

MENOMONEE FALLS HIGH SCHOOL

W142 N8101 Merrimac Drive
Menomonee Falls, WI 53051
2016-2017

Have Falls Pride!

Menomonee Falls High School
Pursuing Excellence One Student at a Time!

Office: (262) 255-8444

Attendance: (262) 255-8455

Athletic Dept.: (262) 255-8414

Student Services: (262) 255-8465

MISSION STATEMENT

Menomonee Falls High School, recognizing the challenges of the future, is the bridge that will lead our youth in their pursuit of a productive role in society.

**STUDENT/PARENT HANDBOOK AND
ASSIGNMENT NOTEBOOK
2016 – 2017**

Name _____ Homeroom _____

SEMESTER I

Hour 0 _____
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

SEMESTER II

Hour 0 _____
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

WELCOME

Welcome to Menomonee Falls High School, the best high school in the state! The Menomonee Falls High School faculty is justifiably proud and eager to work with you. As your place of work, our expectations mirror those in business and industry:

HAVE FALLS PRIDE!

Maintaining these expectations throughout the school year helps you to create habits of mind that will serve you well beyond high school.

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, or handicap.

Good luck and make the best of the school year!

ADMINISTRATION

Principal	Robert Vitale	
Associate Principal	Suzy Thomas	(Students Last Name A-J)
Associate Principal	Kirk Woosencraft	(Students Last Name K-Z)
Athletic & Activities Director	Ryan Anderson	

STUDENT SERVICES

Menomonee Falls High School has four counselors who will support students' social, emotional, and academic development. The counselors will have the following breakdown of students based on last names:

A-FI	Meg Hanley
FL-LA	Michael Taylor
LE-RI	Stacy Schuster
RO-Z	Jennifer Thom

**** Testing Schedules will be posted and sent at a later date. ****

DAILY CLASS SCHEDULES

Monday, Tuesday, Thursday, Friday

	A Lunch	B Lunch	C Lunch
0	7:00-7:45	7:00-7:45	7:00-7:45
1	7:50-8:36	7:50-8:36	7:50-8:36
2	8:41-9:27	8:41-9:27	8:41-9:27
3	9:32-10:18	9:32-10:18	9:32-10:18
	LA Hr: 10:18-10:53	4BC Hr: 10:23-11:09	4BC Hr: 10:23-11:09
	4A Hr: 10:58-11:44	LB Hr: 11:09-11:44	5C Hr: 11:14-12:00
	5AB Hr: 11:49-12:35	5AB Hr: 11:49-12:35	LC Hr: 12:00-12:35
6	12:40-1:26	12:40-1:26	12:40-1:26
7	1:31-2:17	1:31-2:17	1:31-2:17
8	2:22-3:09	2:22-3:09	2:22-3:09

DAILY CLASS SCHEDULES

Wednesday

	A Lunch	B Lunch	C Lunch
0	7:00-7:45	7:00-7:45	7:00-7:45
1	7:50-8:27	7:50-8:27	7:50-8:27
2	8:32-9:09	8:32-9:09	8:32-9:09
3	9:14-9:51	9:14-9:51	9:14-9:51
	LA Hr: 9:51-10:26	4BC Hr: 9:56-10:31	4BC Hr: 9:56-10:31
	4A Hr: 10:31-11:06	LB Hr: 10:31-11:06	5C Hr: 10:36-11:11
	5AB Hr: 11:11-11:46	5AB Hr: 11:11-11:46	LC Hr: 11:11-11:46
6	11:51-12:29	11:51-12:29	11:51-12:29
7	12:34-1:12	12:34-1:12	12:34-1:12
8	1:17-1:55	1:17-1:55	1:17-1:55

HOMEROOM SCHEDULE

Homeroom	7:50 – 8:19	
1 st Hour	8:24-9:06	
2 nd Hour	9:11-9:53	
3 rd Hour	9:58-10:39	
Lunch A 10:39-11:14	4BC 10:44-11:26	4BC 10:44-11:26
4A 11:19-12:01	Lunch B 11:26-12:01	5C 11:31-12:13
5AB 12:06-12:4	5AB 12:06-12:48	Lunch C 12:13-12:48
6 th Hour	12:53-1:35	
7 th Hour	1:40-2:22	
8 th Hour	2:27-3:09	

FINAL EXAM SCHEDULES

SEMESTER ONE

January 18, 2017	January 19, 2017	January 20, 2017
7:50-9:20 – 1st Period	7:50-9:20 – 4th Period	7:50-9:20 – 7th Period
9:35-11:05 – 2nd Period	9:35-11:05 – 5th Period	9:35-11:05 – 8th Period
11:05-11:50 Lunch	11:05-11:50 Lunch	11:05-11:50 Lunch on your own. No lunch served in cafeteria.
12:00-1:30 – 3rd Period	12:00-1:30 – 6th Period	12:00-1:30–ZERO Period

SEMESTER TWO

June 5 th and June 6 th , 2017		
Regular school days for ALL students. Seniors (12th grade) will be taking exams for Zero period and Periods 7 & 8 in class during these two days		
June 7, 2017 ALL STUDENTS	June 8, 2017 ALL STUDENTS	June 9, 2017 GRADES 9, 10, 11
7:50-9:20 – 1st Period	7:50-9:20 – 4th Period	7:50-9:20 – 7th Period
9:35-11:05 – 2nd Period	9:35-11:05 – 5th Period	9:35-11:05 – 8th Period
11:05-11:50 Lunch	11:05-11:50 Lunch	11:05-11:50 Lunch on your own. No lunch served in cafeteria.
12:00-1:30 – 3rd Period	12:00-1:30 – 6th Period	12:00-1:30–ZERO Period

WHOM TO SEE ABOUT WHAT

Achievement Awards	Ms. McDonald
Art National Honor Society	Ms. Chmielewski
Athletic/Activities Director	Mr. Anderson
Athletic Administrative Assistant	Heidi Wood
Attendance Administrative Assistant	Ms. VonAsten
Best Buddies	Ms. Bear
Class Advisors (Freshman)	Ms. Whaley
Class Advisors (Sophomore)	Ms. Borg
Class Advisors (Junior)	Ms. Anderson, Mr. Mahlum
Class Advisor (Senior)	Ms. Kiefer
Fees	Ms. Zentgraf
HOSA	Ms. Kopatich
Junior Optimist Club	Ms. Dwyer
Key Club	Mrs. Beth Larson
Link Crew	Mr. Rutke, Mr. Woelffer, Michael Zahner
Locker Problems	Ms. VonAsten
National Business Honor Society	Ms. Burling, Ms. Hughes, Ms. Kiefer, Ms. Oliver
National Honor Society	Ms. Hughes
Police Liaison	Officer Weber
Replacement Student ID's	Mrs. Sanders
Robotics	Mr. Warner
Scholarships	Student Services
Social Worker	Ms. Perkins-Peterson
School Psychologist	Ms. Devenport
Science National Honor Society	Ms. Gilman
SERVE	Ms. Myhra
SOE/Work Projects/Employment	
Diploma Endorsement	Ms. Kiefer
Student Council	Ms. Hantos & Mr. Seaman
Student Services Administrative Asst.	Ms. Strupp
Thassophobia (Literary Club)	Mr. Brewer
Theater Manager	Mr. Mahlum
Trapshooting	Mr. Warner
Work Permits	Ms. Sanders
Yearbook	Ms Jaeger & Mr. Seaman

IMPORTANT DATES

PTSO Meetings	3rd Tuesday of each month
September 1	First Day of School – 9th Grade – AM, All grades PM
September 5	Labor Day – No School
September 14	Open House 6:00-8:00
October 11	Picture Retake Day
October 12	Powder Puff Football Game
October 14-15	Homecoming Game, Homecoming Dance
October 18	Playground to Pills – 5:30 Resource Fair/ 6-8pm Event
October 19	PSAT 1st - 4th HR (Auditorium)
October 22	ACT Test
October 27	Financial Aid Night 6-8 pm
NBA	Reality Check – (ALL) Juniors
November 4	End of 1st Quarter
November 9	Parent/Teacher Conferences 4:30-8:00 PM
November 10	No School (workday) Parent/Teacher Conf. 4:30-8:00
November 11	No School (workday) Parent/Teacher Conf. 12:00-4:00
November 17	ASVAB 1 st -4 th Hour (Auditorium)
November 17-20	Fall Play
November 23-25	No School - Thanksgiving Break
December 10	ACT Test
December 26 - January 2	No School - Winter Break
January 3	School Resumes
January 18, 19, 20	Final Exams – End of 1st Semester/Quarter 2
January 23	No School – Teacher Work Day
February 9-12	Band Revue
February 18	Winter Formal
February 20	No School – In-service Day
March 6	No School – Teacher Work Day
March 8	Parent/Teacher Conferences 4:30-8:00
March 28	End of 3rd Quarter
April 10-17	Spring Break
April 18	School Resumes
April 20-23	Spring Musical Play
May 1 st – 5 th	AP Testing (TBD)
May 8 th -12 th	AP Testing (TBD)
May 13	Junior Prom
May 15	Achievement Awards
May 19	Senior Holiday
May 24	Scholarship Night
May 26	Built in Snow Day
May 29	No School - Memorial Day
May 31	Senior Athletic Awards
June 7, 8, 9	Final Exams
June 10	Graduation / ACT Test (AM)

