further procedures will be implemented for students to receive treatment and assistance in overcoming their illness. At all times parents/guardians and law enforcement officials will be informed of a student’s involvement with the use or possession of controlled substances.

TOBACCO USE PROHIBITED

School board policies relating to tobacco use on school premises should be revised to reflect the new tobacco prohibition passed by the State Legislature.

According to 1989 Act 209, effective September 1, 1990, each school board shall prohibit the use of all tobacco products, including e-cigarettes, hookah pens, or other similar devices, on premises owned by, rented by, or under the control of the school board. The only exception that a school board can make is to allow the use of tobacco products on premises owned by the school district and rented to another person for non-educational purposes. The tobacco prohibition applies to everyone on the school premises—students, staff, and the public.

As of September 1, 1990, the Melrose-Mindoro Board of Education, in accordance with Act 209 of the Wisconsin Legislature, does officially prohibit the use of all tobacco products at all times on school district property. This tobacco prohibition applies to everyone on school premises including students, staff, administration, board members, and the public.

ATTENDANCE POLICY

The local school board is responsible to provide and monitor educational progress for students who legally reside in the district. Wisconsin Law requires all children ages 6-18 years of age to be in educational programs leading to a high school diploma. The Melrose-Mindoro School Board considers good school attendance as critical to child, family, and community success. The school will work with human service agencies, law enforcement, and other community resources to ensure that all children attend school regularly.

**PLEASE NOTIFY THE MELROSE-MINDORO HIGH SCHOOL OF YOUR STUDENT'S
ABSENCE NO LATER THAN 9:00 A.M. OF THE DAY THEY ARE GONE.**

WISCONSIN'S COMPULSORY SCHOOL ATTENDANCE

118.15 Compulsory School Attendance

- (a) Except as provided under Pars. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under their control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

WISCONSIN ATTENDANCE POLICY

1993 Wisconsin Act 334 requires the school board's attendance policy to specify the following:

- (1) the conditions under which a student may be permitted to take examinations missed during absences other than suspensions; and
- (2) the conditions under which a student shall be permitted to take any quarterly, semester or grading period examinations and complete any course work missed during a period of suspension. A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period as provided in the attendance policy.

This law change became effective April 30, 1994.

EXCUSED AND UNEXCUSED ABSENCES

Students will be allowed ten (10) excused absences per year with parents' approval, prior to the absence. Absences in excess of ten (10) will be unexcused, unless accompanied by a physician's, dentist's, judge's, etc., written approval.

LEAVING SCHOOL

No student will leave school for any reason without notifying the high school principal. People who leave without authorization will be considered truant and will make up each hour missed in detention after or before school. Students must obtain a leave school permit from the office before leaving school grounds.

TARDINESS

Teachers may refuse to admit pupils who have been tardy more than three times. Pupils denied admittance will report to the office for the period and receive no credit for that class period missed. The fourth (4th) tardy will result in a detention period. **Excessive tardiness** may result in suspension and will require a parent-pupil conference to help resolve the problem.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Pupils may be permitted, with parental or guardian permission, to be absent from school at least 60 minutes but not more than 180 minutes per week to obtain religious instruction outside the school during the required school period. Any transportation to and from the public school shall be the responsibility of the parents/guardians or of the organization sponsoring the religious instruction.

TRUANCY DEFINITION

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. An accumulation of 5 truancies within a semester constitutes habitual truancy and will then be referred to Jackson, La Crosse, Monroe, or Trempealeau County Human Services.

STEPS THE MELROSE-MINDORO SCHOOL DISTRICT WILL TAKE IN DEALING WITH TRUANCY

1. Check attendance of all students daily and determine which absences are unexcused.
2. Notify the parent or guardian of a truant by phone, personal contact, or mail and direct the parent to have the child in school no later than the next day (and sooner, if feasible) school is in session or to provide an excuse under 118.15. This must be done by the end of the second day after receiving the report of the unexcused absence. A personal call or contact must be attempted before using the U.S. mail and a written record must be kept of all contacts.
3. If a student becomes a habitual truant as defined above in 118.15, the parent or guardian must be notified by registered/certified mail and the notice must contain the following:
 - A. A statement of the parent’s or guardian’s responsibility under s. 118.15 (1) (a) to cause the child to attend school regularly.
 - B. A statement that the parent, guardian, or child may request a program or curriculum modifications for the child under s. 118.15 (1) (d) and that the child may be eligible for enrollment in a program for children at risk under s. 118.153 (3).
 - C. A request that the parent or guardian meet with appropriate school personnel to discuss the child’s truancy. The notice shall include the name of the school personnel with whom the parent or guardian 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.
 - D. A statement of the penalties, under s. 118.15 (5) that they may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s. 118.15 (1) (a).
4. After mailing the above letter, a meeting will be held with the parents to discuss the following:
 - A. The child’s habitual truancy;
 - B. The possibility that a change in curriculum might resolve the child’s truancy;
 - C. Evaluate the child to see if social problems might be the cause of truancy;
 - D. Evaluate the child to determine if learning problems might be the cause of truancy.
5. After all of the above steps have been taken and documented, the school attendance officer will file a complaint with the sheriff’s department or the social services agency for prosecution. Filing information on a child under law does not preclude concurrent prosecution of the child’s parent or guardian.

