

MUSKEGO HIGH SCHOOL STUDENT HANDBOOK

2018-2019

REVISED 9.19.18

Dear Students and Parents:

This Student/Parent handbook has been developed in an effort to effectively communicate general information, rules, regulations, and policies established at Muskego High School. We hope that you will find this handbook helpful and that you will keep it accessible for reference purposes throughout the school year. Have a great school year!

The Muskego High School Staff

Muskego High School
W183 S8750 Racine Avenue
Muskego, WI 53150
Telephone (262) 971-1790
Website: mhs.muskegonorway.org

Principal – Todd Irvine
Associate Principals:
Ken Dunbar
Christine Bowden
Andy Bavlnka
Activities Coordinator – Ryan McMillen

MUSKEGO NORWAY SCHOOLS
MISSION STATEMENT

Every student learning, growing ... succeeding.

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guide book; however, we expect students to follow the rules/policies contained in this handbook.

Academic Honesty Policy	6
Academic Letter	6
Administration of Medication	6
Attendance/Absence Policies	7
Behavior Discipline Policy	7
Bell Schedule	9
Building Security	9
Bus Procedure and Regulations	9
Cafeteria Expectations	10
Cell Phones/Personal Communication	10
Devices/PCD	
Co-Curricular Programs/Clubs/Athletics	17
Co-Curricular Code	22
Corridor Traffic	10
Dance Guidelines/Dress Code	12
Diversity, Hazing, Harassment and Bullying	10-11
Dress code	11
Education Problem Solving	12
Evacuation and Tornado Drills	12
Fees and Fines	12
Food and Drink	13
Grading Scales	13
Graduation Requirements	13
Grade Changes	13
ID Cards	13
Library Media Center	13
Lost and Found	13
Parking Rules and Regulations	13
Posters/Advertisements	14
Schedule /Course Change Requests	14
School Property	15
Student Accident Insurance	15
Student Services	15
Student Visitors	15
Transportation to Events Held Away From School	15
Use of Dogs	15
Video Cameras	16
Warriors Way - Where Character Counts	4
Work Permits	16

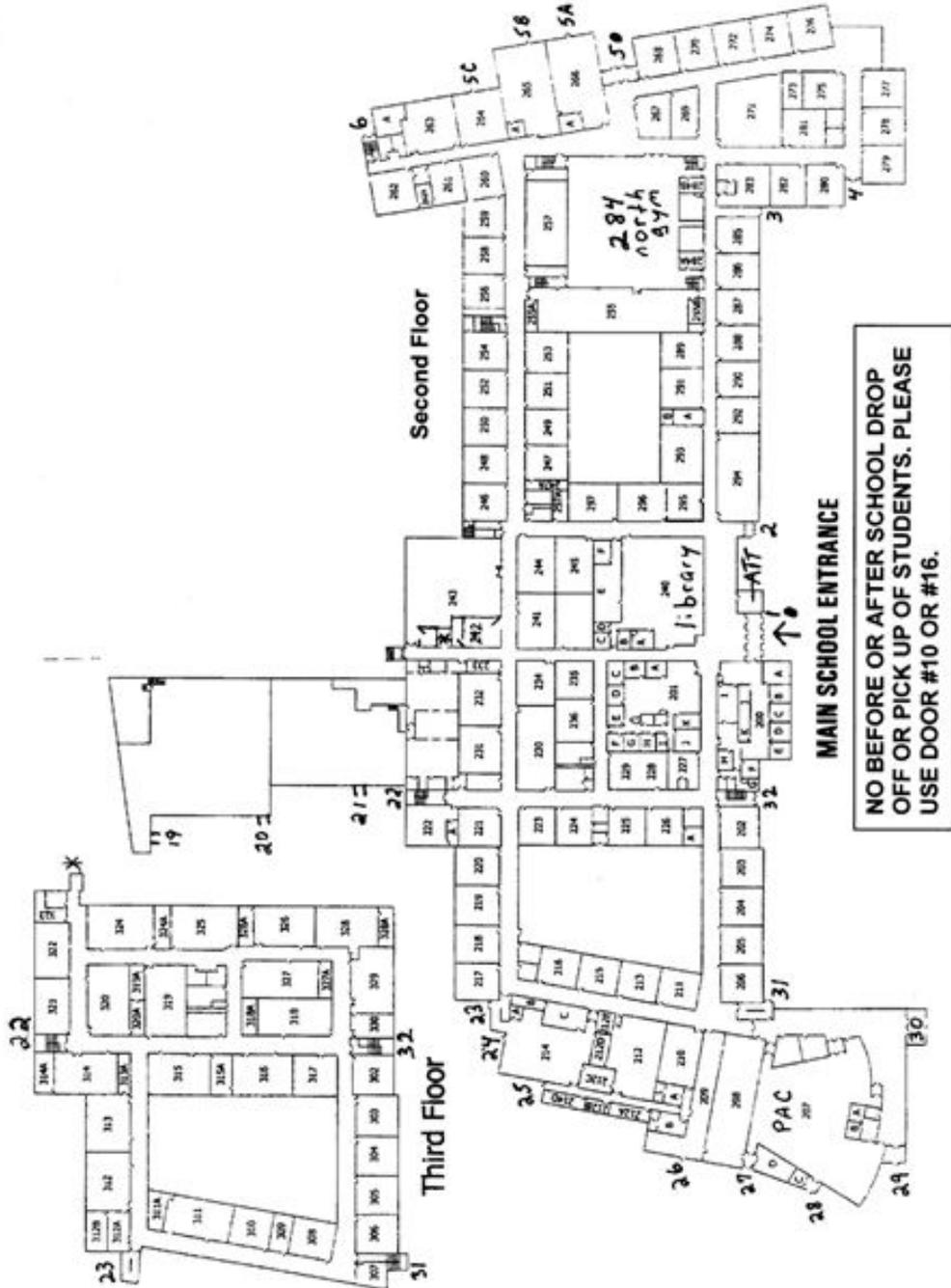
TABLE OF CONTENTS

MUSKEGO HIGH SCHOOL

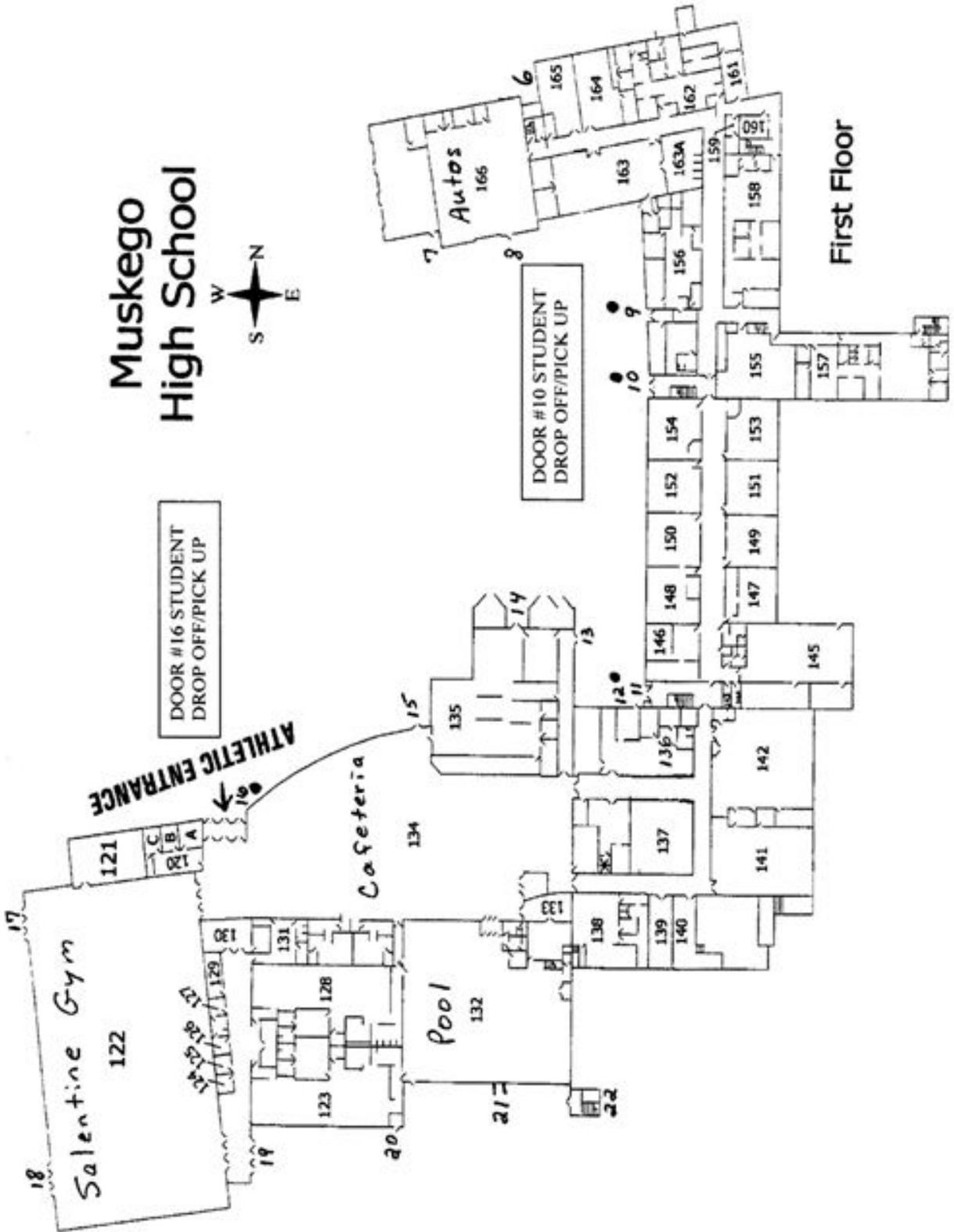


**BUS LOADING AREA ONLY
NO STUDENT DROP OFF/PICK UP
BY PRIVATE VEHICLE. PLEASE
USE DOOR #10 OR #16.**

Updated 6/1/12



Muskego High School



THE WARRIORS WAY – WHERE CHARACTER COUNTS
PRIDE · HUMILITY · RESPECT · INTEGRITY · RESPONSIBILITY

PRIDE - *Pride* is an inwardly directed emotion that carries two common meanings. With a positive connotation, pride refers to a sense of satisfaction toward one's own or another's choices and actions, or toward a whole group of people. Pride is a product of praise, independent self-reflection, or a fulfilled feeling of belonging. Pride can also manifest itself as a high opinion of one's nation (national pride), ethnicity (ethnic pride) or school pride. With a negative connotation, pride refers to an inflated sense of one's personal status or accomplishments. When viewed negatively, it is often termed vanity or vainglory.