MFHS STUDENT EXPECTATIONS

	CLASSROOM/STUDENT SERVICES/ MAIN OFFICE	COMMON AREAS	CAFETERIA
RESPECT EVERYONE	<ul style="list-style-type: none"> • Be friendly and tolerant of others • Acknowledge others' ideas and opinions • Listen to the speaker • Use positive language • Dress appropriately 	<ul style="list-style-type: none"> • Be friendly and tolerant of others • Walk at all times • Communicate with appropriate level, tone, language, and duration • Use positive language 	<ul style="list-style-type: none"> • Be friendly and tolerant of others • Wait patiently in line • Speak quietly with others • Use positive language • Stay in designated area until dismissed
RESPECT EDUCATION	<ul style="list-style-type: none"> • Be on time and come prepared • Follow directions • Stay on task • Produce your own quality work • Learn from mistakes • Be organized – plan time to do work and/or study 	<ul style="list-style-type: none"> • Get to your destination quickly to be on time • Have a pass giving permission to be in the hallway 	<ul style="list-style-type: none"> • Be on time • Place bags under benches
RESPECT ENVIRONMENT	<ul style="list-style-type: none"> • Clean up your space • Use school resources 	<ul style="list-style-type: none"> • Pick up and discard litter in receptacles • Use equipment properly and return it to the proper location • Report damage to staff • Food and drink are for the cafeteria 	<ul style="list-style-type: none"> • Keep area clean • Empty lunch trays of garbage and return to tray area. • Keep trays in the cafeteria

MFHS STUDENT EXPECTATIONS

	RESTROOM	GYM/LOCKER ROOMS	ATHLETICS/ CO-CURRICULARS
RESPECT EVERYONE	<ul style="list-style-type: none"> • Be friendly and tolerant of others • Travel to and from efficiently • Respect privacy • Wash your hands • Use positive language 	<ul style="list-style-type: none"> • Be friendly and tolerant of others • Secure personal belongings with a school lock. • Maintain privacy • Keep cell phones and other electronic devices stored and locked. • Use positive language 	<ul style="list-style-type: none"> • Be friendly and tolerant of others • Follow athletic code of conduct • Exhibit sportsmanship • Listen to game supervisors and officials • Use positive language • Remove head gear during National Anthem
RESPECT EDUCATION	<ul style="list-style-type: none"> • Use a pass • Limit time – return to class quickly 	<ul style="list-style-type: none"> • Follow rules and procedures of activity • Dress appropriately for activity • Perform to your full physical potential 	<ul style="list-style-type: none"> • Use school resource wisely • Stay in designated areas
RESPECT ENVIRONMENT	<ul style="list-style-type: none"> • Use toilet, soap, sinks, and towels correctly • Use proper disposal for personal items • Report damage to staff 	<ul style="list-style-type: none"> • Use locker room for changing in and out of clothes • Respect equipment and return it to proper location • Food and drink are for the cafeteria 	<ul style="list-style-type: none"> • Keep bags/backpacks at home or in your locker • Clean up after yourself

CODE OF CONDUCT
SCHOOL DISTRICT OF MENOMONEE FALLS
POLICY 443

Students who actively engage in their education maximize their educational opportunities, demonstrate a willingness to learn, contribute to a more effective learning environment and to display a concern for the rights and privileges of others. Administrators and teachers shall be expected to take reasonable action to maintain a proper learning environment whether in or out of the classroom.

The principal shall maintain and distribute written rules of conduct and discipline for students in the building within the provisions of state and federal law and adopted Board policies.

Dangerous, disruptive or unruly behavior within the school, on the school grounds or at any school sponsored event, or behavior that interferes with the ability of the teacher to teach effectively or compromises the safety of others will not be tolerated in the District. Students who interfere with the ability of the teacher to teach effectively by failing to participate in class activities, refuse to respect the teacher and peers, or continually disregard the individual teacher and School Code of Conduct may be removed from class. The principal/designee will be informed about the student's behavior and, after due process, will make a determination about consequences. Should the student's behavior continue, the principal/designee will form a team of involved teachers and pupil services staff. The team will review the following: behavioral interventions; and other relevant data. Considering the interests of the student and the other students in the educational setting, the team will make a determination about the best educational program for the student, including placement options. Parents/Guardians of minor students will be involved in the discussion and will be kept informed of any decisions made by the team. School rules and policies relating to conduct and discipline will be made available to students and parents prior to the start of the school year. Parents and students will be required to sign-off on their review and understanding of the School Code of Conduct.

Students with disabilities will be subject to the District Code of Conduct to the extent consistent with the Individuals with Disabilities Act (IDEA), the student's IEP and/or Section 504 of the Rehabilitation Act.

I have read and understand what is expected of students at Menomonee Falls High School. By signing this form, I agree to meet these expectations.

Student Name (PLEASE PRINT)

Signature of Student

Signature of Parent

The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established Board policy 411, Equal Educational Opportunities, and related procedures.

ACCIDENTS & INJURIES

All accidents and injuries must be reported immediately to the teacher, coach, advisor, or other adult in charge. This person will provide appropriate medical attention as the first responder and will complete an Accident Report with the main office. An insurance company may deny a claim if the report is not filled out promptly.

AP/COLLEGE LEVEL COURSES

Advanced Placement (AP), CAPP, Project Lead the Way, and transcribed courses are offered at the high school in many content areas. These college level courses are more demanding than other accelerated courses and are designed to better prepare students for success in college. Selection into these courses is based on past academic record, and a sincere desire of the student to accept a more rigorous curriculum requirement.

Upon successful completion of AP and Project Lead the Way courses, students may take an examination held in May, which is used by most colleges/universities to grant advance credits. There is a fee for each exam (approximately \$92.00). See your School Counselor if you are interested in college level coursework or have any questions.

APPOINTMENTS/EARLY DISMISSAL

Attempts should be made to schedule doctor, dental, legal appointments, etc., during non-school hours. However, if a student needs to leave during the school day, the student must bring a signed note to the office **prior to leaving** the building, indicating the date and time he/she must leave, the place he/she is going, and when he/she expects to return. **Students MUST check out in the Attendance Office prior to leaving and check-in upon returning to school or it will not be excused.**

ARRIVAL AND DEPARTURE

Student bus drop-off and pick-up is along Merrimac Drive. Parents are not to pick up their children along Merrimac. Parent drop-off and pick-up is available in the Stadium Parking Lot or along Titan Drive. Parents are not to park and wait in the driveway or parking lot next to the high school. The one-way drive is reserved for busses or vehicles picking up students who have handicaps or other disabilities. When students sign the parking agreement, they are acknowledging they know where to park (Senior/Stadium Lot). Parking in "No Parking" areas, or in the Staff Lots are strictly prohibited. A warning will be issued, with the possibility of a parking citation to follow. School is in session from 7:50 until 3:09. Suggested drop-off is 7:35 and pick-up is 3:15.

ASSEMBLY PROGRAMS

Periodically during the year, students will receive information through assemblies. These programs are held in either the gym or auditorium. Students are expected to respond to programs with the type of respect they would like to have if they were on stage. Courtesy to performers, and those around in the audience, will ensure the success of the programs.

ATTENDANCE

The goal of Menomonee Falls High School is to provide a student-centered educational environment which promotes learning, positive attitudes, and personal responsibility. Implicit in this goal is an emphasis on preparing our students for the world of work. In order to accomplish this, Menomonee Falls High School believes that students need to take full advantage of all learning opportunities by maintaining regular and prompt attendance.

Absences and Truancies: ***Attendance issues must be taken care of within two school days*** The attendance phone number is (262) 255-8455. It is the student's responsibility to make every effort to attend class daily and on time. If students do not fulfill these responsibilities, they risk loss of student privileges.

EXCUSED ABSENCES (BOARD POLICY 431)

The following list provides legitimate excuses for missing school:

1. Illness
2. Family emergency or crisis
3. Funeral of relative or friend
4. Appointments (medical, legal, etc.) if the appointment cannot be scheduled after the school day-please provide medical documentation.
5. Family trips with prior approval of the principal
6. Attendance at special family celebrations or the observance of religious holidays
7. Attendance for special events (like college visits) as approved by the principal (does not excuse attendance at baseball games, rock concerts, "skip days," picnics, etc.)

Absences will not be excused due to oversleeping, car problems or missing the bus. A student may be considered a truant if he/she has excessive excused absences (more than 10 excused absences). Medical documentation may be required to excuse further absences in these cases. If you are frequently tardy or truant, you will be referred to the main office for an appropriate consequence. Consequences will be assigned on the basis of progressive discipline and may include one or more of the following: warning, detention, lunch detention, truancy citation, Saturday-morning detention, in-school detention, parent conference, or out-of-school suspension.

Illness: A phone call or note from a parent or guardian will be accepted as an excuse for absence. A phone call the day of the absence between 7:00 a.m. and 2:00 p.m. is preferred. Extended absences should be phoned in. If a call cannot be made, a note should include:

1. Date of writing
2. Name and grade of student
3. Days and dates of absences
4. Reason for absence
5. Signature of parent or guardian

Students who wish to use the Health Room must have a pass from the teacher who has them during the period in which they go to the Health Room. A call to the parent to secure permission to allow the student to leave will go through the health room. Students should not call or text parents on their own or it will not get excused. The Health Room is open from 7:30 a.m. until 3:00 p.m. During other times, students should report to the main office.