SAMPLE TRUANCY LETTER

Truancy Notification Form

Date: _____

was marked an unexcused absence on the following date(s):

	1st
	2nd
	3rd
	4th
	5th

4th Truancy: The parent/guardian or child may request program or curriculum modifications for the child under s. 118.15 (1) (d) and that the child may be eligible for enrollment in a program for children at risk under s. 118.153 (3).

5th Truancy: Parent/Guardian conference requested with Mr. Jeff Arzt, Principal, at the high school office.

Time _____ Date _____

If you need to arrange a different date, time, or place other than requested above, please indicate in the space provided and mail back to: Jeff Arzt Melrose-Mindoro High School, N181 State Rd. 108, Melrose, WI, 54642.

Time _____ Date _____

118.15 Compulsory School Attendance. (1) (a) Except as provided under pars. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

It should also be pointed out that State Statute 118.15 (5) states that a person who is found guilty of contribution to truancy may be fined not more than \$500 or imprisoned not more than 30 days or both. However, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court.

Wisconsin Law 118.16 defines truancy as any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. An accumulation of 5 truanies within a semester a student will be referred to Jackson, La Crosse, or Monroe County Human Services as a habitual truant.

Sincerely,

Richard Dobbs
High School Principal

VIDEO SURVEILLANCE

The school district reserves the right to videotape on school premises, with the exception of restrooms and locker rooms, to maintain an appropriate educational atmosphere.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

TORNADO DRILL

In case of a tornado in the area, an announcement will be made for all students to go to the hallway or predetermined rooms and sit in front of the lockers. At the locker you will sit with your back to the locker, knees up, and head down on knees. You will place your hands over your head and remain in that position until the all-clear signal has been given.

ANNOUNCEMENTS

The announcements for the day are available to all students on the computer and are to be read at the beginning of 3rd period. They are also posted throughout the school and on the school computers. You can also access the announcements from the school web site, mel-min.k12.wi.us. If you wish to have announcements made regarding school activities, you must have the announcement initialed by the teacher or advisor and by an administrator.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to the educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the entire student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

1. Do not take boots or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly, and find your seat quickly.
3. When the chairman of the assembly asks for your attention, give it to him/her immediately.
4. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start a conversation.
5. Applaud in keeping with the occasion. Applause should be generous and courteous.
6. Do not leave the assembly until dismissed.

BUS RIDER RULES

All buses to games or field trips are scheduled by the school and each bus is under the direction of a faculty member. All students are required to return to the school on their assigned bus. Reasonable dress and conduct appropriate to the situation are expected. Remember, you are on a school activity and all school rules apply.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and law enforcement contacted as deemed necessary.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents/Guardians can submit changes to census information through our student information system (Infinite Campus). If you are unable to access Infinite Campus please call the high school office.

DRESS

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Responsibility for the personal appearance of students enrolled in the Melrose-Mindoro School District shall normally rest with the students themselves and their parents/guardians. Students dress or grooming should not, however:

- a. affect the health or safety of students; or
- b. disrupt the educational process within the classroom or school.

No students shall be permitted to wear the following:

- * any clothing which is normally identified with a gang or gang-related activities (e.g., gang-related colors);
- * clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity and/or illegal drugs;
- * strapless tops, one-sleeved tops, low-cut tops, halter tops
- * midriff-baring tops and/or bottoms . Skirts, dresses, and/or shorts must be at least the length of mid-thigh
- * baggy pants that expose underwear
- * hats or headgear of any sort including athletic headbands/bandanas (except for solid gray, black, white or blue headbands) and special activity days as approved by the principal;
- * shirts and shoes must be worn at all times.