To exemplify Pride, MHS students will:

- Attend school events (sports, dances, plays, musicals, concerts)
- Attend youth events
- Keep the school neat and clean. This means picking up garbage off floors, tables etc. even if it's not yours
- Demonstrate great pride in our school
- Represent MHS in a positive manner i.e. with class
- Hold themselves to high standards
- Display class through physical appearance and dress
- Always be prompt. Be the first one to sit in class before the bell rings.
- Make decisions that demonstrate pride
- Adopt an unselfish attitude and look to serve others
- Always give maximum effort in everything, school, music, sports, and relationships
- Honor coaches and teachers as professionals

HUMILITY - The dictionary defines humility as modesty, lacking pretense, not believing that you are superior to others. Among the many characteristics that distinguishes leaders from others is that they all direct their ego away from themselves to the larger goal of leading others to greatness always shifting the focus away from themselves and continually recognizing the contributions of others. It's about being content to let others discover the layers of our talents without having to boast about them. Something interesting happens, too, when we approach situations from a perspective of humility: it opens us up to possibilities, as we choose open-mindedness and curiosity over protecting our point of view.

A few suggestions on practicing humility:

- There are times when swallowing one's pride is particularly difficult and any intentions of humility fly out the window, as we get engaged in a contest of perfection, each side seeking to look good. If you find yourself in such no-win situations, consider developing some strategies to ensure that the circumstances don't lead you to lose your grace. Try this sometimes: just stop talking and allow the other person to be in the limelight. There is something very liberating in this strategy.
- Here are three magical words that will produce more peace of mind than a week at an expensive retreat: "You are right."
- Catch yourself if you benignly slip into over preaching or coaching without permission – is zeal to impose your point of view overtaking discretion?
- Seek others' input on how you are showing up in your leadership path. Ask: "How am I doing?" It takes humility to ask such a question. And even more humility to consider the answer.
- Encourage the practice of humility in your school through your own example: every time you share.

To exemplify humility, MHS students will:

- Swallow their pride
- Seek others' input
- Maintain grace under pressure

- Not allow ego to dominate personality
- Place others before themselves
- Share credit for successes with others. Use “We” and “Us” vs. “I” and “Me”
- Admit mistakes and take responsibility without excuse
- Appreciate sport/opponents not as adversaries but as friendly competitors
- Show tolerance for all ability levels and all people
- Choose to have an open mind in times of conflict
- Be a good listener and willing to learn from what others have to offer, understanding that there is much to be learned and many whom we may learn from
- Forget about being perfect and enjoy being in the moment

RESPECT - To hold in esteem or honor. To show care, consideration or regard for persons, places or things. Respect comes in many forms; self, others (coaches, teachers, parents, officials, teammates, friends, elders), property (fields, equipment). As children we are taught to respect our parents, teachers, and elders, school rules and traffic laws, family and cultural traditions, other people's feelings and rights, our country's flag and leaders, the truth and people's differing opinions. We may learn both that our lives together go better when we respect the things that deserve to be respected and that we should respect some things independently of considerations of how our lives would go. Some people find that finally being able to respect themselves is what matters most about getting off welfare, kicking a disgusting habit, or defending something they value; others, sadly, discover that life is no longer worth living if self-respect is irretrievably lost. Respect and self-respect are deeply connected.

To exemplify respect, MHS students will:

- Address all MHS teachers and staff formally, i.e., Mr., Mrs., or better yet....Sir, Ma'am
- Stand with both feet firmly planted on the ground, hands at sides or right hand over heart, head bowed or looking up to flag during the National Anthem. This is not a time for individualism. Stand still and be quiet.
- Become an active listener, especially in times of conflict. You have two ears and one mouth. Listen twice as much as you talk.
- Gain respect by giving respect
- Attempt to understand the other person's perspective before defending your own
- Practice the Golden Rule; Treat others as you would want to be treated
- Appreciate, understand and follow rules

INTEGRITY - *Integrity* is a concept of consistency of actions, values, methods, measures, principles, expectations, and outcomes. In ethics, integrity is regarded as the honesty and truthfulness or accuracy of one's actions. Integrity can be regarded as the opposite of hypocrisy. Integrity is adherence to moral and ethical principles; soundness of moral character; honesty. Your integrity is your gift to yourself and to the world.

To exemplify integrity MHS students will:

- Tell the truth. All relationships are built on trust and you can't have trust without truthfulness. If you tell the truth, you don't have to remember anything!
- Refusing to cheat themselves or others
- Do the right thing all the time
- Apologize if wrong
- Lead by example
- Stand up and speak up when faced with classmates' lack of integrity. "If it is to be, then it's up to me."
- Refuse to compromise on matters of principle

RESPONSIBILITY - Something for which one is responsible; a duty, obligation, or burden. It is a moral obligation to behave correctly toward or in respect of individuals. It is the ability to control personal behavior. Responsibility is taking care of your duties, answering for your actions and being accountable. Why is being responsible important? Responsibility is a core value for living honorably. It is about being accountable for your behavior and dependable in all things.

To exemplify responsibility MHS students will:

- Understand and accept consequences for their actions and correct mistakes, always striving to be a great role model.
- Work within assigned roles in the school without being constantly reminded and without criticism
- Take care of personal possessions
- Eat healthy food, get plenty of rest
- Keep a promise and follow the rules
- Follow through without giving up
- Understand the positive or negative effect they have on others
- Complete school assignments on time and to the best of ability.
- Act independently and make good decisions without always having to be directed
- Help others, especially underclassmen
- Be on time and ready for school with necessary work complete

ACADEMIC HONESTY POLICY · Any form of academic dishonesty is illegal, unethical, and prohibited. The Academic Honesty Policy will be discussed and explained to each student in every English class during one of the first five days of class every school year. The entire Academic Honesty Policy is also available on the high school website under “Academics” then the “Student Services” tab. [Linked here is the Academic Honesty Policy.](#)

ACADEMIC LETTER · The requirement for an academic letter is a cumulative GPA of 3.85 or higher after five or more semesters. A form must be submitted to your school counselor for official verification of academic records.

ADMINISTRATION OF MEDICATION/EMERGENCY CARE (POLICY 5330) · 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.

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.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student’s name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

All prescription medication shall be kept in a secure storage case in the school office, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of

both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

ANIMALS ON DISTRICT PROPERTY (POLICY 8390) • Animals permitted in schools and on District property shall be limited to those necessary to support curriculum-related projects and activities, those utilized by law enforcement officers, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.

A service animal is any guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. If you are an individual who has a service animal, please review Muskego Norway School District Board Policy 8390: Animals on District Property and contact Kaari Olson, Director of Student Services, at 262-971-1802 to establish a meeting to plan for the successful integration of your service animal.

A staff member must seek approval from the building Principal to have an animal in his/her classroom.

ATTENDANCE/ABSENCE POLICIES • All students are expected to attend school regularly and be on time for all their classes and study hall. Students must be enrolled in a class or school-sponsored activity during each period of the school day. Students may not leave school without permission of a building administrator, attendance, or health offices.

ABSENCE POLICY • It is the responsibility of the student's parent or guardian to report absences from school on a daily basis by calling 262-971-1790 before 9:00 AM. Parents who choose to write notes should include the reason for the absence, dates, their signature, and a telephone number so the absence may be verified. Failure to notify the school of a student's absence within 24 hours shall be considered as truancy and handled accordingly. Students shall be allowed one day for each consecutive day of absence to complete and submit pre-assigned work. Students do not receive an extra day to complete work due to an approved field trip or pre-arranged absence. It is the student's responsibility to confirm arrangements with all teachers prior to a field trip or pre-arranged absence. Excessive excused and/or unexcused absences are a concern and will involve the Student Services Department and Administration. A parent/guardian letter will be generated and sent home after 5 and 10 days of excused or unexcused absence. Wisconsin State Statute 118.15 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. A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wisc. Stat. sec. 118.16 (1) (a) and (c).

TARDY TO SCHOOL • Students arriving late to school must report to the Attendance Office before reporting to an assigned class.

At the 3rd offense: Student will meet with an administrator and contact will be made at home.
(phone
or email)

Fourth offense: Administrator will meet with student. Appropriate consequence will be assigned.

*This may include detention time, parking permit revocation, or other.