Vacations: A signed note should be submitted to the office at least 2 days prior to the absence when requesting that a student be excused for a given period of time. A pre-excused slip will be issued to the student, who must then have all his/her teachers sign the slip. **We strongly discourage extended vacations while school is in session.**

STUDENTS' ROLE - ATTENDANCE

1. Make a personal commitment to be prompt and in attendance on a daily basis.
2. Accept the responsibility for consequences as a result of absences.
3. **Remind your parents/guardians to call the school in the event of an absence – 262-255-8455.** (In the event your parents cannot call, bring a written note upon your return.)
4. **Leaving during the day:** If a student has to leave during the day for any reason they must obtain a pass from the attendance office (with a note or a phone call) or it will not be excused
5. If you become ill you must get a pass from your teacher and go to the health room to be excused. Please wait to call parents until you are in the health room.
6. Contact your teachers for missing assignments. This is the student's responsibility.
7. **Truancy Defined:** Truancy consists of any absence, for part or all of any day on which school is held during which the teacher or principal has not been notified, in writing or by phone, of the legal cause of such absence by the parent(s) or legal guardian of the absent pupil. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of Wis Stats

118.15 and 118.163 (1)(d). Unexcused absences are considered truanancies. A student is either truant or excused.

8. **Habitual Truancy Defined:** Habitual truant means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. (Wis Stats 118.16(1)).
9. Students have two school days to clear truancy from their attendance record. If the truancy has not been cleared after two days by bringing a note or a phone call from a parent or guardian, it will remain on the student's permanent record.
10. When a student returns from truancy with a note from a parent or guardian, he/she must take that note to the office before 7:45 a.m. to receive a re-admit slip for the day.
11. **Students need to check PowerSchool daily for any attendance errors and make corrections immediately when discrepancies occur. Period absences will not be cleared after 2 days.**

PARENTS' ROLE - ATTENDANCE

1. Support school policies by encouraging good attendance.
2. Call the school or write a note explaining the nature of your child's absence as soon as possible, but not later than **48 hours of absence**.
3. Avoid vacations during the school year because they adversely affect your child's performance.
4. **Check PowerSchool on a regular basis.**
5. Due to our new lunch schedule the **attendance automatic calls** that go out have created a slight period adjustment. We have only 8 periods per day- **please check your students PowerSchool to see the correct period of absence.**
6. Parents may excuse their child up to ten days. After ten days, a doctor's excuse will be required. Without a doctor's excuse, the student will be marked truant.

TARDY PROCEDURES

DEFINITION OF TARDY

Tardiness is defined by the individual classroom teacher and may include not being in your seat when the bell rings. Tardies will not be excused due to over sleeping, car problems or missing the bus.

TEACHER PROCEDURES

1st Tardy	Verbal Warning from Teacher
2nd Tardy	Teacher Detention and Phone Call Home
3rd Tardy	Teacher Detention/Phone Call Home
4th Tardy	Office Referral and 5 Lunch Detentions
5th Tardy	Office Referral & Consequence TBD

AUTOMOBILES/PARKING

Students are not encouraged to drive to school. If a parent and student determine that driving to school is necessary, the student must purchase a parking pass (daily or semester). A driving agreement must be filled out completely and signed by both student and parent to receive a semester parking pass. School officials may deny a student's parking privileges. **Students must park in the designated student parking areas: they may not park on the street, in the visitor spots, handicap spots or in the faculty parking lots for any reason at any time.** Driving to school is a privilege, not a right! The speed limit on school premises is 5 mph. There is an \$85.00

parking fee per semester. Temporary parking permits cost \$2.00 per day (prices are subject to change). Parking tags must be displayed from the rear view mirror, with the tag number visible, while parked in the student lots. By parking in the school parking lot, students are giving their consent for a search of their vehicle if administration has "reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others".

BUS TRANSPORTATION

Riding the bus is a privilege that can be taken away if rules are violated. When students ride the bus to school, they are expected to follow these rules and courtesies:

1. The driver is in charge. Obey the driver promptly and cheerfully.
2. Be on time; the bus cannot wait for those who are tardy.
3. Wait for the bus on the right side of the road.
4. Conversing with the bus driver while the vehicle is in motion is absolutely forbidden.
5. Classroom-like conduct will be observed at all times.
6. Assist in keeping the bus clean.
7. Arms, hands, and heads are to be kept inside windows.
8. Remain seated while the bus is in motion.
9. Get off the bus only after it has come to a full stop.
10. Any damage done when rules are not observed will be paid for by the offender.
11. Students who have violated the rules on the way home will not be picked up the following morning. Such students will not be allowed to ride on the bus until reinstated by the high school principal or designee. Students violating these rules on the trip to school will be brought to the office by the bus driver and similar action will be necessary to be able to resume riding.
12. Conduct on the buses for special trips is expected to be the same as daily trips to and from school
13. Become familiar with the bus route number in case of emergencies.

When a student wants to ride the bus home with another student: They will need a note from a parent/guardian and the note must be OK'd and stamped by the main office.

CANINE UNITS

According to Board policy, in order to maintain a drug-free school and safe environment, the use of canines trained for drug detection and explosive devices can occur. Accompanied by law-enforcement personnel, canines may be used for purposes of exploratory sniffing of the outside of lockers, vehicles parked on school property and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to insure the discipline and operation of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the health, safety, and/or welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. Acts that are criminal outside of school are also considered criminal in school, and they will be treated similarly.

CELL PHONES/COMMUNICATION DEVICES

It is a privilege that cell phones are allowed in school. Students are strongly encouraged to keep their phones in their lockers. Cell phones with camera capability are strictly forbidden in the physical education/athletic locker rooms and bathrooms. Teachers may ask students to use cell phones for educationally appropriate activities in the classroom. Teachers have the authority to disallow the use of

electronic devices in the classroom.

CHEATING POLICY

Menomonee Falls High School expects faculty and students alike to understand that cheating in any form is wrong. In addition, it is the responsibility of any faculty/staff member to report incidents of cheating to the administration. It is the student's responsibility to prove that work is original, not the teacher's.

WHAT IS CHEATING?

- a. Turning in work that is not the individual's own
- b. Copying someone's homework
- c. Allowing someone to copy your work
- d. Cheat sheets, crib notes, etc.
- e. Plagiarism of any form
- f. Handing out copies of tests or answer sheets
- g. Doing work for other students
- h. Buying Work

CONSEQUENCES OF CHEATING

- a. Students who cheat will receive a zero on any assignment or exam that is given
- b. Copying on a major project or final exam may result in failure for the semester

CLOSING PROCEDURES

The decision to close school due to weather or other emergency situations is made by the Superintendent of the School District of Menomonee Falls. The official announcement for any school closing will be posted on the district website, sent through School Messenger, and may be heard on most radio and television stations.

When Milwaukee Public Schools close, the transportation does not run for children participating in the Chapter 220 program. Those families contracting for individual transportation by Johnson Bus connected to the Chapter 220 bus routes would also not be transported on those days.

COMPUTER NETWORK STUDENT RULES/GUIDELINES

All students should have an educational purpose for using the computers (Internet, class assignment, research, etc.). Students who have research to do for a class assignment will have priority over those just wanting to use the Internet for personal research.

Students should not:

1. Send or display profane or vulgar messages or pictures.
2. Harass, insult, or exhibit disrespect towards others.
3. Use personal CD's or software on district computers.
4. Tamper with computers, computer systems, or computer network.
5. Download any games or software applications to district computers.
6. Violate copyright laws.
7. Use another's password, address, name, or likeness.
8. Trespass in other's folders, work, and files.
9. Use the network for commercial purposes.
10. Access discussion groups, chat rooms, bulletin boards, or listservs, or private email
11. Monopolize resources
12. Use the Internet for personal entertainment.

Students who do not follow the rules will lose access to the network and all owned district

devices as specified by the District's Computer Use Policy.

COMPUTER FOR SCHOOL AND HOME USE

All high school students are issued a laptop for their educational use. Many of the resources, communications, and assigned projects in school are now digital, making this an important tool for your educational experience and success. If reasonable precautions and care are exercised while using this laptop, the laptop should not experience physical damage. Students will be issued the same laptop each school year. Parents/guardians have the final say as to how and where the computer will be used outside of school. If the laptop needs support, please visit the library helpdesk.

The student/parent/guardian may be financially responsible to the school district for up to \$250 for loss of equipment/theft and/or negligent damage. Willful damage equipment charges may exceed \$250. The student/parent/guardian should immediately report the loss or theft to the school office to assess the necessity for police involvement. Additional information regarding the school issued laptop should be reviewed by the students and parents/guardian on the school website.

TECHNOLOGY

Students will abide by the Computer, Internal Network, Electronic Mail, Internet Safety Policy and related Policies and Rules. Should a student commit any violation, the District may take appropriate legal action, disciplinary action up to and including suspension or expulsion, and other action to preserve the integrity of the District's property and networks. Students will abide by SDMF policies and regulations regarding the use of electronic devices. Students will follow the teacher's direction of when to use and when not to use laptops in school. The laptops will be returned to SDMF upon request. All damages or theft/loss of SDMF issued equipment will be reported immediately to the school. Depending on the circumstances, a police report may be necessary. Unless instructed otherwise by a teacher or principal/designee, the students must have their fully charged laptop with them each day for all their classes.