Resolutions to inappropriate dress:

- * Students will be asked to turn clothing inside out.
- * Students will be asked to cover up with clothing provided by the office.
- * Parents will be contacted to bring in appropriate clothing.
- * Students may be sent home (after parent contact has been made) to change clothes.
- * Students will sit in the conference room for the remainder of the day.

If there is a disagreement between students and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision.

This policy is in force during the school day.

EXTRA HELP

You may always seek extra help from your teachers if you do not understand an assignment, if the work is difficult, or if you have been absent and have missed assignments and class discussions. Arrange a time convenient to both of you during the day.

A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as punishment, but rather as the desire of the teacher to help you make the progress of which you are capable.

GYMNASIUM

1. Do not have pop or food in the gym.
2. No tape on the gym floor.
3. Keep the outside doors to the gym closed.
4. Do not enter the gym directly from outdoors.



HALL PASSES

Students should not be permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

LIBRARY MEDIA CENTER (LMC)

The LMC provides for a more efficient individual project atmosphere. Along with many books, media, and electronic devices, it has conference rooms which serve as small group studies or teacher-student conference rooms. Students are encouraged to use the LMC during their scheduled time. It is open from 8:00 a.m. to 3:30 p.m. The librarian and teacher assistants are always available to assist those who need help. Respect the rights of others by returning borrowed materials promptly.

LOCKERS

Each student will be assigned a locker. The school will not be responsible for lost articles. Do not give your locker combination to any other student. Never carry large sums of money to school. The school will not be responsible for any money losses. Large sums of money may be kept in the high school office for safekeeping.

The school retains ownership of all pupil lockers. The school retains the right for school officials to search a pupil's locker for any reason, at any time, without notifying or gaining consent of the pupil and without obtaining a search warrant.

The Melrose-Mindoro School District has the right to bring in a drug detection dog for the purpose of searching lockers as well as any property on school grounds.

MAKE UP WORK

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. All make up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return. Grades will be withheld in case make up work is not turned in, and lead to failure if the situation is not remedied immediately. A general rule is one day for each day absent. It is the student's responsibility to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain all make up work is no excuse for not doing work missed.

QUIET AND ORDER

The observance of order is another help to the atmosphere of calm, and an exercise in wholesome self-discipline. Your locker is adequate for your books and any other school supplies and should be kept neat. Cafeteria lines will move with order and efficiency if you're patient and polite in waiting your turn. Consideration of others, you will leave your table perfectly clean and your chair in place. The cafeteria is the only place where you may eat. **Pop and other drinks** may not be taken into the gymnasium or the computer labs.

RESTROOMS

You may use the restrooms before and after school, between classes, and at the beginning or end of the lunch period. You are expected to keep them clean. Do not loiter or smoke there, write on the walls or damage the facilities in any way. If you are feeling ill, report to the nurse's office, (check with the office secretaries before going to the nurse's room) do not remain in the restroom.

VISITORS

As of the 2005-2006 school year, visitors are no longer able to attend school at Melrose-Mindoro. All visitors are expected to report to a school office before going anywhere in the building during the school day. Visitors are required to demonstrate proof of identity. After proving identity to the satisfaction of school staff, visitors shall wear a badge while in the school building identifying them as an authorized visitor to the school.

DRIVER EDUCATION

As of November 24, 2008, Drivers Education will be provided by Anderson Driving School.

STUDENT'S AUTOMOBILES

Students who drive a motor vehicle to school must know and obey the following rules:

- 1) Each student must park in assigned student parking areas between the painted lines.
- 2) Driving from the school grounds during school hours is not permitted without permission and will result in suspension of driving privileges.
- 3) Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
- 4) Parking in a non-parking area is a direct violation.
- 5) Sitting in cars during the school day is not permitted.
- 6) Students may not enter the parking lot during the school day unless permission is obtained from the office.

S.A.P. PHILOSOPHY

The Melrose-Mindoro School District has devised a plan which will be known as the Student Assistance Program (S.A.P.). This program will be divided into two parts. One part will address crisis intervention and drug related problems. The primary purpose in this part of the program is to provide a means for students to easily obtain assistance to handle and cope with problems related to alcohol and other drug use. Furthermore, the Melrose-Mindoro School District believes that alcohol abuse, drug abuse, and drug addiction are behavioral/medical problems and should be treated as such.

The other part of this plan will address students who are in danger of not graduating from elementary, junior high, or high school. These children will be referred to as "Children At-Risk." "At-Risk" implies not being able to fully benefit from the educational process, not earning a diploma, not attaining self-sufficiency, not being able to contribute productively to the economy, and not capable of fulfilling civic responsibility as a productive member of society. These children may come from all facets of society and some may be burdened with problems that require assistance from both parts of the Student Assistance Program.