TARDY TO CLASS • A student will be considered tardy for class if he/she is not in the classroom when the final bell stops ringing. First Offense – teacher records. Second Offense – teacher records. Third Offense –

teacher assigns detention with student and either contacts parent/guardian or arranges a student-parent-teacher conference. Fourth and Subsequent Offenses – teacher refers to appropriate administrator.

BEHAVIOR-DISCIPLINE POLICY • Self-discipline is the most effective form of student control; however, when student conduct does not comply with building policy, board policy, civil, state, or federal law, appropriate disciplinary action will be taken. Appropriate action may include written or verbal warning, parent notification, detention, suspension, or expulsion. When actions warrant, police referrals will be made. Some of the offenses that could result in disciplinary action include, but are not limited to, the following:

- Tardiness, unexcused class absence
- Forging passes/notes and/or fake phone calls to attendance
- Excessive or inappropriate displays of affection or bodily touching
- Academic dishonesty/plagiarism
- Possession/use of laser pen pointer
- Using personal audio/video playing and recording equipment or other electronic communication/entertainment equipment (including cell phones) during class time without explicit permission
- Using electronic paging, two-way communication devices, cell phones, or other picture-taking devices at any time in a locker room, dressing room, or restroom
- Being uncooperative with or lying to school officials
- Repeated refusal or neglect to follow school rules or regulations as determined by the administration
- Insubordination
- Parking in a school lot without a permit from 7:00 AM – 2:30 PM
- Loitering
- Leaving the building or campus without permission
- Leaving a school-sponsored activity/event (i.e. field trip) without permission
- Misuse of computer network/equipment in violation of MNS Student Network and Internet Acceptable Use and Safety Policy #7540.03
- Falsifying school documents (report cards, etc.)
- Entering a security area without permission
- “Horseplay” or “roughhousing”
- Possession of chains or spiked jewelry
- Tampering with or entering a staff member’s locked classroom/area, lockers assigned to other students, or locks
- Tampering with or entering another individual’s vehicle
- Defacing or destroying school or personal property
- Using obscene, insulting, abusive, vulgar, profane, or irreverent language in electronic, verbal or written form
- Bullying, harassment, threats, acts of intimidation
- Dress code violation
- Bus behavior
- Opening interior/exterior doors or allowing/providing access/entry of anyone to the building during the school day
- Possession and/or distribution of prescription and/or non-prescription (over-the-counter) medication(s)
- Touching, grabbing, or in other direct ways contacting the intimate parts of others
- Obscene language or gestures in verbal or written form directed to others

Offenses that will result in automatic suspension or recommendation for expulsion are, but not limited to:

- Vandalism
- Threatening or actual violence or physical force directed toward a teacher, other school personnel and/or fellow student
- possession and/or discharge of fireworks or smoke devices
- indecent exposure
- disrupting the ability of school authorities to maintain order or educational atmosphere
- spitting at/on another individual
- theft or unauthorized possession of property
- Use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. As defined in MNS Board Policy #5530.
- possession of a weapon (any object, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or endangering the health and safety of students or staff), firearm (any weapon [including a starter gun not used in appropriate sporting events] which will or is designed to or may readily be converted to expel a projectile by the action of an explosive), or facsimile (may be a toy gun, water gun, non-working replica of a weapon, cap gun, paintball gun, electric weapon “zapper,” popper, war souvenir or any other object which could reasonably be mistaken for an actual weapon regardless of whether manufactured for that purpose.) Do not bring and/or keep hunting guns/weapons to school or keep them in your car.
- conduct that endangers the health, property, or safety of others including school employees or board members on or off school property
- use and/or possession of tobacco, nicotine, non-prescription inhalant/vaping device(s), or any related products – regardless of the substance/content [*refer to applicable Muskego-Norway School Board Policy (ies) #5512 and #5530]
 - Items will be confiscated and disposed of at the discretion of parent and/or administration
 - Electronic devices such as vapes may not be picked up by parent/guardian (age of 18 or older) until the first week of summer school
- threatening or being a party to a threat to destroy school property by means of explosives or providing false information concerning such a threat or actual attempt the commission of a crime as defined by civil, state, or federal law while on school district property or while under the supervision of school authority.

DIRECTED STUDY RULES

- Students will surrender their phone when entering Directed Study.
- Students are expected to follow school rules and directions provided by staff.
- Students may use electronic devices for school work.
- Students are expected to be working on appropriate subject matter.
- Students will be escorted to bathroom by staff as needed – not during passing times.

**Failure to follow Directed Study Rules may result in a parent being contacted for student pickup.

FINAL EXAMS

Final exam days will be open campus. Please check with your student’s teachers for communication regarding the final exam.

EXAM SCHEDULE	Day One		Day Two		Day Three	
	Periods 1-5	Regular class schedule	Period 1	7:25-8:35	Period 4	7:25-8:35

	Period 6	12:40-1:10 (shortened class)	Period 2	8:45-9:55	Period 5	8:45-9:55
	Period 7	Exam 1:15-2:25	Period 3	10:05-11:15	Period 6	10:05-11:15

BELL SCHEDULE

Students are expected to leave the building by 2:45 PM unless they are meeting with a teacher, using the library, or involved in a co-curricular activity.

PERIOD	TIME	CLASS/LUNCH	PERIOD	TIME	CLASS/LUNCH
Period 1	7:25 – 8:15	CLASS	Lunch 5A	11:05 – 11:35 11:40 – 12:35	LUNCH CLASS
Period 2	8:20 – 9:10	CLASS	Lunch 5B (SPLIT CLASS)	11:05 – 11:35 11:35 – 12:05 12:10 – 12:35	CLASS LUNCH CLASS
Period 3	9:15 – 10:05	CLASS	Lunch 5C	11:05 – 12:00 12:05 – 12:35	CLASS LUNCH
Period 4	10:10 – 11:00	CLASS	Period 6	12:40 – 1:30	CLASS
School Hours 7:25 - 2:25			Period 7	1:35 – 2:25	CLASS

BUILDING SECURITY · School safety is taken very seriously at Muskego High School. Students are strictly prohibited from opening exterior school doors to allow entry of any person during the school day. Offenses will be addressed by High School Administration. Exterior doors will be locked at 7:25 daily. All students will enter through the main entrance after the start of the school day at 7:25am.

BUS PROCEDURES AND REGULATIONS · It is the policy of the School Board to transport by bus all students attending MHS. The following regulations must be observed by students:

- Students are required to ride on their assigned routes. Buses will be marked with a route number.
- Be on time for the bus, both in the morning and afternoon.
- If it is necessary to cross the road when leaving a bus, ALWAYS WAIT FOR A SIGNAL FROM THE DRIVER, then cross IN FRONT of the bus.
- All students must remain seated while the bus is in motion.
- No student is to extend his/her head, arms or hands out of windows, move about, or enter or leave the bus while it is in motion.
- Any damage done to the seats or other equipment by a student is the responsibility of the student.
- WHILE ON THE BUS, STUDENTS ARE IN THE DRIVER'S CHARGE AND MUST OBEY HIM/HER. A DRIVER HAS THE SAME AUTHORITY AS SCHOOL PERSONNEL.
- All school rules apply to students while they are on the bus. Some of the offenses that could result in disciplinary action include, but are not limited to: throwing things on/out of the bus, unsafe behavior, fighting, hitting, pushing, insubordination, swearing, mistreating or tampering with bus equipment, use or possession of tobacco, alcohol, or drugs.
- The driver may assign seats to students when necessary.

- Bus drivers have been instructed to notify the school whenever students have violated any of the established regulations. Appropriate disciplinary action will be taken which may include written or verbal warning, suspension from bus transportation, detention, and suspension from school, and/or referral to the Muskego Police Department. Parents will be notified by the school of rule infractions.

CAFETERIA EXPECTATIONS · Students who do not comply with cafeteria expectations may be subject to disciplinary action.

- Students are responsible for the cleanliness of their respective tables and are to leave the cafeteria in a clean and orderly condition.
- Yelling, throwing of food, containers, or objects, breaking containers, inappropriate language, roughhousing, sitting on top of tables, throwing away plastic trays (school property) and climbing over tables will not be tolerated.

PERSONAL COMMUNICATION DEVICES (POLICY 5136) · High school students may use personal communication devices (PCDs) before and after school, during their lunch break, between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., co-curricular activities), and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be silenced and stored out of sight.

First violation: Warning from teacher and /or student asked to place phone on teacher desk during class.

Second violation: Cell phone confiscated by teacher and held in Admin office until end of school day.

Third violation: Cell phone confiscated by teacher, held in Admin office, and parent must pick up phone.

Under certain circumstances, a student may keep his/her PCD “On” with prior approval from the building principal.

CORRIDOR TRAFFIC · Students must have a completed MHS hall pass in order to be in the corridors during a class period.

DIVERSITY (POLICY #2115) · The Muskego-Norway School District has a commitment to pursue a learning and working environment in which differences are reflected, recognized and respected. These differences must not be the basis for discrimination against anyone participating in Board-sponsored activities.

STUDENT HAZING (POLICY #5516) · The School Board prohibits all hazing activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

STUDENT ANTI-HARASSMENT (POLICY #5517) · It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment.

DEFINITIONS:

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

SEXUAL HARASSMENT · “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.