COUNSELING - STUDENT SERVICES

Our school counselors, school psychologist and social worker are specially trained to help students realize their fullest potential as unique human beings. They are able to help students:

- Assess their strengths and limitations
- Learn and apply decision-making processes
- Develop positive attitudes about themselves and others
- Select courses
- Seek solutions to personal problems
- Discover talents and abilities
- Explore career options
- Widen the horizons of their world
- Plan for post-secondary education
- Find a job
- Intervene during a crisis

The goal of counseling is to help students understand themselves so that the students can learn to make better decisions in life.

DANCE EXPECTATIONS

All school policies, guidelines, rules, and regulations apply during any school dance. The following guidelines also apply:

1. Students must have at least 90% attendance for the semester in which the dance occurs.
2. Students must not have any unexcused absences for two weeks prior to the dance. If a student has an unexcused absence during this time, they will not be allowed to participate in the dance.
3. **Students cannot be assigned an in-school or out-of-school suspension during the**

semester of the dance. If the student receives an in-school or out-of-school suspension during this time, the student will not be allowed to participate in the dance.

4. Students must remain in designated areas.
5. Students who leave the dance will not be permitted to re-enter.
6. Guests must be pre-registered before the day of the dance.
 - Guests from other schools must submit a signed permission slip from an administrator from their school by the deadline established for the specific event.
 - A Menomonee Falls High School administrator must approve all other guests.
 - Graduates from the last MFHS graduating class may attend the dance.
 - Guest passes will not be issued to students that graduated from other schools.
 - Administration reserves the right to deny access to any guest who is not a student of Menomonee Falls High School.
7. Students are expected to wear appropriate attire, according to the clothing guidelines outlined in this Student Handbook.
8. Student must enter the dance within 30 minutes of the starting time.
9. Students are required to leave the building within 30 minutes of the ending time.
10. Overtly suggestive or promiscuous dancing will not be allowed.
11. Students asking to have a guest form signed for attending a dance at another school will be held to the same expectations as a dance at Menomonee Falls High School.

DRESS CODE

Students are expected to dress in clothing appropriate for a school and work environment. Examples of inappropriate attire include, but are not limited to:

- Anything that is obscene, profane, sexist, racist, or otherwise demeaning to self or others
- Anything depicting pain, death, suicide, alcohol, drug, or tobacco use or sponsorship
- Gang-related words, symbols, pictures, colors, signals (i.e. one pant leg up), signs, bandanas worn anywhere
- **Head adornments (hats, visors, caps, scarves, hoods, bandanas)**
- Wallet chains that are 5 inches or longer
- Spiked/studded jewelry or safety pins
- Pants worn lower than the hips or lower than undergarments.
- One-shoulder, halter, tube, spaghetti strap, midriff, or low-cut tops, or anything that exposes undergarments.
- Excessively short shorts or skirts; pants exposing areas that should be covered
- Clothes with sexual phrases, symbols, or logos
- Exposed bare midriff
- Sleepwear and slippers

The above will be enforced by all staff members. Final decisions on what is appropriate for school lies with the school administrators. Students who violate the dress code are subject to school discipline, including suspension.

EMERGENCY DRILLS

A poster is provided in each classroom which describes the route students should use to leave the building during a fire drill or where they are to go for a tornado drill. During a fire drill, the first two students out of each exit should hold the doors open until the other students are out. Students should walk at least fifty feet from the building. The alarm bell will be rung when it is time to re-enter the building.

EMPLOYMENT DIPLOMA ENDORSEMENT

The Employment Diploma Endorsement is a community-wide effort to help students see the relationship between school and work. As a senior, a student may apply for an employment endorsement by submitting documents to the School-to-Work Coordinators. Students endorsed by the school will be more valuable to the employment community because they will have demonstrated levels of employability skills in the area of work habits including skills such as integrity, responsibility, cooperation, collaboration, respect, initiative, effort, problem solving, ethical decision making, punctuality/attendance and in the areas of personal and professional development.

FOOD SERVICE GUIDELINES

The high school food court is open from 7:00 until 7:40 for the sale of breakfast on school days. Lunch is served during **LA, LB, & LC Hour**. Expectations for the cafeteria:

- Students must be in the cafeteria throughout their lunch period. They will not be allowed to go to their lockers during lunch.
- Food and beverage must be consumed in the cafeteria unless special arrangements have been made for an alternate area.
- Students must place all litter in trash containers and return all trays to appropriate rack or tray return window.
- Students should practice proper manners.
- Students should not wear large jackets/coats, backpacks, or large purses in the food lines.
- Students must use the restrooms located in the cafeteria.

****No Food deliveries will be allowed during the lunch periods/school day. ****

GRADE POINTS

<i>Grade</i>	<i>GPA</i>
<i>A</i>	<i>4.0</i>
<i>A-</i>	<i>3.67</i>
<i>B+</i>	<i>3.33</i>
<i>B</i>	<i>3.0</i>
<i>B-</i>	<i>2.67</i>
<i>C+</i>	<i>2.33</i>
<i>C</i>	<i>2.0</i>
<i>C-</i>	<i>1.67</i>
<i>D+</i>	<i>1.33</i>
<i>D</i>	<i>1.0</i>
<i>D-</i>	<i>.67</i>
<i>F</i>	<i>0</i>

Students will receive an additional .025 value to the GPA for Honors level core courses and college-level courses completed. Please see your child's school counselor for courses that qualify for the additional .025 value.

Honor Roll: GPA – 3.5

GRADE REPORTING/REPORT CARDS

Grades will be reported and mailed to parents at 9 weeks (Quarter Progress) and at end of semester (Final Grade) during each semester.

Failure to take a final exam/culminating activity, without a legitimate excuse, will result in failure for that course.

Parents and Students can check PowerSchool at anytime to see updated grades and attendance.

GRADUATION REQUIREMENTS

SUBJECT	MENOMONEE FALLS HIGH SCHOOL
English	8 credits
Mathematics	6 credits
Science <i>Graduation Years through 2019</i>	6 credits <ul style="list-style-type: none"> • 2 credits Physical Science • 2 credits Biology • 2 credits elective
Science <i>Graduation Years beginning with 2020</i>	6 credits <ul style="list-style-type: none"> • 2 credits Biology • 2 credits Chemistry, Earth & Space, or Physics • 2 credits elective
Social Studies	6 credits World History, US History, Economics, US Government **Successfully complete the Civics Test required by the State of WI
Business	1 credit Personal Finance
Wellness Education	1 credit – 21 st Century Wellness 3 credits – Wellness Education
World Language	Not Required but recommended
Electives	15 credits
TOTAL	46 credits

We are strongly opposed to any senior pranks. So many times, we have seen some activities of this type begin as a joke and end in substantial property damage, school disruption, or loss of personal property. Students who engage in activities of this sort will lose their exemptions to final exams and will be subject to school discipline including exclusion from commencement.

HARASSMENT

The School District of Menomonee Falls does not tolerate bullying or harassment of students, including sexual harassment in any form, and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and expulsion. It is the intent of the School District of Menomonee Falls to maintain and ensure a learning environment free of any form of harassment, bullying, or intimidation toward and between students.

Student harassment is behavior towards students based in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with the student's school performance or creates an intimidating, hostile or offensive school environment, and is considered a form of student discrimination according to state law.

Sexual harassment can be by a person of the same or opposite gender, and is defined as any deliberate, repeated or unwanted physical sexual contact, sexually explicit derogatory statements or sexually discriminatory remark which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance. Sexual harassment can take the form of, but is not limited to, any unwanted sexual- or gender-related behavior ranging from leering, pinching, patting, offensive jokes, unwanted flirtations, graphic commentaries about a person's body, verbal comments, display or graphic or written sexual material, overt or implicit threats or bribes and subtle or express pressures for sexual activity.

Bullying is intentional, persistent intimidation or demeaning of another person. Bullying, threats, or physical intimidation of any kind will not be tolerated. Bullying can include verbal jokes that are negative stereotyping; slurs that are a disparaging comment(s) based on a negative stereotype of certain groups; negative name-calling within cultural groups that label a particular group or person; and discriminatory remarks that are in written form, like graffiti, which implies the inferiority of a particular person or group. This includes cyber-bullying.

PROCEDURES FOR HANDLING HARASSMENT

If a person believes that she/he has been harassed in violation of this policy, she/he is encouraged to follow this complaint procedure.

1. Tell the person who is engaged in such conduct of the objection to the harassment. Make a record of the incident.
2. If a person is unwilling to discuss the matter with the aggressor, the person should talk to a school representative who will inform the building principal. The principal will investigate the complaint in a timely manner.
3. If the situation is not resolved by steps 1 and 2, the complaint may be referred to the superintendent, or designee, where the complaint will be investigated and appropriate action taken.

The school district encourages all students to respect other students, their person and property. Students who fail to respect other people and engage in harassment activities under this policy may be subject to disciplinary action. An expanded version of this policy is available in the school office.

ID CARDS

All students will be issued an ID card, and they **MUST** carry it at all times in order to use the Library/Media Center, Learning Centers, etc. If a student loses his/her ID card, a new one will be issued through the Main Office during his/her lunch hour. The cost of a replacement ID card is \$5.00. Seniors and 2nd semester juniors must have their ID cards to be able to leave the building for lunch.