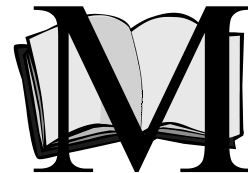
If you or someone you know needs help or someone to talk to, the next page has people and agencies to contact. This sheet may be posted for easy access.

One positive thought can stimulate your mind
to strive a little harder for your goals,
to dream a bigger dream,
and to refuse to accept defeat as final.

LIVE in a state of positive thinking
until your goals are attained
and your dreams are realized.
I've got me and I'm glad...

For if I didn't, I'd be sad.
And if it's to be,
It's UP TO ME!

So I must think
POSI-TIVE-LY!



The following people and agencies can be contacted at (608) 488-2201 or (608) 857-3410 if the need arises:

Jeff Arzt
Shelly Blaken
James Briggs
Kay Ciechanowski
Rick Dobbs
Jamie Koss

Sandy Paisley
Corey Peterson
Cathy Ramsey
Mary Lynn Sinclair 488-2311/857-3410
Marie Sonsalla

ABUSE

Jackson County Human Services - (715) 284-4301
La Crosse County Human Services - (608) 787-4357

CHEMICAL ABUSE

Psychotic and Counseling Service -
Family and Children's Center - Jackson County - (715) 284-9477
Family and Children's Center - La Crosse County - (608) 785-0001

SUICIDE

Great River 211 - 24 hours a day, 7 days a week
211 or (800) 362-8255
Website: www.greatrivers211.org

National Suicide Prevention Lifeline
(800) 273-TALK (8255)
Website: suicidepreventionlifeline.org

TREATMENT PROGRAMS

Coulee Council on Addictions
921 West Avenue
La Crosse, WI 54601
(608) 784-4177
Email: cca@couleecouncil.org

Crisis Hotline
Great River 211 - 24 hours a day, 7 days a week
211 or (800) 362-8255
Website: www.greatrivers211.org

Family/Marital - Center for Effective Living
603 King St.
La Crosse, WI 54601
(608) 782-5775

SPORTSMANSHIP

Melrose-Mindoro students should support their athletic teams vigorously. Students should display good sportsmanship at all times. Use the following as a guide to sportsmanship.

The individual student should:

1. Consider the visiting team, fans, and the officials as guests and treat them as such.
2. Respect the rights of students from the opposing schools.
3. Respect the authority and judgment of the coach.
4. Respect the rights of spectators.
5. Respect the property of the school and the authority of the school officials.
6. Cheer both teams in a courteous manner.
7. Recognize good plays by either team.
8. Applaud an injured player when they are removed from the game.
9. Support the cheerleaders whole-heartedly.
10. Accept the official's decision as final.
11. Show self-control at all times—during and after the game.
12. Be modest in victory and gracious in defeat.
13. Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules of fair play and sportsmanship.

The individual student should not:

1. Boo or jeer officials or players at any time.
2. Applaud errors by opponents or penalties inflicted upon them.
3. Detract or interfere with progress of an athletic contest.
4. Yell while the opposing cheerleaders are leading cheers.
5. Yell for or demand a substitution or withdrawal by the coach.
6. Use profane language at any time.
7. Be discourteous to fellow spectators.
8. Throw things on the field or playing court.
9. Place bets on the outcome of the game.
10. Show disrespect for officials at any time.
11. Criticize players or coaches.
12. Boast in victory or alibi in defeat.



Melrose-Mindoro Athletic Policy

NON-DISCRIMINATION POLICY

The Melrose-Mindoro School District is committed to equal opportunity for all students in the district.

The Melrose-Mindoro School District, pursuant to s.118.13, Wisconsin Stats., and PI9, that no person, on the basis of sex, religion, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, pupil services, recreational, or any other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap). The district encourages informal resolution of complaints under this policy. However, a formal complaint resolution procedure is available High School or Middle School offices.

Any questions concerning this policy should be directed to:

Junior/Senior High School Principal
Melrose-Mindoro Junior/Senior High School
N181 State Rd 108
Melrose, WI 54642

PHILOSOPHY

The Melrose-Mindoro School District believes that athletics are an integral part of the total educational program. The administration and the school board feel that participation in athletics will be an enriching and healthful experience in which physical, mental and social growth will be stimulated through participation. Thus to participate in athletics is not a right, but a privilege which carries certain responsibilities for the student, the school and the community.