BULLYING (POLICY #5517.01) · Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

DRESS CODE · The Board of Education, under the authority of state statute 120.13(1) can make rules pertaining to conduct and dress of pupils in order to maintain good decorum, a favorable academic atmosphere, and appropriate student health and safety. Student dress guidelines are decency, safety, and moderation. Dress and grooming behaviors not allowed include those deemed to be 1) disruptive or interfering with the learning process; 2) unsafe or harmful; 3) not in keeping with good health standards; 4) the cause of excessive maintenance problems (i.e. cleats on boots); or 5) considered vulgar or indecent. Student attire must be respectful of others and appropriate for the educational setting at Muskego High School. School administrators will make the final decision as to what constitutes appropriate dress. Furthermore, at the discretion of the administration, parents/guardians may be called to bring a change of appropriate clothing or the student may be sent home to change. Limitations in the dress code during the school day or at school activities (except in such instances where a school sanctions the wearing of any of the following for special activity) are as follows:

- No wearing, carrying or display of head apparel (including, but not limited to hats, caps, bandannas, scarves, masks or wearing of hoods). Upon entering the building, all head apparel must be removed and placed in lockers.
- No insignia, jewelry, or clothing which depicts, represents, solicits or promotes alcohol, drugs, tobacco, gangs, cults, sex, violence, or profanity.
- Foot attire must be worn at all times. No bare feet, stocking feet or slippers.
- No clothing determined to be offensive in a discriminatory fashion, provocative, revealing, or sexually explicit will be allowed. Specifically, no part of any undergarment is to be visible while standing or sitting
- No swimming attire, bare chests, bare midriffs or sleeping attire.
- No sun glasses (unless worn under recommendation of a doctor).
- No chains or spiked jewelry.

DANCE GUIDELINES AND DANCE DRESS CODE · The purchase of your dance ticket comes with the responsibility to read and comply with the following dance guidelines:

Students are required to wear socks, stockings, or similar foot coverings on the MHS dance/gym floor.

- All MHS student dress policies apply to dances including the following: Provocative, revealing, and sexually explicit clothing will not be allowed. Bare backs on dresses will be allowed but must not extend below the top of the waist. Hem length and neckline must be consistent with commonly held moral standards. Dress shirts must remain buttoned; no t-shirts or tank tops are allowed. Should your choice of garment not comply with our guidelines, you will be given the opportunity to change clothes or you will not be allowed to enter the dance.
- Dress top hats and western hats will be allowed into dances held off the MHS campus only. However, hats are not allowed on the dance floor.
- Canes or other objects/instruments, as determined by the administration, must be checked in at the door and will be held by the administration.

- Dance Behavior - Although students are able to dance without violating commonly held moral standards, sexually suggestive dancing will result in removal from the dance floor for a period of reflection. Further incidents may result in removal from the dance.
 - First offense: Warning
 - Second offense: Student will forfeit ID card to Administrator
 - Third offense: Student removed from activity
- Students may not be lifted off the dance floor by another student, climb on shoulders or participate in other forms of rough housing that could compromise student safety.
- All students and guests attending Muskego High School dances are subject to random preliminary breath testing for alcohol.

EDUCATIONAL PROBLEM SOLVING PROCESS ·

One of the most important lifetime skills that can be developed through participation is problem solving. Students should learn to embrace it as an educational opportunity. The following steps should be followed in the order presented when trying to resolve a problem.

1. The student should speak with their parent/guardian regarding the problem. Discussion should focus on ways to resolve the problem. If the problem is not resolved, proceed to step #2.
2. The student should talk with the classroom teacher involved to resolve the problem. If the problem is not resolved, proceed to step #3.
3. The parent should contact the classroom teacher to arrange a parent, teacher, student conference. If the problem is not resolved, proceed to step #4.
4. The parent should contact the associate principal assigned to the student to arrange a teacher, parent, student administrator conference. If the problem is not resolved, proceed to step #5.
5. The parent should contact the building principal to arrange for a conference regarding the matter.

EVACUATION AND TORNADO DRILLS · Evacuation drills will be held at regular intervals throughout the school year in compliance with state law. EVERY PERSON in the building is to leave promptly and quietly at the sound of the fire alarm. Doors and windows must be closed. Follow directions posted in your classroom. REGARD AN EVACUATION DRILL OR TORNADO DRILL WITH AN ATTITUDE OF UTMOST SERIOUSNESS. BE QUIET AND ORDERLY AT ALL TIMES.

FEES AND FINES · A fee is assessed for each student at Muskego High School. In addition, there may be special charges for some individual courses. Fines are assessed for lost books as well as those misused or abused. Students are responsible for the books and other school equipment issued to them.

FOOD AND DRINK · Food and drink is allowed in the classroom at the discretion of the teacher. In consideration of our custodial staff, food wrappers, bottles, containers, etc. will be put in trash containers in the classroom. With the exception of bottled water, any food or drink being transported to the classroom or cafeteria should be in a bag, container, backpack, etc. and not consumed while in the hallway.

GRADING SCALE · A: 100-90%, B: 89-80%, C: 79-70%, D: 69-60%, F: 59-0%. The MHS grading scale may be adjusted for Advanced Placement (AP) courses and Transcribed courses.

GRADUATION REQUIREMENTS · Students must successfully complete 23 credits to graduate at MHS.

Consult the Academic Guidebook for specific information regarding graduation requirements. Additionally, students will need to successfully complete the Civics Test to receive their diploma in accordance with ACT 55.

GRADE CHANGES · Students who have repeated a course and would like to request a grade change on his/her transcript, must complete a “REQUEST FOR TRANSCRIPT CHANGE” form. Grade changes will not occur automatically. This form is available in the Student Services Office.

ID CARDS · ALL MHS students must have a current school year student ID card with them during the school day. ID cards are used to purchase food items during lunch, check out library books, and to obtain free entry to any home athletic event (excluding playoff games). Students may be required to produce a valid ID by any Muskego-Norway Schools employee. Replacement ID cards may be purchased in the MHS library and the fee is \$5.00.

LIBRARY MEDIA CENTER ·The Library is open Monday through Thursday from 6:30 a.m. – 4:00 p.m. and Friday from 6:30 a.m. – 3:45 p.m. [Linked here is the library website.](#) The students can access all online databases, OPAC, eBooks, audiobooks, and more library resources from any device.

LOST AND FOUND · Items that have been lost may be found in the Attendance Office. All unclaimed items are given to a local charity at the end of each semester.

PARKING RULES AND REGULATIONS · It is the policy of the school board to transport by bus all students attending Muskego High School unless written permission is given to the school by the parent (or adult student) to transport privately. Policy also prohibits students from driving or riding in any motor vehicle during school hours except with permission of an administrator. [Linked here is the Parking Rules and Regulations Form.](#)

PARKING PERMITS AND PLACES - All student vehicles must have permits and are to be parked in their assigned stall, within the lines, in the student parking lot. Students must lock their vehicle and may not go to the vehicle during the school day. If at any time during the school day a student needs to go to their vehicle, he/she must report to the administrative office to have a staff member escort them to their vehicle.

VALID PARKING PERMIT TAG - An eligible student will be issued an assigned parking space and permit. The parking permit tag is to be displayed at all times on the vehicle’s rear view mirror. A fee of \$125 will be charged for each permit. A \$10 Random Drug Testing fee is required for all parking permit holders who have not already made the \$10 Random Drug Testing fee as part of co-curricular participation. Students with a valid parking permit are subject to the Random Drug Testing (policy 5530).

MULTIPLE VEHICLES/NEW VEHICLE - If a student obtains a new vehicle (for the remainder of the school year), the new vehicle must be registered in the activities office before a transfer of the parking tag takes place. If a student drives more than one vehicle to school on a regular basis, an additional permit tag must be purchased at the price of \$5.00. (This must be a vehicle owned by the student or his/her family. If a student is found to have purchased a second permit tag for a non-family owned vehicle, the student will forfeit his/her permit.) Students who have purchased a parking permit are not allowed to share their assigned spot with a student who has not purchased a parking permit .

VEHICLE SEARCH - Muskego High School retains the right to search vehicles parked on school property when there is reason to believe that the vehicle contains stolen, illegal, or harmful items or items prohibited by the Muskego High School behavior policy.

SAFETY - Extreme caution and regard for safety must be demonstrated when driving a motor vehicle on school property. Speeds on school property must be kept to 10 miles per hour or less.

THEFT DISCLAIMER - Neither the Muskego-Norway Schools nor any of its agents are liable for theft from, or damage to, any vehicle parked on school premises.

VIOLATIONS/REVOCAION - Any misuse of your parking privileges will automatically result in the revocation of your parking permit for the remainder of the school year. Parking after revocation of a permit may result in a suspension from school, towing of vehicle at owner's expense, and referral to the Muskego Police Department for a possible citation. Examples include, but are not limited to the following:

- Driving students off school grounds without permission
- Sitting in vehicle on school property during school hours
- Leaving the school building without permission/supervision to go to vehicle
- Driving off school grounds without permission (including during study halls/lunch periods)
- Unsafe acts in the parking lot
- Violation of vehicle safety rules
- Transfer of parking permit tag without permission
- Three tardies to school - warning; three additional tardies to school - parking revocation
- Vehicle contains stolen, illegal or harmful items or items prohibited by the Muskego High School behavior policy

UNREGISTERED VEHICLES OR ILLEGALLY PARKED VEHICLES - Unregistered vehicles or illegally parked vehicles are subject to removal (towing) at the owner's expense and/or ticketing by the Muskego Police Department.