LOCK-DOWN

To be able to handle dangerous or potentially dangerous situations, a Lock-Down procedure has been established. In case of a crisis where all students and faculty should be secured in the building, all classroom teachers will simply lock their doors and keep their students in the classroom. Instructions will be given via the P.A.

LOCKERS/PADLOCKS

For purposes of safety, security, and organization students will rent a lock and an assigned locker for the current school year. ***A \$5.00 yearly rental fee will be assessed. Once a locker is assigned to a student, the student is responsible for this locker and its contents for the entire duration of his/her assignment. No locker changes will be made unless approved by an Administrator.***

LOCKER LOCATIONS

LOWER LEVEL	LOCKER NUMBER
Room 32-29 Art Hallway	1000 - 1044
Room 29-49 Art Hallway	1057 - 1095
Room 49-45 Lower Level	1099 - 1171
LOWER LEVEL	LOCKER NUMBER
Room 41 Near Custodial Office	1172 - 1207
Room 44-48 Lower Level	1208 - 1298
Room 28 Art Hallway/Side Hall	1299 - 1312
Room 30-31 Art Hallway - Art Side	1313 - 1352
Room 34-35 Woods Classroom	1353 - 1415
MAIN LEVEL	LOCKER NUMBER
Room 127	2000 -2008
Room 123 - 124 (South Side)	2009 - 2077
Room 127	2078 - 2080
Room 121	2081 - 2124
Across from Burgundy Gym (stairwell 7)	2125 -2155
Room 123 - 124 (North Side)	2156 - 2178
Room 127	2179 - 2183
Room 135	2185 - 2258
Room 137 - 143	2259 - 2285

Room 140 - 144	2286 - 2327
Room 147 - 151	2328 - 2389
Room 156-165 Start/ Band Hallway	2390 -2475
Room 165-166 Band Hallway	2476 - 2502
Room 127	2504 - 2521
Room 166-165 Band Hallway	2522 - 2537
Room 127	2538 - 2540
Room 165-161 Start/Band Hallway	2541 - 2629
Room 168 Band Room	2630 - 2697
Student Services/Library	2700 - 2721
Student Services/Library	2722 - 2750
Student Services/Library	2751 - 2753
Burgundy Gym to Stairwell 7	2800 - 2877
Room 109	3000 - 3024
Room 161 - 163 - Stairwell 2	3025 – 3136
UPPER LEVEL	LOCKER NUMBER
Room 215	3137 - 3276 (East Side)
Room 215	3277 - 3351 (West Side)
Room 223 / Stairwell 6	3352 - 3370 (West Side)
Room 207	3371 - 3427

LOCKER SEARCHES

All school lockers (street, physical education, etc.) are the property of the school district. The district will at all times have exclusive control of lockers provided for the convenience of students. Periodic general inspections of the lockers may be conducted by school authorities as determined necessary or appropriate at any time, without notice, without student consent, and without a search warrant. Personal belongings of the student found within the locker may be searched by the building principal or designee if there is reasonable suspicion that the search will turn up evidence that a particular law, school policy, or school rule has been or is being violated.

LOST AND FOUND

The Lost and Found Department is located in the main office. Lost and found items should be reported to one of the staff members and brought to the main office. Items that are left behind will be held for 30 days. Unclaimed items will be donated to charity during the school year.

MEDIA CENTER

MFHS is equipped with a wonderful library facility. Students must have a specific purpose to be in the Media Center. Ample material will be provided for special reports in different subject areas, as well as many references to supplement regular studies. If a student wants to read for pleasure, a considerable amount of material (books, magazines, and videos) is provided for interest and enjoyment. We want the library to be of use to all students. In order to make this possible, we ask that students cooperate with the following rules:

1. Some books may be checked out for three weeks and renewed, if necessary. Students may check out e-books or audio books electronically through Overdrive (link through HS website).
2. If a student should lose a book, he/she should report it to the librarian immediately. Every effort will be made to find it.
3. All materials must be checked out before they are removed from the library. All students will use their student I.D. to check out library materials and for attendance purposes.

OPEN LUNCH POLICY

Only 11th and 12th grade students who maintain certain requirements will have access to open lunch. Students need to swipe their student ID card when leaving and coming back into the building.

All 11th graders will begin the school year ineligible for Open Lunch but can earn the privilege second semester by meeting and maintaining the following expectations:

- a. Academics-must have all passing grades at time of progress reports and report cards beginning with final first semester grades.
- b. Attendance-must have a 95% attendance rate with no truancies or unexcused tardies.
- c. Behavior-must have no office referrals for disciplinary issues.
- d. Eligibility can be suspended or terminated if the Junior does not continue to follow school rules and expectations.

All 12th graders will begin the school year with the privilege of having Open Lunch. It is expected that Seniors will model positive behaviors and leadership. Seniors must maintain the following expectations in order to keep the Open Lunch privilege.

- a. Academics-must have all passing grades at time of progress reports and report cards beginning with first quarter progress report.
- b. Attendance-must have a 95% attendance rate with no truancies or unexcused tardies.
- c. Behavior-must have no office referrals for disciplinary issues.
- e. Eligibility can be suspended or terminated if the Senior does not continue to follow school rules and expectations.
- f. ****No Food deliveries will be allowed during the lunch periods/school day. ****

PASSES

Students must use their Hallway Passport found in this Handbook to be out of class. A student who wants to see a teacher during a study hall must obtain a green pass from that teacher. The green pass will allow the student to sign out of study hall. Study hall teachers are not to write passes. Students must obtain passes from the teacher requesting and deliver them in person to the study hall.

POSTERS/BULLETIN BOARDS

The use of bulletin boards for posting events should be cleared through an administrator. The school does not advertise non-school events or concerts by private individuals. Our bulletin boards are intended for Menomonee Falls High School events.

PROGRESSIVE DISCIPLINE PROCESS

PARENT- ADMINISTRATOR COMMUNICATION

DUE PROCESS

Every student has the right to explain his/her side when accused of not acting responsibly or violating one of the school rules. Therefore, all students have the right or responsibility to:

- a) Be aware of the alleged violation.
- b) Tell the truth about what happened.
- c) Name witnesses on one's behalf.
- d) Request a meeting with referring adult to present facts.

STEP ONE

The teacher has primary responsibility for maintaining discipline in class. Each teacher will establish rules that he or she feels are necessary to maintain a safe, orderly learning environment in connection with school district codes provide these expectations as part of a course syllabus/classroom expectations. The teacher will also assist students in following the Menomonee Falls High School Code of Conduct. Following is a list of strategies that teachers may use to manage the behavior of their students.

- a) Hold an individual conference with the student, explaining expectations, inappropriate behaviors, and strategies for improvement.
- b) Require students to make up time after school, at lunch, or during a study hall with the teacher.
- c) Contact the parents to discuss the problem. (This action is required before moving to Step 2.)
- d) Request a consultation with the student's other teachers, guidance counselor, and/or case manager.
- e) Mail a written teacher-to-parent notice explaining the concern.
- f) Develop a behavioral contract with students, parents, guidance counselor, and teacher.
- g) Involve administrators for further assistance.

STEP TWO

When a student is removed from the class for one day, or when an incident needs administrative attention, the teacher will complete a log entry in PowerSchool with notification to the administration within the day. The administrator will conference with the student, affording due process by investigating the referral and dispensing a corrective action, if needed, consistent with the Discipline Chart found in this handbook.

Corrective actions will be recorded on the written referral with copies to the referring teacher, the guidance counselor, case manager, the student's disciplinary record, and reported to the parents in one or more of the following ways:

- a) The Log Entry from PowerSchool is mailed home.
- b) A telephone call is made to a parent/guardian, preferably by the teacher.
- c) A letter is mailed to the parents explaining the incident and the corrective action.

Definition of Actions (one or more of the following)

Minimum Disciplinary Actions

1. Consultation with student by administrator
2. Phone conference with a parent/guardian and/or notice mailed home
3. Conference with referring teacher
4. Conference with parent and/or teacher

Intermediate Disciplinary Actions

1. Lunch detentions
2. Mandatory after-school detentions
3. Service Learning Opportunities – clean cafeteria, read and discuss harassment brochure, etc.
4. In-school detention/out-of-school suspension

Maximum Disciplinary Actions

1. Referral to the Superintendent and Board of Education for expulsion

STEP THREE

If a student is removed from a class, the administration will notify the parent and/or guardian that a meeting is needed to discuss the concern(s) and formulate a plan for improvement. A conference with the student, parent/guardian must re-admit the student to class. During this meeting, future alternatives for the student will be discussed, which may include:

- A. The principal, or designee, may readmit the student to class, if it is deemed the best alternative by those involved in the conference.
- B. The development of an Alternative Learning Plan. This plan may include using the Alternative Learning Site on a progressive basis (one, two, three, four, and five hours with alternative learning activities provided by the teacher).
- C. Removal from the class with a failing grade
- D. Referral for special needs if deemed appropriate.

STEP FOUR

Referral to the Superintendent and Board of Education for expulsion.

DISCIPLINE CHART

Most disciplinary offenses fall into the categories listed in this chart. Appropriate action in all cases is at the discretion of the administrators, and in accordance with state and federal laws.