SCHOOL ATTENDANCE

In order to participate in athletics, either practice or compete in a game, match, tournament, etc. a student must be in attendance for a minimum of 4 periods on the day of the respective practice or competition. Also, the reason for the absence must be considered excused by one of the following: the absence is accompanied by a physician's, dentist's, or judge's approval. Any unexcused absence will deem the student ineligible to practice or compete on that respective day. Exceptions may be made with the administration's approval under the guidelines of the State Attendance Policy.

ACADEMIC ELIGIBILITY POLICY- JUNIOR/SENIOR HIGH SCHOOL

1. A student with a single "F" for the quarter grading period will be allowed to participate providing that the student is passing all subjects after 15 scheduled school days and after 30 scheduled school days of the new grading period. If a student receives a failing grade at the 15 day mark, they can still practice and have a chance to regain game eligibility at the 30 day grade check. If ineligible at the 30 day grade check, the athlete is ineligible for practice and competition for the remainder of that quarter. An exception may occur for the spring season: If the student received a single "F" at the previous quarter grading period but was not subject to grade checks during the previous quarter a student must complete a grade check and be passing all subjects prior to starting practice.
2. If a student receives two or more failing grades for a quarter, the student will be ineligible during the following quarter. Two or more "F's" means no more practice. A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses at Melrose-Mindoro or some other school, provided the course(s) made up are equivalent to the one(s) that caused the ineligibility. A student will still be on academic probation and subject to 15 & 30 scheduled school day grade checks in the following fall semester.

**To encourage incoming Freshmen to become involved and participate in athletics, students who fail two or more classes during the fourth quarter of junior high will be allowed to start fall sports, but will sit out the first three contests and be subject to grade checks after 15 scheduled school days and after 30 scheduled school days of the new grading period.

3. A student with a single “Incomplete” for the quarter grading period will be allowed to participate providing the “Incomplete” is made up within 10 school days. A student with 2 or more “Incompletes” may not participate. A student regains eligibility if “Incompletes” are made up within 10 school days after a grade-reporting period.
4. This policy covers full-time students involved in athletics and cheerleading. A full-time student is a student where the member school is responsible for programming 100% of the student’s school day and the student is eligible for like or similar awards and privileges of the other students without exception.
 - The school day is defined as 8:20 a.m. until 3:19 p.m.
 - A junior/senior student will be allowed to participate in the School-to-Work Program one class period a day.

All other clubs, organizations, and groups will have the freedom to set their own standards for membership. These standards may be brought to the school board to become official board policy.

ATHLETIC TRAINING POLICY

The following policy was put into effect by the Melrose-Mindoro Board of Education on November 22, 1982, and was effective on December 3, 1982. Revised on August 29, 1983, September 26, 1988, May 22, 1989, July 23, 2001, and August 22, 2005 the revised policy went into effect on August 22, 2005.

- I. A student athlete shall be suspended from athletics for acts at any time:
 - A. Involving the (a) use or personal possession of alcohol, (b) use or personal possession of tobacco products, including chewing of tobacco, e-cigarettes, hookahs, or similar products and/or, (c) use, possession, buying, or selling of controlled substances.
 - B. For any other immoral or unacceptable conduct contrary to ideals, principles, and standards of the school and the Wisconsin Interscholastic Athletic Association , including but not limited to criminal behavior.
- II. All athletes will be considered to be in training on a year-round basis as mandated by the Wisconsin Interscholastic Athletic Association. Any suspension, which results in the student missing a WIAA tournament contest, results in that athlete being ineligible for the remainder of the WIAA tournament series in that sport.
- III. The coach and/or principal will handle all training violations and report violations in writing to the parents, the athletic director, and, in the coach’s case, to the principal.
- IV. An athlete is not eligible for Athlete of the Year, Athletic Scholarship, or Jeff Tranberg Award if guilty of any athletic training code violation beginning with the spring season of the preceding school year and ending with the winter season of the current school year.
- V. An athlete who feels he/she has been unfairly treated may appeal (in writing and/or verbally) the decision to the superintendent of schools within three (3) days. If the superintendent’s decision is unacceptable, the athlete has three (3) days to notify the superintendent that he/she would like to appeal the decision to the Melrose-Mindoro Board of Education. The parents are encouraged to attend any or all of these meetings. If a student appeals a suspension the student is ineligible during the appeal process (WIAA ruling).
- VI. The administration has 45 calendar days from the date of the infraction to pursue possible suspensions. Once apprised of a possible violation the administration has 15 business days (excluding weekends and holidays) in which to issue suspensions. Suspensions shall commence upon notification to the athlete that he/she is in violation of the athletic policy.
- VII. Allegations can be reported by anyone. The person reporting the violations must make a written report or face the person he/she is accusing.
- VIII. In order for the suspension period to be satisfied, the athlete must complete the season.