ONE DAY PARKING – A student who does not have a permit and wishes to park on campus, may park for a maximum of 5 days in a school year. The student using “one day” parking must register his/her vehicle for each occurrence using the E-REGISTRATION FORM. Information to be included is student name, parking space number, type of vehicle, and license plate. Any students parked on campus must follow the parking rules. Students observed without a parking permit may be ticketed. [**Linked here is the E-REGISTRATION FORM.**](#)

POSTERS/ADVERTISEMENTS - Posters or advertisements must be signed or initialed by MHS administration prior to posting on school walls, bulletin boards, etc.

SCHEDULE/COURSE CHANGE REQUESTS · **PRIOR TO MAY 1:** Course change request forms must be submitted to the Student Services Office, with a parent/guardian signature, on or before May 1st. Course change requests will be honored based on class availability. **AFTER MAY 1:** Course request changes must meet one of the following criteria and be approved by committee:

- Computer Error
- Failure of the student to meet proper course prerequisites
- A different course is needed for failure make-up
- Physician signed medical excuse
- Course(s) needed to meet graduation/college requirements
- Enrolled in more than the minimum number of required credits and dropping an extra class for a study hall

Process for course change requests after May 1: Parent/guardian must sign the Course Change Form; return the Course Change Form to the Student Services Office; a MHS committee (counselors and administration) will review the request; the student/parent/guardian will be notified of decision. **ADDING A CLASS:** If approved, students have 5 days after the start of the class to add a new class to their schedule. **DROPPING A**

CLASS: If approved, students have until the Monday after parent teacher conferences to drop a class without an “F” (withdraw fail). Minimum credit load must be maintained.

SCHOOL AND STUDENT SAFETY – SEARCHES (POLICY #5771) · 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 Policy #5771.

SCHOOL PROPERTY-

The District retains ownership and personnel 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.

USE OF DOGS -

The School Board authorizes the use of canines trained for detection of drugs and/or explosive devices, which are accompanied by law enforcement officials, in order to protect the safety and welfare of students/staff and to mitigate drug issues at its schools.

On occasion, students may be asked to leave their backpacks, bags, or other personal belongings in a classroom or other area, if dogs are being used in that area.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be taken and properly cataloged for use as evidence if appropriate.

STUDENT ACCIDENT INSURANCE (POLICY #8760) · At the beginning of each school year, the Board may offer parents the opportunity to participate in group accident insurance at the expense of the parents. A signed statement of insurance coverage on the part of the student’s parent or guardian shall be a prerequisite for student registration in any school activity having a potential for personal injury.

STUDENT SERVICES· School counselors, social workers, psychologists and nurse are available to students during the school day. Information provided to these individuals is confidential. However, if a situation is revealed in which a student/staff member is in clear and imminent danger or if legally required, the information will be shared with appropriate personnel.

STUDENT VISITORS · Prospective students who would like to visit our school are asked to do so after regular school hours. However, when a parent/student is considering attending MHS, administrative discretion will be applied. Student visitors need to bring identification and check-in at the Attendance Office before going to the Student Services office. Muskego High School welcomes MNS eighth grade students who are considering high schools outside of our district and will approve one MNS middle school shadow student per day. Incoming freshmen are invited to attend Freshman Orientation in January and the Forms & Fees/Registration Day in August for tours and information.

TRANSPORTATION TO EVENTS HELD AWAY FROM SCHOOL · The District provides transportation for all students to school-sponsored events held away from the school. Students participating in school activities such as music festivals, forensic and drama contests, athletic events, field trips, etc., are required to ride the bus to the events, and return by bus from the event unless otherwise specified. MHS golf and gymnastics students must sign the MHS release form. Should a parent wish to provide transportation for their child after

the event, he/she must personally sign the MNS release form at the conclusion of the event. Should a parent wish to allow another parent to provide transportation after the event, said parent must submit that request in writing and it must be delivered to the MNS employee prior to the MNS employee releasing that student. The parent driving must speak personally with the MNS employee and sign the MNS release for the other student. Home sites for practice that are not in Muskego (gymnastics/golf) or on MHS grounds are considered home events and therefore students must provide their own transportation.

VIDEO CAMERAS • Muskego-Norway Schools has installed video cameras on school property, primarily for the purpose of identifying disciplinary problems and enforcing school rules. Video cameras may be used in any place on school premises where the public, students, and staff have no reasonable expectation of privacy, such as entrances, hallways, stairwells, classrooms, common areas (such as the cafeteria, the gymnasium, and the library), athletic fields, parking lots and school buses. Video cameras will not be used in areas where the public, students and staff have a reasonable expectation of privacy, such as restrooms, locker rooms, private offices or private conference/meeting rooms. The placement of the video cameras is for the purpose of assisting with issues related to discipline and may not be monitored by district staff. Video cameras will not be used to monitor or record audio (i.e. conversations), except when specifically authorized by the district administrator and when in accordance with state or federal law. Only individuals authorized by the district administrator or building principal may view video recordings. Should a video recording become part of a student disciplinary action, the recording will become part of the student's behavioral record consistent with the district's student records policy and procedures. The school district reserves the right to provide copies of video recording to law enforcement agencies, as it deems appropriate.

WORK PERMITS • Minors younger than 16 will need to obtain a work permit prior to beginning work.

Work permits are issued through the Activities Office at the high school between the hours of 8:15 a.m. and 4:15 p.m. (school year) and 7:00 a.m. and 3:00 p.m. (summer) with 24-48 hours required for completion of the permit. Minor must be present to personally sign the work permit in the presence of the work permit officer. The following items are required when applying for a permit (originals only - copies not accepted).

- Letter of employment signed by employer indicating job duties
- Written permission from parent/guardian for minor to work
- Proof of age (birth certificate, baptismal certificate or driver's license); School ID is NOT acceptable
- Minor's social security card MUST BE SEEN by work permit officer
- \$10.00 permit fee (reimbursed by employer)

MUSKEGO NORWAY SCHOOLS CO-CURRICULAR PROGRAM 2018-2019 SCHOOL YEAR

STUDENT ORGANIZATIONS/CLUBS - The Co-curricular Activity Program of Muskego High School is a vital part of our educational system and participation is open to all **MNSD** students. The Co-curricular Program consists of clubs, activities, and athletic teams. The primary purpose of these programs is to assist students in growing and maturing into responsible members of our school and community. These activities are, and will continue to be, an important part of secondary school life. Co-curricular activities may be referred to as the "other half of education." These clubs, activities, and teams, provide students the opportunity to learn how to work in a productive relationship with a variety of people, how to deal with success and failure, the importance of self-discipline in physical and mental pursuits, and the ideals of teamwork and respect for others' feelings and attitudes. Respect, courtesy, honesty, and good sportsmanship are basic to good citizenship and should form the basis for all behavior. Since students involved in co-curricular activities represent their school, their behavior frequently determines the opinion others have of their school. Participants are expected to comply with a Code of Conduct which outlines the expectations for students participating in these programs. MNS reserves the right to make corrections to this document and all language that is a result of human error.

A STUDENT'S PERSPECTIVE - You are the master of your own fate. Nobody can tell you what you are supposed to do with your high school years. You can sit around and become a spectator, or you can join in and make it happen. If something seems appealing to you, don't let it slip through your fingers. It could be one of the most rewarding experiences of your life. To become involved in a co-curricular activity, you simply have to look for announcements, posters, or word of mouth. Take the opportunities when they arise. Don't be afraid to ask a teacher or the advisor of the activity you are interested in or even another student. There's no excuse not to become involved. Because of the wide variety of activities, there is something for everyone. If you have a job, you simply have to learn a little time management. If you are afraid to become involved because you don't know anyone or have no experience, the activities are a great way to meet people and obtain experience. Don't let the so called "best days of your life" go to waste. Co-curricular activities can make the difference in your future.

STRATEGIES IN COMMUNICATION - It has been stated that co-curricular participation is a microcosm of society. These activities enhance the overall educational experience of the student. The development of lifetime skills like honesty, integrity, respect, dedication, commitment, and loyalty are all important qualities for students to learn. One of the most important lifetime skills that can be developed through participation is problem solving. If we indeed believe that co-curricular programs mimic life, then the potential exists for conflict in interpersonal relationships. Conflict is an inevitable part of the human condition. Students should learn to embrace it as an educational opportunity. Although these skills are best developed in the home, Muskego High School feels an obligation to reinforce their development and endorses the following guidelines for the benefit of healthy dialogue and resolution.

WHEN A PROBLEM EXISTS, FOLLOW THESE STEPS SEQUENTIALLY - The participant should reflect on program philosophy and goals as stated by the advisor/coach. Then take a personal inventory and an insightful look at your goals, desires and motivation. How do they match up with the program?

1. The participant should speak to their parent. The parent should avoid being the "middleman" and be a good listener. Discussion should focus on resolving the conflict. No resolution?
2. The participant should talk with the advisor/coach. The parent should avoid denying the participant this educational opportunity by meeting with the advisor/coach on behalf of the participant. Following this session, the parent and participant should talk. No resolution?
3. The parent should call the advisor/coach to arrange a meeting with the participant included. Please avoid approaching a coach after a game. Following this session, the parent and participant should talk. No resolution?
4. The parent should call the activities coordinator to arrange a meeting with advisor/coach and participant included. No resolution?
5. The parent should call the principal to arrange a meeting with the activities coordinator, coach and participant included.