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
<p>Cell Phones and other two way communication devices are allowed in school. Students are not allowed to make personal text messages or phone calls during the school day without direct permission of a staff member. Students may use their Smart phones to listen to music or conduct any educationally related function. Cell phones with camera/video capability are strictly forbidden in any locker rooms or bathrooms. Teachers may ask students to use cell phones for educationally appropriate activities in the classroom.</p>	<ul style="list-style-type: none"> • Verbal Warning • Confiscation and returned at end to the period • Parent phone call • Parent conference, including student services 	<p>Cell Phones-repeated refusal (3rd incident) to follow the expectations of the classroom teacher.</p>	<ul style="list-style-type: none"> • Confiscation and returned at end of the day with parent contact. • Confiscation and returned to parent with parent conference. • In school suspension

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
Disrespect/Defiance-Student engages in brief or low intensity failure to respond to adult or classmate requests.	<ul style="list-style-type: none"> • Verbal Warning • Detention • Parent phone call • Parent conference, including student services 	Disrespect/Defiance-Student behavior expresses repeated and/or high intensity disregard for instructions, authority, and/or school appropriate interactions. The student engages in verbal insubordination including but not limited to profanity, verbal or physical challenge of authority. Student is considered not compliant after one request is ignored or not responded to in an intentionally slow manner. Includes both active and passive behavior.	<ul style="list-style-type: none"> • Detention • Parent conference, including student services • Suspension (in/out) • Behavior Contract • Police Intervention • Expulsion
Disruption- Anything that distracts from the educational process	<ul style="list-style-type: none"> • Verbal Warning • Detention • Parent phone call • Parent conference, including student services 	Disruption – student engages in behavior causing an interruption in a class or activity. Disruption includes excessive volume, repeated or persistent noisemaking, unnecessary physical contact, and/or antagonism toward adults or peers	<ul style="list-style-type: none"> • Detention • Parent conference, including student services • Referral to student services • Suspension (in/out) • Behavior Contract • Police Intervention • Expulsion

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
<p>Dress Code- Includes but not limited to headwear, bandanas, hoods-wearing in building is prohibited. Must be kept in locker during school hours.</p>	<ul style="list-style-type: none"> • Complete a discipline log entry within a timely manner that notifies admin to address • Change of clothes 	<p>Dress Code Violation – student repeatedly wears clothing that does not fit within the dress code guidelines practiced by the school.</p>	<ul style="list-style-type: none"> • Change of clothes • Verbal warning • Parent phone call • Detention • Parent conference, including student services • Suspension (in/out) • Behavior Contract • Police Intervention
<p>Electronic Devices including iPads, laptops, iPods, and MP3 players-Electronic devices may be brought by students and used for educational purposes. They are not to be used during class time without the direct permission of a staff member. The devices may be used in the hallways and cafeteria but students should refrain from using headphones in both ears...Cameras and cell phones with cameras should not be used during the school day...</p>	<ul style="list-style-type: none"> • Verbal Warning • Confiscation and returned at end to the period • Parent phone call • Parent conference, including student services 	<p>Electronic Devices-repeated refusal (3rd incident) to follow the expectations of the classroom teacher.</p>	<ul style="list-style-type: none"> • Confiscation and returned at end of the day with parent contact. • Confiscation and returned to parent with parent conference. • In school suspension

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
Inappropriate Language – student engages in low intensity instance of inappropriate language	<ul style="list-style-type: none"> • Verbal Warning • Detention • Parent phone call • Parent conference, including student services 	Abusive Language-student delivers a verbal or written message, which causes a disruption in the school environment. The message includes swearing, name calling, or use of words in an inappropriate manner.	<ul style="list-style-type: none"> • Detention • Parent conference, including student services • Suspension (in/out) • Behavior Contract • Police Intervention • Expulsion
Inappropriate Use of Technology- *See Computer Network Student Rules/Guidelines*	<ul style="list-style-type: none"> • Verbal Warning • Loss of privilege • Parent contact • Parent conference, including student services 	Repeated inappropriate use of technology or accessing/using in ways that are harmful to self/others. Use of proxy sites to bypass district filters.	<ul style="list-style-type: none"> • Loss of privilege • Detention • Parent conference, including student services • Restitution • Suspension • Police Referral • Expulsion
Lying – deliberate act of hiding or changing the truth	<ul style="list-style-type: none"> • Verbal Warning • Detention • Parent phone call • Parent conference, including student services 	Academic Dishonesty – turning in another’s work on a summative assessment as one’s own.	<ul style="list-style-type: none"> • Reduction in grade • Parent phone call • Parent conference, including student services • Possible ramification for academic honors

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
Physical Contact or Aggression – student engages in non-serious, but inappropriate physical contact	<ul style="list-style-type: none"> • Verbal Warning • Detention • Parent phone call • Parent conference, including student services 	Fighting and/or Physical Abuse – student engages in any contact causing bodily harm to another person.	<ul style="list-style-type: none"> • Suspension (in/out) • Behavior Contract/Re-Entry Meeting • Police Intervention • Expulsion
Property Abuse-student engages in low-intensity misuse of property	<ul style="list-style-type: none"> • Verbal Warning • Detention • Parent phone call • Parent conference, including student services 	Vandalism/Property Damage – intentional and malicious destruction of property of others resulting in a financial loss.	<ul style="list-style-type: none"> • Detention • Mediation • Referral to student services • Suspension (in/out) • Behavior Contract • Restitution • Police Intervention • Expulsion

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
Public displays of affection-Student engages in kissing or hugging in public areas that is seen as sexual in nature and inappropriate.	<ul style="list-style-type: none"> • Verbal Warning 	Public displays of affection-Student engages in prolonged, inappropriate kissing and hugging that may be considered groping and sexual in nature. Students who have received verbal warnings and continue to engage in the activity.	<ul style="list-style-type: none"> • Verbal Warning • Parent phone call • Parent conference, including student services • Suspension (in/out) • Behavior Contract • Police Intervention
Tardy-Not in the room when the bell rings.	<ul style="list-style-type: none"> • Verbal Warning from Teacher • Teacher Detention and phone call home • Teacher Detention and phone call home • Office Referral and 5 lunch detentions • Office Referral & consequence TBD 	Excessive Tardies-5 or more tardies Skipping Class Truancy	<ul style="list-style-type: none"> • Detention • Parent conference, including student services • Suspension (in) • Behavior Contract • Police Intervention

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
		Abusing Driving Privileges-reckless or inappropriate driving. Unauthorized parking	<ul style="list-style-type: none"> • Letter • Ticket • Parent Contact • Suspension • Revocation of privileges • Police dept referral • Vehicle towed
		Bomb Threat/Arson – student plans or participates in malicious burning of property or explosive materials being on-campus, near campus, and/or pending explosion.	<ul style="list-style-type: none"> • Suspension (in/out) • Behavior Contract • Police Intervention • Expulsion
		Bus Conduct-disrespect toward driver, property, or classmates, misconduct while on the bus, yelling, screaming, using profane language	<ul style="list-style-type: none"> • Warning • Detention • Parent Contact • Temporary removal • Permanent removal • School Suspension • Police referral

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
		Forgery/Stealing/Theft – student is in possession of, having passed, or being responsible for removing someone else’s property or has signed a person’s name without that person’s consent.	<ul style="list-style-type: none"> • Parent Phone Call • Detention • Parent/Student Conference, including student services • Restitution • Suspension (in/out) • Behavior Contract • Police Intervention • Expulsion
		Gambling-any action involving betting on cards, dice, sporting events. Game playing not authorized by school administration	<ul style="list-style-type: none"> • Verbal warning • Detention • Parent Contact • Suspension • Police Referral • Expulsion
		Gang Activity – student uses gestures, dress, and/or speech to display affiliation with a gang.	<ul style="list-style-type: none"> • Verbal Warning • Parent Phone Call • Detention • Parent/Student Conference, including student services

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
			<ul style="list-style-type: none"> • Mediation • Suspension (in/out) • Behavior Contract • Police Intervention
		<p>Harassment/Bullying – student delivers disrespectful behavior/message to another person that is intended to disturb, upset, embarrass, or harm someone else. This includes threats and intimidation, obscene gestures, pictures or written notes, and/or any verbal, cyber or physical behavior set forth to intimidate a person to make them so something or make them feel uncomfortable.</p>	<ul style="list-style-type: none"> • Verbal Warning • Parent Phone Call • Detention • Parent/Student Conference, including student services • Mediation • Suspension (in/out) • Behavior Contract • Police Intervention • Expulsion
		<p>Ignition Device / Electronic Cigarettes-matches, lighters, chemicals or other materials when used for ignition purposes are prohibited on school property.</p>	<ul style="list-style-type: none"> • Confiscation • Parent Contact • Suspension • Police Referral • Expulsion

CLASSROOM (Minor Violations)	Consequences	OFFICE (Major Violations)	Consequences
		Repeated refusal to follow school expectations-student has received third minor violation	<ul style="list-style-type: none"> • Parent Phone Call • Detention • Parent/Student Conference, including student services • Suspension (in/out) • Behavior Contract • Expulsion
		Substance-Possession and/or Consumption and/or Under the Influence-Student is in possession of any illegal drug/substance for either consumption or distribution on or off school property. Student is under the influence of an illegal substance	<ul style="list-style-type: none"> • Suspension (in/out) • Behavior Contract/Re-Entry Meeting • Police Intervention • Expulsion
		Tobacco Products	<ul style="list-style-type: none"> • Confiscation • Parent Contact • Police Referral • Suspension • Expulsion
		Weapons – student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm/	<ul style="list-style-type: none"> • Suspension (in/out) • Behavior Contract/Re-Entry Meeting • Police Intervention • Expulsion