PENALTIES AND SUSPENSIONS

- I. **First Offense:** Find the number of scheduled contests (refer to penalty chart) of present sport and determine penalty from one of the first offense columns. The athletic suspension will begin with the next contest and continue until the prescribed number of contests has been completed. If necessary, the suspension will be carried over into the next sport season in which the athlete intends to participate. The athlete will be required to practice during the suspension. A student must follow the honesty clause in order to be considered for a suspension reduction. A scrimmage is not considered a contest; a contest is defined as one of the maximum allowed events set by the W.I.A.A.
- II. **Second Offense:** Find the number of scheduled contests (refer to penalty chart) of present sport and determine penalty from one of the second offense columns. The athletic suspension will begin with the next contest and continue until the prescribed number of contests has been completed. If necessary, the suspension will be carried over into the next sport season in which the athlete intends to participate. The athlete will be required to practice during the suspension. A student must follow the honesty clause in order to be considered for a suspension reduction. A scrimmage is not considered a contest; a contest is defined as one of the maximum allowed events set by the W.I.A.A.
- III. **Third Offense:** The athlete will be suspended for one (1) full calendar year from date of notification of violation. If the athlete abides by the honesty clause he/she will be suspended for one-half calendar year in recognition of telling the truth. If the athlete lies or tells less than the full truth, he/she will be suspended for one (1) calendar year.
- IV. **Fourth Offense:** If an athlete reaches fourth offense status he/she is suspended from athletics. After one calendar year from date of notification of suspension a student and parent/guardian may petition the Melrose-Mindoro Board of Education for review of reinstatement. If an athlete lies the suspension will be permanent with no review.
- V. **Honesty Clause:** (This clause is in effect for athletes if it is their first, second, or third violation.) If a violation takes place and the athlete involved reports that violation within 2 days (excluding holidays & weekends) to a school administrator, the athletic director, or a coach their suspension will be reduced by the amount indicated on the chart or as stated in the offense.
- VI. The penalty for an athlete, if charged and/or convicted of any offense which would be considered a misdemeanor shall be that of I, First Offense, outlined above. The penalty of an athlete who is charged and/or convicted of any offense which may be considered a felony shall be that of III, Third offense, outlined above. The athlete will be suspended for one (1) full year after which he/she must petition the Board of Education for review and a determination of whether their participation will be allowed.
- VII. Any violation which occurs while the athlete is part of a school sponsored group will result in the athlete being suspended for one (1) full calendar year for the first offense.
- VIII. In the case of a third athletic policy violation by a student athlete, if more than one full calendar year has passed since the completion of the second violation suspension, the penalty will be the same as the suspension for a second offense. In the case of a fourth athletic policy violation by a student athlete, if more than one full calendar year has passed since the completion of the third violation suspension, the penalty will be the same as the suspension for a third offense.

Note: The above stated penalties are a minimum required suspension. The individual coach can establish a policy which makes the penalty more severe for the violations which occur during the season they are coaching. All such penalties must be clearly explained in writing to the athletes and their parents prior to the sport's season. All individual sport policies must be signed and returned to the school in order to be enforced by the administration and supported by the school board.

CHART FOR CODE VIOLATION ENFORCEMENT

Maximum contests Allowed by WIAA	1 st offense	1 ST Honesty	2 nd offense	2 nd honesty
6	2	1	3	2
7	2	1	4	2
8	2	1	4	2
9	2	1	5	3
10	2	1	5	3
11	2	1	6	3
12	3	1	6	3
13	3	1	7	4
14	3	1	7	4
15	3	1	8	4
16	4	2	8	4
17	4	2	9	5
18	4	2	9	5
19	4	2	10	5
20	5	2	10	5
21	5	2	11	6
22	5	2	11	6
23	5	2	12	6
24	6	3	12	6
25	6	3	13	7

The number of contests does not include any WIAA tournament contests: the above refers to regular contests only.

A regular season tournament that involves 4 or more teams may count as 2 contests in the total if the WIAA considers it one contact. Maximum contest for each sport are determined by the WIAA. Administration will determine the number of offenses for any sports with more than 25 contests.

As of 8-22-11