HOW TO APPROACH YOUR ADVISOR OR COACH WITH A PROBLEM

1. The most opportune time to arrange a meeting is before or after practice. All successful problem solvers realize that effective communication only results when emotions are held in check. Therefore, out of respect for all parties, attempting to resolve conflict on game day is not effective and must be avoided.
2. After a meeting is arranged, put your thoughts on paper. Rehearse. Take notes with you to the meeting. Use positive communication skills (i.e. proper eye contact, respect, and emotional control). The advisor/coach will seek to understand your position. Understanding does not necessarily imply agreement.
3. After making your case, become an active listener. Seek to understand the advisor/coach position before defending your own. Take notes. Avoid interrupting.
4. Remember that listening does not necessarily imply agreement for either party. Successful problem solvers understand the concept of "agreeing to disagree" and are respectful of others' opinions.

MHS CO-CURRICULAR OPPORTUNITIES

BEST BUDDIES - Best Buddies is open to all students who enjoy making new friends, engaging in fun activities, and uniting for causes that break social barriers for individuals with special needs. The club consists of buddies and peers that are paired and commit to weekly and monthly interaction and associate members that attend and help out at planned events and activities. In addition, our organization pairs members with intellectual or developmental disabilities in one-on-one friendships with members without disabilities in order to foster inclusion, enable friendships, and promote integration and acceptance of all students within the school and in the community.

DEBATE - Debate is a great co-curricular activity for students who want to compete against other high schools on a team, who want to learn strategy and technique in public speaking and argumentation, or who want to be challenged by researching the issues facing our world today. The debate team competes during the first semester with the season ending in January. Debaters are awarded team trophies and individual awards. In addition, varsity debaters are eligible to earn academic letters. As a debater, you will benefit from improved skills in public speaking, critical thinking, and research.

DESTINATION IMAGINATION - Destination Imagination is an international educational program that provides creative problem-solving opportunities for students. Destination Imagination is a team competition where students are rewarded for how they apply their knowledge, skills and talents to creative problem solving. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. Competition is at the regional, state and international level. It is not a college bowl or a competition about knowledge. It's all about creativity and teamwork.

DRAMA CLUB - Drama Club is for all students interested in the theatrical performing arts. The organization welcomes all students interested in non musical theatre as well as production aspects which include directing, costuming, props, and makeup. The Drama Club members produce two plays per year and hold weekly meetings to explore specific skills such as improvisation, scene study, and vocal/movement techniques.

FORENSICS - Forensics is an activity for anyone who likes speech and drama. Participation in the forensics team gives you a chance to improve your acting and communication skills. You are also able to earn your academic letter in forensics. Students have the chance to choose their own category, build up a presentation, and ultimately perform it at various meets, which take place on Saturdays. The Forensics Team has a reputation for being one of the best in the state. No experience is necessary to join the team, and we are always looking for new members.

FRENCH CLUB - Bonjour! French Club is open to any MHS student who is interested in exploring the French language and culture. This group meets monthly for a variety of events. Furthermore, French Club goes on outings with the other MHS language clubs to places such as the Holiday Folk Fair at State Fair Park, bowling, and mini golf. French Club also does fundraisers during the year to raise money for senior scholarships and our various excursions.

FRENCH HONOR SOCIETY - Sophomores, juniors, or seniors may apply to join the *Société Honoraire de Français*, the French National Honor Society for high school students, after completing at least three semesters of French at the high school level. In order to be eligible, students need to have a 3.6 G.P.A. in French and a 3.0 G.P.A. overall. In addition to these academic requirements, the students must complete a project and attend the formal induction ceremony in the spring.

FUTURE BUSINESS LEADERS OF AMERICA - Future Business Leaders of America (FBLA) is a club for all students who are interested in the world of business. Many students join FBLA to participate in charitable fundraising, competition, and travel. Each fall FBLA members attend a leadership lab in Southeast Wisconsin. Regional, state, and national competitions are held on a variety of business topics including accounting, public speaking, word processing, computer applications, business law, and others.

GAMING CLUB AND eSPORTS - We are a club for gamers! We provide opportunities for everyone of all gaming abilities to play, watch, create, and compete in all types of games. The eSports team competes in fall and spring seasons with competitive gaming tournaments and weekly scheduled leagues against other high schools across Wisconsin. Currently competitive eSports team games include League of Legends and Rocket League.

MODERN MUSIC MASTERS - Modern Music Masters (Tri-M) is a nationally recognized honor society for high school music students. Muskego High School has a very active chapter focusing on service projects on and off campus. The largest project of the year is the annual Tri-M Pops Concert. Any MHS student is eligible to audition for this long-running talent show. Funds raised from the sale of tickets to the show are donated to music students wishing to attend summer music camps.

MU ALPHA THETA/MATH HONOR SOCIETY - The Mu Alpha Theta/Math Honor Society is an organization that promotes volunteerism and collaboration, while encouraging a deeper look into the creativity of mathematics. Students may join as an officer or a general member. Officer membership includes students whom have faculty nomination in a chosen area (i.e. Algebra, Geometry) to serve as tutors for any math student at MHS. General membership is open to any student, whether they are seeking to become an officer or would like to work creatively with other students. All members are required to maintain a grade point average of 3.0 or higher in college track math courses, 2.5 or higher in other classes, and compete in one math competition. Math competitions take place at MHS, local colleges, or over the internet. Medals and/or academic chords can be earned along with scholarship opportunities.

MUSICAL PRODUCTION - The Muskego High School Music Department annually stages a large scale, Broadway-style musical production. Recent productions include *Legally Blonde*, *Catch Me If You Can*, *Mary Poppins*, *Sister Act*, and *West Side Story*. We look forward to producing *Footloose* in February of 2019! These productions require the participation of large numbers of students as actors, singers, dancers, orchestra musicians, and stage crew. Look for audition information in October.

NATIONAL BUSINESS HONOR SOCIETY – The National Business Honor Society (NBHS) is a division of the National Business Education Association. NBHS recognizes outstanding scholarship, character, leadership, and service of students who take a minimum of three Business, Marketing and Information Technology (BMIT) courses. Juniors and seniors with a BMIT GPA of 3.5 (minimum) and cumulative GPA of 3.0 (minimum) can apply for membership. NBHS offers an outstanding opportunity to enhance college applications, scholarships, and employment applications. Student members will participate in a service project for the NBHS Muskego High School Chapter, chapter meetings, and receive special recognition at graduation by wearing a green NBHS honors cord.

NATIONAL HONOR SOCIETY - The National Honor Society is an organization for students who have been selected for membership by the faculty on the basis of character, leadership, service, and scholarship. Candidates seeking selection must: Be members of either the junior or senior class of Muskego High School; Have been in attendance at Muskego High School the equivalent of one semester; Have a cumulative grade point average of 3.25 or higher; Be evaluated in terms of leadership, service, and character by a five-member faculty council appointed by the principal; Provide, by a pre-announced deadline, all of the information required on the Membership Selection Inventory; and Agree to accept as final the decision of the faculty council charged with the responsibility of selecting members.

PAC STAGE CREW - The Muskego High School Performing Arts Center Stage Crew is for all students interested in making shows happen. The student technician crew runs every production in the PAC. Students will have the opportunity to learn and operate state of the art lighting, followspot, sound, rigging, and other systems while becoming part of an effective team. Students on the crew are highly valued members of every performance and literally run the show. The PAC Stage Crew is open to any student interested in learning stagecraft skills and becoming part of an active production team.

PEP BAND - Pep Band is an extension of the Muskego High School Band. By playing classic pop and rock hits, both old and new, the pep band energizes the fans at select home basketball games. Students earn points toward their academic letter for each pep band performance.

PSYCHOLOGY CLUB - Psychology Club is open to anyone interested in learning more about the brain and behavior regardless of whether or not they have taken any psychology classes before. The club offers diverse activities throughout the year based upon student interest. Some of our monthly activities have included: volunteering at a local memory care facility, sponsoring guest speakers, drawing awareness to psych issues during Mental Health and Brain

Awareness Weeks, attending field trips to area labs, and organizing fundraisers to support our endeavors. Members will visit middle and grade schools to speak to younger students about how the brain functions and to provide tutoring at the elementary level. We offer members the opportunity to become involved in the practical application of academics outside of the classroom. One of the highlights of our year is hosting an annual psychology competition in which area schools travel to MHS to compete. Psychology Club is an innovative way to participate in our school community while enhancing one's knowledge of how psychology relates to the world around us.

ROBOTICS CLUB - To bring students, mentors and technology together in an environment that encourages both competition and cooperation - building scientific, technological and engineering skills, while also fostering innovation and creativity. We build adaptive, well-rounded, skilled student-leaders through the wonder of robotics.

SCIENCE CLUB - Science Club is an organization for students with a wide variety of science interests. The club offers activities that are diverse and based upon student choices. Examples include conservation workdays, after school presentations/interactive programs, and field trips to science facilities such as museums, college laboratories, etc. Although not all students participate in every activity, each individual can attend at least one experience to match their personal interests during the year.

SPANISH CLUB - Spanish Club is an organization for any student with an interest in Spain, Latin America, or the Caribbean, regardless of whether he or she is enrolled in a Spanish class. The group makes an effort to provide cultural experiences for its members including an annual trip to the local Holiday Folk Fair, a domino tournament against our French Club rivals, holiday parties, and fundraising events for a variety of reasons; most recently to support victims of the hurricanes which destroyed infrastructure on the island of Puerto Rico. The club is driven by student interest, so the more ideas suggested, the more activities we sponsor.