REGISTRATION FEES

The School Fee for each student this year is \$130.00 which covers technology access for every student. This fee must be paid by all students including those who attend alternative programs off the high school campus (Quest, GPS, Etc.) All students attending the high school will rent an assigned locker/lock for \$5.00 and purchase a Student/Parent handbook for \$5.00. Additional class fees: Art \$25-one fee per Semester, Career & Technical Education Materials Fee (F/CE & Tech Ed) \$25-one fee per Semester. These fees are for materials used in making significant or expensive projects to be taken home from fine arts and career classes. Music--Band, Choir & Orchestra \$25/year-only one course, Outdoor Adventure Fee \$75, Lifeguard Training \$80. A one-time activity/club fee \$20/yr and musical instrument rental fee \$75 for the year. Athletic fees will be collected by Mr. Anderson or Athletic Administrative Assistant. Required and additional fees should be collected during schedule distribution/registration day. Any parent who needs additional time to make payments due to family hardships may obtain a payment plan form for this purpose from the principal's office.

RESIDENCE CHANGE

If place of residence is changed during the course of the year, a form must be filled out and signed by a parent, indicating the new address with proof of residency required and phone number. This information is extremely important in case of emergency, as well as for school accountability. If a student is moving out of the district during the school year, parents must request a Tuition Waiver form through the District Office.

SCHOOL MESSENGER

Parents may receive recorded messages and emails throughout the year as reminders of important dates and events. Our school newsletter "Menomonee Falls Messenger" will be sent to you electronically throughout the school year and will be posted on the school website. A hard copy may be requested by mail or picked up in our main office.

SERVE

SERVE, Students Engaged in Rewarding Volunteer Experiences, is a program designed to teach students how to be productive through helping others. It is intended to be a learning experience through which the students can shape their lives and become part of a caring society. Students will learn the importance of volunteerism to the individual, the family, school, agencies, and community by logging 100+ hours. The students must make a long-term commitment and not just for one-time service. Students who are part of this program will be recognized at graduation ceremonies with a cord.

STUDENT TRAVEL

Staff reserves the right to search luggage, backpacks for non required student travel (i.e. athletic travel, post prom, overnight trips, etc.).

STUDY HALL

Study halls are provided for student use when a student is not assigned to a class. Students should bring books, notebooks, and other study materials with them. Students may also use the library facilities or the learning centers during this study hall time. Students are to report to the study hall promptly on the first day of school. The study hall teachers will explain procedures relating to learning centers, passes, etc. at that time. The following learning centers will be available to students: Computer, Library, and Math. If a student chooses to go to a learning center, he/she is to report directly to the center. All students MUST have a student ID to use the learning centers. Students without ID cards will be sent back to study hall. Honors study hall is available to 10th, 11th & 12th grade students during the entire year. To qualify for honors study hall, students must meet

the following criteria:

- 3. GPA
- 90% attendance
- No unexcused absences or tardies

SUPERVISED OCCUPATIONAL EXPERIENCE (SOE)

SOE is designed for students interested in learning more about a specific career, or to acquire attitudes and skills necessary for gainful employment. It is supervised on-the-job training, which provides seniors the opportunity to receive credit and released time for employment. Contact your counselor or Ms. Kiefer for more information.

TEXTBOOKS

Students should care for their textbooks as though they were their own. Any unnecessary wear or damage will result in a fine. Students should use book covers. Free book covers are often available in the office.

TRANSCRIPTS

Transcript requests should be made electronically through the Student Services Department. This can be done by going to the HS website and selecting transcript request. Please allow a 2-week turnaround for transcripts to be delivered. Plan accordingly.

SCHEDULE CHANGE INFORMATION

Schedule changes will only be considered for one or more of the **following reasons**:

1. A course selected is canceled due to low enrollments
2. Failure of a required or prerequisite course
3. Adding a course needed to graduate on time
4. Adding a course required for college admission or post-secondary admission
5. Accommodating a medical condition
6. To balance class sizes
7. To provide an academic intervention or support

CONSIDERATION FOR SCHEDULE CHANGES WILL NOT BE PERMITTED AFTER THE 2ND WEEK OF EACH SEMESTER!!

VIDEO SURVEILLANCE

According to Board Policy, a school may install video cameras to assist in maintaining a safe and secure school environment. MFHS has installed some video cameras and will record information that can be used to investigate safety concerns, parking lot issues, and disciplinary situations both inside and outside the building.

VISITORS

Students are prohibited from receiving visitors during the school day. Parents and other adult visitors with legitimate school business at Menomonee Falls High School must enter and sign-in at the main office. A Visitor Pass must be obtained and remain visible at all times while in the building, and be returned to the office upon sign-out when leaving the building. Unauthorized persons will be referred to school officials for appropriate action. Students may not bring others to visit during school hours unless authorized by an administrator prior to the day of the visit.

WORK PERMITS

If a student is not 18 years of age, Wisconsin law requires a work permit, except for work done on a farm outside of school hours. To obtain a work permit, a student **must have:**

- Proof of age (original birth certificate, driver's license or passport)
- A letter from his/her prospective employer promising employment
- A letter from his/her parent/guardian giving consent to the employment
- A Social Security card (original).
- \$10.00- Cash Only

Take these papers, along with \$10.00 to the local Wisconsin Industrial Commission representatives at: Menomonee Falls High School and the Community Education & Recreation Department.

CLUBS AND ACTIVITIES

It is the school's goal to have every student in at least one co-curricular, music, or athletic activity. Students should get involved in the school's activities early and often.

ACADEMIC DECATHLON

Students need not have the highest grade point in their junior and senior classes to be representatives for Falls High. Having an interest in all academic areas and a keen willingness to learn with a "C" or better grade point will qualify a student for participation. Competitions are held throughout the Greater Metro Conference, Metropolitan area, and State and National levels. Advisors: Ms. Sparks & Mr. Kramer, See for further information.

AFS/INTERNATIONAL CLUB

The AFS Club is a student auxiliary of the Menomonee Falls AFS chapter. The purpose of the club is to foster global cooperation and human understanding and to serve as a support group for all foreign students in the school.

The club meets regularly and has scheduled activities with other high school AFS clubs in the area. These include trips to Chicago and Madison, attendance at sporting events, parties, fund raising, and Milwaukee Week, a special exchange week in March.

Members get to know our foreign exchange students, are offered short-term or long-term hosting opportunities, and are made aware of foreign exchange opportunities. Students may join any time during the school year by attending a meeting. Advisor: Mr. Weitzer

ART CLUB

Art Club is a "student-led" artistic service organization that volunteers their creative imagination and artistic talents to those in need. Activities may include, but are not limited to, face painting, hand-painted decorative furniture, clay bowls, murals, and volunteering at Youth Art Month. The club organizes in early September, open to any student with a sense of imagination and self drive, and meets once a week. Advisor: Mrs. Chmielewski

ASIAN CLUB

Asian Club is open to all students! Students can join us to discover the Eastern Hemisphere! While Asian culture, food and language are our main interest, we often celebrate other aspects of the Asian experience. We meet every other Thursday in room 239 or the Kitchens in room 129, if we are cooking up something authentic. Among other things, we have enjoyed making dumplings, tasting different versions of bubble tea, visiting Chicago's Chinatown, listening to K-Pop or C-Pop, flying kites, and playing Kick-bo. We collect dues of 5 dollars when you join, but you can eat all the eggrolls after that for no charge, once you are a member! Students can listen for announcements to see what's up on Thursday! Advisor: Ms. Goldston

FORENSICS

The Forensics Team provides competition in many areas of public and dramatic speaking. Individual and group events are offered in thirteen categories such as demonstration, solo acting,

group interpretation, and poetry. Students learn public speaking skills and self-confidence while earning individual and team awards. Many of tomorrow's careers require public speaking skills learned in forensics. Advisor: TBA

FBLA/FUTURE BUSINESS LEADERS OF AMERICA

FBLA strives to give the business-oriented student a new outlook on the rapidly changing business world. Members try to become acquainted with career opportunities in business and to develop a sense of responsibility and leadership qualities. Some of the activities FBLA might include are field trips to businesses in the Milwaukee area, guest speakers from community businesses, competition in various business skills events, social gatherings, field trips, fund raising to finance activities. Meetings are held early in the year for the purpose of electing officers and organizing the year's activities. FBLA is open to all students who are enrolled in any class in the Business Department. Advisors: Ms. Burling & Ms. Oliver.

GSA (GAY-STRAIGHT ALLIANCE)

The GSA is a student-sponsored group of students who meet at MFHS. For more information, see Ms. Whaley.