SPANISH NATIONAL HONOR SOCIETY - The Spanish National Honor Society is a service-oriented organization. It is open to all students in grades 10-12 enrolled in Spanish who have completed three semesters of high school Spanish, maintained a 3.6 GPA in Spanish and a 3.0 GPA overall. Students must complete an application, which includes an essay in Spanish and teacher recommendations, and attend an initiation ceremony. Students participate in a variety of service projects throughout the year.

STUDENT COUNCIL - Student Council is an organization of elected/appointed student leaders from each grade level. Meetings are held regularly throughout the year. Student Council is focused on community service as well as on school spirit and recognition. Student Council plans and implements service activities such as Recycling, Halloween Spooktacular, Food Drives, Blood Drive and the Senior Citizen Prom. Student Council also promotes school pride and spirit through the many Homecoming week activities. In addition, Student Council plans monthly faculty appreciation treats and monthly birthday recognition. Student Council teaches the value of responsibility and leadership. In addition to all the work, this club offers opportunities to make wonderful friends that will last a lifetime.

TEA - TEA is Muskego's True Equality Alliance. This is an after school club that promotes equality and acceptance for every student at Muskego High School. We meet once a month to discuss acceptance, differences, and individuality of all people.

WARRIOR FAMILY - Warrior Family is open to all students interested in creating a stronger Warrior Family in our school, district, and community. The Warrior Family will continue the tradition of giving to students and families experiencing need in the Muskego-Norway School District through an ongoing Warrior Family Fund with regular contribution opportunities for students, staff and community members. The goals of Warrior Family are to help more students and families in need than we are already reaching, to encourage community awareness and service, and to build partnerships with businesses and organizations in the community. Students will determine fundraising and service learning projects to give back to the community and promote awareness.

WARRIOR'S WORD - The Warrior's Word, the school newspaper, is the first place winner of the Scholastic Awards many times over. All are welcome to join this award winning paper. We are always in need of sports writers, feature writers,

photographers, illustrators, column writers and editors. No experience is needed for students in grades 9-12. Distributed four times a year, it's a great opportunity to develop writing talents.

YEARBOOK "SPIRIT" - Students have the opportunity to be a part of putting together Muskego's yearbook. Photography is done by professionals and students, and the yearbook staff does the layout and design of the book in addition to writing the copy. Yearbook is open to any student willing to devote a lot of time and effort.

MHS ATHLETICS

Muskego High School offers Interscholastic Athletic Programs including: Fall - boys and girls cross country, football, girls golf, boys soccer, girls swim and dive, girls tennis, boys and girls volleyball; Winter - boys and girls basketball, gymnastics, girls ice hockey, ski racing, boys swim and dive, wrestling; Spring - baseball, boys golf, girls soccer, softball, boys tennis, boys and girls track; All Year - cheer, poms/dance. We compete in the Classic 8 Conference. We are also a member of the Wisconsin Interscholastic Athletic Association that provides the general framework governing our athletic teams. Participation in athletics is open to all students. Information may be obtained from the coaches or from the Athletic Director.

ACTIVITY AWARDS - Awards will be issued to students in good standing only after all team/activity obligations are made including the return of all equipment or supplies provided to them. Student will be billed replacement costs for outstanding equipment. The requirements and qualifications to earn awards should be communicated to students at the beginning of the sport season. Generally, letters are awarded on the basis of participation in contests, participation in practice, cooperation, loyalty and performance. In all cases, the coach reserves the right to decide which award, if any, is to be given. Definition of not "finishing the season in good standing" examples include, but are not limited to, being removed from the team or quitting at any point before, during or after the season, having an outstanding code violation, outstanding equipment, or violations of team rules.

- **Varsity Letter/Chevron** Awarded to members of a varsity squad that fulfills the qualifications of their particular sport. An athlete will be given one major letter during his/her high school career. He/she will be presented with a chevron for each additional major letter earned.
- **Junior Varsity Emblem** Awarded to members of junior varsity squad meeting the requirements of that sport.
- **Numerals** Awarded to members of freshman squad meeting the requirements of that sport.
- **Participation (Service) Award** Awarded to members of any squad that finished the season in good standing but do not fulfill all the requirements of that sport or to a freshman, sophomore or junior that has previously received numerals or the junior varsity emblem but has not earned the varsity letter.

MUSKEGO-NORWAY CO-CURRICULAR CODE

Any student or parent with knowledge of a potential infraction of the code must immediately contact the activities coordinator or principal to report it.

Violations of the co-curricular code may be presented to the activities coordinator or principal by anyone or anyway including, but not limited to, MNS staff member, parent, student, law enforcement officer, citizen, social network sites or anonymously. Should the activities coordinator/principal find the information leads to a reasonable suspicion that a violation may have occurred, an investigation will follow. The information gathered will be taken under advisement by the activities coordinator/principal for possible disciplinary action.

Respect, integrity, responsibility, pride, humility and good sportsmanship are basic to good citizenship and should form the basis for all behavior. Since students involved in co-curricular activities represent their school, their behavior frequently determines the opinion others have of their school and the individuals within that school community. As students experience the privilege of participating in a co-curricular activity, they also accept the responsibility of maintaining standards that will bring credit to themselves, their family, their school, and their activity.

The following are established policies that support the standards and expectations of our co-curricular program. Students must also comply with all rules and provisions of the Wisconsin Interscholastic Athletic Association (WIAA) and any other governing organization(s) which have recognized authority connected with the referenced co-curricular activity. This code has been endorsed and adopted by the Muskego-Norway School Board. Every student who wishes to become involved in the district's Co-Curricular Activity Program agrees to abide by the conditions outlined herein. **This code is in effect at all times, 12 months a year, 24 hours per day, 7 days per week, in season and off season, on or off campus, from the first day a student becomes involved in the Muskego-Norway Co-Curricular Activity Program until such time that the student graduates from Muskego High School or has completed all school-sponsored activities.** As the student moves from one educational level to another (i.e., elementary to middle, middle to high school) the student moves with a clean slate. **Additional guidelines and consequences may be created by an advisor or coach that are specific to a given activity. These guidelines may not reduce approved expectations/sanctions but may increase them.**

SUSPENSION POLICIES (CO-CURRICULAR)

- A suspended student shall not be permitted to take part in practices, games, or activities during the time of his/her school suspension.
- If a student commits a violation of school rules during the season of that student's sport/activity, which results in a school suspension, the student must be withheld from a minimum of one contest/**2 weeks**. If the contest/**2 weeks** falls during his/her school suspension, it will satisfy this one game requirement.
- If the contest does not fall during the school suspension or occurs in the off season, then after returning from the school suspension, the student must be withheld from a minimum of one contest.
- A cancelled contest may not be used to fulfill a suspension.
- Students must be academically and medically eligible to participate before a suspension may be served.
- If a student chooses to participate in a new sport to serve a suspension, they must finish the season in good standing. Quitting or not finishing the season in good standing will result in the suspension being carried over to the next activity.

ATTENDANCE POLICIES (CO-CURRICULAR)

- No student **should** participate if he/she is absent from school on that entire day, unless approved by the principal or activities coordinator.
- **Student-athlete should be in school by 3rd period.** If the student leaves school for any reason other than a school sanctioned event, written verification validating the student health and safety concerns for which they left school (ex. Doctor's Note) shall be provided to their head coach, athletic director, or school attendance officer.
- A student should be in school for at least one-half of the school day to participate in any co-curricular activity. One-half day means being in school attendance for four class periods.
- Athletes are expected to attend all practices and contests. Illness and unexpected family emergencies will excuse them from practice either by advance notice or notification to their coach upon return.
- Whenever an administratively approved class/course activity conflicts with scheduled athletics, the class/course activity will have precedence.
- A student who misses practice or a contest may jeopardize his/her position on the team as well as his/her team membership and/or playing time.
- It is recommended that the student contact the coach and explain the absence. The coach will explain the consequences that will follow for that absence.

ACADEMIC ELIGIBILITY REQUIREMENTS - Participation in the Co-Curricular Activities Program shall be available to those students who have attained qualifying standards (as indicated below) during the preceding quarter. A student who is enrolled in any state-approved **EEN** program and who does not receive usual grades for such courses may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her Individual Education Plan (IEP). Participation in the Co-Curricular Activities Program shall be available to MHS students that meet school and DPI requirements defining a full-time student, have received no more than one failing grade (including incompletes and/or

W/F) in the most recent quarter. Quarter grades will be used to calculate eligibility. Grades earned during summer school can be used to recalculate fourth quarter eligibility. Incompletes must be made up two weeks after the enforcement date. Audit classes are not included in co-curricular eligibility determinations as students receive no credit for these classes.

ELIGIBILITY ENFORCEMENT FOR CO-CURRICULAR PARTICIPATION – The enforcement of the academic eligibility requirement will take place the day administration finalizes quarter grades. Any student not meeting the academic standard will be ineligible to compete for a period of 15 scheduled school days and nights. On the 16th day, the student may obtain a reinstatement form that verifies his/her academic eligibility.

ELIGIBILITY APPEALS - If the student believes there has been an error in the GPA calculation, the ruling of academic ineligibility based on GPA may be appealed to the activities coordinator using the following guidelines: (There is no appeal of the **WIAA** eligibility rule with regard to more than one “F”.) The appeals form (available in the activities coordinator’s office) must be completed by the Student Services Office and signed by the student. The form must be returned to the activities coordinator. The activities coordinator shall confirm the student’s GPA through the Student Services Office. If the student’s GPA is at least 1.5 and they have no more than one failing grade, the student will be reinstated.

AGE REQUIREMENT - A student shall be ineligible if he/she reaches their 19th birthday before August 1 of any given school year.

STANDARDS OF PROPER CONDUCT – Participation is a privilege. Students who participate are expected to conduct themselves, both in and out of school, on or off campus, in a manner that will not disrupt the educational environment, and will bring dignity to and not discredit themselves, their parents, school, or their team/activity. In addition, they are to refrain from the possession or use of tobacco, nicotine, non-prescription inhalant/vaping device(s), or any related products – regardless of the substance/content [*refer to applicable Muskego-Norway School Board Policy(ies)], alcohol, drugs, drug paraphernalia, controlled or illegal substances, performance enhancing substitutes (PES), or the improper use of legal substances; and behavior which includes but is not limited to bullying, hazing, and harassment. Violations of this code refer to a confirmed or admitted act. Acts can be referred to as conduct unbecoming of an athlete.

RANDOM DRUG TESTING - All students involved in the co-curricular program are required to submit to random drug testing. Refer to MNS Board Policy.

CO-CURRICULAR CATEGORIES - The co-curricular activities of MNS are divided into two categories. Students involved in both category activities will be subject to the penalties of both activity groups.

CATEGORY I: Activities in which there is a schedule of interscholastic contests or school-sponsored events, performances or competitions. (Cheerleading, Debate, Forensics, Interscholastic Athletics, Pep Band, Play/Drama, Pom/Dance, and Ski Team)*

CATEGORY II: Activities that extend throughout the year where there are few if any contests, performances, or competitions. (All other clubs)*

*Any category I or II activity, not listed here, but offered by the district, will fall into one of these two categories. MNS reserves the right to correct activity category listings due to human error.

TWO TYPES OF MISBEHAVIOR:

LEVEL 1: Examples include, but are not limited to, reports from staff of behavior concerns.

LEVEL 2: Examples may include, but are not limited to, conduct which endangers the health or safety of others, behavior in or out of school that could constitute the commission of a crime, including behavior that results in being criminally charged, as defined by state or municipal statutes, or results in a citation. Some examples may include, but are not limited to; municipal citation for disorderly conduct, theft, bullying, hazing, or harassment.

Social media: Students may not post: derogatory language, disparaging remarks or threats to teammates or coaches; other MHS student athletes, teachers, coaches, administrators, contest officials or representatives of other schools or to any third party; incriminating photos, or statements depicting violence; bullying; hazing; sexual harassment; vandalism,

stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors; messages creating a danger to the safety of another person or making a credible threat of physical injury to another person; information indicating knowledge of an unreported felony theft or felony criminal damage to property or information indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional. The aforementioned behavior will be taken under advisement to determine if it results in a substantial disruption to the educational environment, or is illegal and a level one or level two penalty may be applied. Furthermore acknowledgement of the student handbook states students will abide by school board policy 5136.01 and any violations of this policy can result in a co-curricular code violation.

In addition, if a participant engages in or is charged with, felonious criminal behavior including a single, first time event where the student has no previous co-curricular violation, the issue may result in permanent suspension from all participation.

CO-CURRICULAR REFERRALS

SELF OR PARENT INITIATED: Should a student have a medically diagnosed codependency (alcoholism or drug addiction), that student may submit to the activities coordinator or principal, medical records from a licensed professional verifying the co-dependency. If the medical records are submitted before the initiation of an investigation concerning the possible violation of this co-curricular code, the information will be taken under advisement. This information may not be used to circumvent or to avoid the application of this code. A referral given to Muskego residents by the Muskego Police for a first time alcohol offense will not qualify under this section. The referral or any information obtained through the AODA will not become part of any student’s official record. This information is confidential. Costs associated with this referral are the responsibility of the student. Upon completion of a medically verified rehabilitation program the application of the co-curricular penalties can be reduced up to 50% of the initial penalty qualified for.

CO-CURRICULAR PENALTIES FOR the possession or use of tobacco, nicotine, non-prescription inhalant/vaping device(s), or any related products – regardless of the substance/content [*refer to applicable Muskego-Norway School Board Policy(ies)], alcohol, drugs, drug paraphernalia, controlled or illegal substances, performance enhancing substitutes (PES), or the improper use of legal substances:

FIRST VIOLATION

CATEGORY I: The student will be ineligible to participate in thirty-three (33) percent of the scheduled contests, performances, or competitions, in the present activity or the next activity in which the student chooses to participate. The WIAA games/meet maximums will be used to calculate the period of ineligibility. When calculation of percentages results in a fraction, the number will be rounded up (WIAA rule).

CATEGORY II: The student will be suspended from participation for four (4) weeks (20 school days and nights). The student may regain eligibility on the 21st day.

SECOND VIOLATION

CATEGORY I: A student will be ineligible to participate in sixty-six percent (66) of the scheduled contests, performances, or competitions including all provisions listed under first violation.

CATEGORY II: The student will be suspended from participation for nine (9) weeks (45 school days and nights).

AODA: The student must decide whether to refer themselves to an AODA agency. If the student chooses to be referred to an AODA agency, the screening recommendation must be followed. All costs associated with this program are the responsibility of the student. Should the student choose not to participate in the screening recommendations of the AODA agency, penalties equivalent to a third violation (as stated in this code) will apply.

HYBRID OPTION: If the student chooses this option they will enroll in a Substance Use/Abuse Education Program. All costs associated with this program will be incurred by the participant family. A local example includes YourChoice Substance Use/Abuse Education Program named Detour. This course is a risk-reduction class designed to gently but powerfully challenge common beliefs and attitudes that directly contribute to high-risk alcohol and drug use. Completion of this program will constitute serving half of the level two suspension. Completion must be verified at the discretion of the MHS activities director. Please note that AODA screening must be completed before enrolling in this program.

THIRD/SUBSEQUENT VIOLATIONS

CATEGORIES I AND II: The student will be ineligible to participate in all co-curricular activities for one calendar year beginning on the date of violation notice.

CO-CURRICULAR PENALTIES FOR CONDUCT/MISBEHAVIOR

Level 1 Misbehavior – all violations

category i: The student will be ineligible to participate in one contest, performance, or competition.

CATEGORY II: The student will be suspended from participation for two (2) weeks (10 school days and nights). The student may be eligible on the 11th school day.

LEVEL 2 MISBEHAVIOR - FIRST VIOLATION

CATEGORY I: The student will be ineligible to participate in thirty-three (33) percent of the scheduled contests, performances, or competitions.

CATEGORY II: The student will be suspended from participation for four (4) weeks (20 school days and nights). The student may be eligible on the 21st school day.

LEVEL 2 MISBEHAVIOR - SECOND VIOLATION

CATEGORY I: The student will be ineligible to participate in sixty-six (66) percent of the scheduled contests, performances, or competitions.

CATEGORY II: The student will be suspended from participation for nine (9) weeks (45 school days and nights.) The student may be eligible on the 46th school day.

THIRD/SUBSEQUENT VIOLATIONS

Categories I and II - The student will be ineligible to participate in all activities for one calendar year beginning on the date of violation notice.

CO-CURRICULAR SUSPENSION PROCEDURES - To suspend a student, the activities coordinator/principal must:

- Give the student oral notice of the alleged violation. Give the student an explanation of the information, which the school authorities have received, that may support a finding that he/she has violated the co-curricular code.
- Provide the student an opportunity to be heard and present his/her version of the incident.
- The activities coordinator/principal must make a determination as to whether the student has violated the co-curricular code. If it is determined that the student has violated the co-curricular code, the activities coordinator/principal shall provide the student with written notice of the suspension and the reason for said suspension and shall send a copy of the notice to the student and his/her parent/guardian. The student and his/her parent/guardian shall also be given written notice of their right to appeal.

CO-CURRICULAR APPEAL PROCEDURE - The co-curricular code recognizes the rights of the individual. The student and parent/guardian have recourse in the event that it is felt the alleged offense did not occur or the proper suspension procedures were not followed. The appeal will not deal with the amount or length of penalties applied. The procedure outlined in this document is the process a student and parent/guardian are to follow when appealing decisions relating to the co-curricular suspension.

- A student and/or his/her parent/guardian may formally appeal the suspension decision in writing to the principal within five (5) school days from the time of the suspension notice.
- The date of the appeal hearing shall be set by the principal to take place no sooner than two (2) school days or no longer than five (5) school days from the date of the appeal request. At the written request of the student or parent/guardian the minimum time may be waived.
- The appeal hearing shall be conducted by an appeal board consisting of the principal (chairperson) and two MNS administrative representatives.
- Proceedings of the hearing, including the decision, shall be placed in writing, and a copy of those proceedings must be mailed to the student and parent/guardian within five (5) school days from the determination of the findings.

WIAA Appeal Eligibility Note: The school must provide an opportunity for the student to be heard prior to any penalty being enforced. If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process. Article VII – Health and Behavior/Compliance

CO-CURRICULAR REINSTATEMENT PROCEDURE - Any student suspended from the co-curricular program for a violation of the co-curricular code must report to the activities coordinator/principal for a reinstatement conference, which must

be conducted before the student resumes participation. Failure to follow this requirement may result in a declaration of ineligibility, which in turn may have a negative impact on the team/activity, i.e., forfeit. The conditions for reinstatement will be that the student has met all requirements as outlined relative to the violation.

STUDENT INVOLVEMENT IN MULTIPLE SPORTS - A student athlete who is dropped from one squad for disciplinary reasons shall be ineligible in another sport for that same season. However, any student who is cut or quits may participate in another sport during the same season with mutual consent of the coaches.