GERMAN CLUB

A student must be currently enrolled in a German class, or have successfully completed the equivalent of two high school years of German, in order to be a member. The purpose of the club is to stimulate and promote an interest in German culture and traditions. Some of the activities that the membership likes to participate in are Oktoberfest, trips to Chicago's Christkindlmarkt, World Language Culture Fair, Fasching or Mardi Gras, as well as dinner at various German restaurants. Advisor: vanWilligen

GERMAN HONOR SOCIETY

German National Honor Society is sponsored by the American Association of Teachers of German. Students with an A- average in German, and a B- average overall, are eligible to join based on teacher recommendation. Initiation takes place during a ceremony in November. Students do 7 hours of service work such as tutoring, working Market Day, Hunger Task Force, and World Language Culture Fair. German NHS holds a fundraiser for Children's Hospital in February and visits grade schools in May. Advisor: Ms. vanWilligen

DISTINGUISHED YOUNG WOMAN

The Menomonee Falls Distinguished Young Woman Program is open to high school junior girls. The Distinguished Young Woman Program is sponsored by the Menomonee Falls Optimist Club. Applications will be available sometime in November.

LITERARY MAGAZINE - THASSOPHOBIA

Students engage in all aspects of producing a book-length collection of students' poetry, prose, and artwork. See Mr. Brewer

MATH CLUB

The MFHS Math Club meets every other week for the purpose of promoting interest in mathematics and math competitions. Though it is not essential to be a member of the Math Club to participate in math contests, many of the members are also on the Math Team. Math competitions include the U. W. Whitewater Meets, local invitationals, The Greater Metro Conference Meet, and the State Math Meet. The Wisconsin Math Council's contest tests will be given during some meetings. Other meetings will consist of varied activities, including recreational math. Join the club by simply attending the first meeting in September. Advisor: TBA

NATIONAL BUSINESS HONOR SOCIETY

The National Business Honor Society is a division of the National Business Education Association and selection for membership is based on outstanding **scholarship, character, leadership, and service.**

The objectives of the National Business Honor Society are to:

- Promote and recognize academic achievement in business and information technology courses

at the secondary level

- Foster and recognize leadership skills and character development
- Help members grow ethically and socially by promoting and encouraging an interest in business
- Encourage member involvement in service learning initiatives

The membership requirements are:

- Junior or senior class standing
- Completion of a *minimum* of three Business and Information Technology courses
- National minimum standard GPA (on a 4.0 scale): 3.5 GPA in Business and Information Technology courses; and a 3.5 GPA overall
- Completion of the Application for Candidacy
- Selection by Board of Directors

NATIONAL HONOR SOCIETY

The National Honor Society recognizes those high school students who have displayed high standards of scholarship, leadership, character, and service. Sponsored by the National Association of Secondary Principals, the Honor Society, as its name implies, is a nation-wide organization; its members are recognized throughout the country as outstanding young men and women.

Students are selected to membership in the Honor Society by a faculty council who represent the various departments within the high school. During the second semester of their junior year, those students who have achieved the required grade point average for membership are invited to apply. The applications which prospective members fill out, and the evaluations which teachers complete on these candidates, provide the faculty council with information needed to determine whether a candidate has met the criteria of the National Honor Society.

Our chapter of the NHS is an active one. Our members plan service projects and hold fund raisers. Social activities are also planned by the club. The primary purpose of our local chapter, however, is to honor high school students who have exceptional grade records and who have displayed excellence in the areas of leadership, service, and character. Advisor: Ms. Hughes

OFFICE AIDES

Student aides are used in the Main Office and the Guidance Office. Students may be asked to help with a variety of tasks, which include delivering passes and messages, stuffing envelopes, etc. Interested students should stop in the Main Office to sign up with Ms. Sanders, or in Student Services Office with Mrs. Strupp

SCHOOL PLAYS/MUSICALS

The high school theatre program provides students with the opportunity to participate, learn, and enjoy the varied aspects of a theatre play production. Two shows are produced yearly, one in the fall and one in the spring. Casts and crews are usually chosen in October and February for performances scheduled for November and April.

A student wishing to become involved in the acting aspects of a play must attend tryouts, which are held over a three-day period. Students selected for the roles in the play must be willing to attend the rehearsals scheduled after school or in the evenings over the 6-12 weeks involved. Four performances are held.

Students interested in working on any of the production crews must fill out a crew form and sign up for those crews posted on the auditorium door. Students desiring to learn about backstage functions must be willing to make all posted crew calls, or have made prior arrangements with the director. Besides the two yearly play productions, stage crew members are needed to work other scheduled events. Some of the programs scheduled are assemblies, award programs, concerts, meetings, and community shows.

SKI RACE TEAM

Members compete in GS and Slalom downhill competition. Teams race against other high schools

in the Midwest Conference. No race experience necessary. Basic knowledge of skiing required. Advisor: Coach TBA

SPANISH HONOR SOCIETY LA SOCIEDAD HONORARIA HISPANICA

Spanish Honor Society is an organization sponsored by The American Association of Teachers of Spanish and Portuguese. The name of our chapter is Carlos Fuentes. Juniors and seniors with an A- grade average in Spanish are eligible to join, based on teacher recommendation. This is an academic and service organization. Students may submit contributions to the organization's magazine for possible publication and cash awards. Twenty-eight scholarships are given out each year nationwide. Our chapter plans several social and service activities throughout the year. Mr. Haubenreich is the advisor.

STUDENT COUNCIL

Student Council is a very active group which plans many of the events geared for students during the year. Some of the activities include after-game dances, all Homecoming activities, Spirit Days, Turnabout Dance, Battle of the Bands, service projects, and assembly programs. The Student Council is headed by a nine-member Executive Board. Each class elects three representatives. Members at Large will also be selected to serve on the Student Council. Students should listen for announcements and check the bulletin board near the office for information about this and upcoming activities. Advisor: Mrs. Hangos & Mr. Seamandel

TECHNOLOGY CLUB

Students interested in the world of computers should sign up for the Computer Club. Advisor: Ms. Larson

YEARBOOK - CHIEFTAIN

Being a yearbook staff member can be one of the best challenges a student will ever have in high school. All that has to be done is to cover a year's worth of activities at MFHS in a 220-page book. There is something for everyone to do: photography, interviewing people, writing articles, artwork, page layout, computer desk-top publishing – wherever a student's interests lie, a job is available. While there is a great deal of work involved, there is also a lot of fun and friendship. If students want to be part of putting memories in print, they should sign up now! Advisors: Ms Jaeger & Mr. Seamandel

ATHLETIC TEAMS & EVENTS

Menomonee Falls High School is justly proud of its reputation in the area of athletics and looks forward to the continued growth of its athletic traditions.

FALL SPORTS

- Football – Boys (August 1)
- Cross Country – Boys and Girls (August 15)
- Volleyball – Girls (August 15)
- Tennis – Girls (August 9)
- Swimming – Girls (August 9)
- Soccer – Boys (August 15)
- Golf – Girls (August 8)

WINTER SPORTS

- Basketball – Boys (November 14) Girls (November 7)
- Gymnastics – Girls (November 7)
- Swimming – Boys (November 14)
- Wrestling – Co-ed (November 14)
- Hockey – Boys (November 9) Girls (November 7)

- Bowling – Boys and Girls (TBA)
- Skiing – Boys and Girls (TBA)

SPRING SPORTS

- Track – Boys and Girls (March 6)
- Tennis – Boys (March 27)
- Golf – Boys (March 27)
- Softball – Girls (March 13)
- Soccer – Girls (March 20)

SUMMER SPORTS

- Baseball – Boys (May 15)
- Cheerleading and Dance Team - Girls – Fall and Winter (tryouts in May)

All of the listed athletic activities are open for participation from all four classes.

Announcements will be made when each of these team sports begins practice. Student tickets for home athletic events are sold during lunch hours. At the same time, tickets for bus transportation to and from away games will be sold on a first-come basis. Athletic events are an important part of high school life, and students are encouraged to participate in MFHS athletics both as an athlete and as an Indian fan.

Students can help insure everyone's enjoyment of the game by showing courtesy to all around them. All school rules are in effect for those attending athletic events and all other school activities.

All athletes must follow the Athletic Code, which is outlined in this book. Failure to follow the code will result in a Board of Review to decide appropriate disciplinary action.

ATHLETIC ELIGIBILITY RULE

A student must do passing work in at least four (4) full-credit courses and have a cumulative grade point average of 1.7 or higher and cannot fail more than one (1) course in the latest grading period in order to be eligible for athletics. Incompletes are considered failing grades when determining eligibility. The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport, or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). An inter-school scrimmage does NOT count as a game/meet for purposes of this rule.

ATHLETIC & ACTIVITIES

TRAINING AND TEAM RULES

Menomonee Falls Public Schools' training and team rules are established to promote self-discipline in the best interest of the student and student/athlete. Any student who complies with these rules overtly demonstrates the desire toward self-improvement as well as enhancing the best interests of one's teammates and school. A student/athlete's best performance results only after the mind and body have been conditioned through regular training routines.

BOARD POLICY

All students are encouraged to participate in athletic activities. To maintain eligibility, a student shall abide by all rules and regulations established by the School Board, the Activities/Athletics Director, the school administration and the Wisconsin Interscholastic Athletic Association (WIAA). The rules and regulations are prescribed in the Student Code of Conduct, the Athletic Code, the District Student/athlete Handbook, and the written expectations of the coach and the activities advisor. Students who are disciplined for violations of the Athletic/Activities Code may appeal the disciplinary action to the Athletic/Activities Board of Appeals.

A 6th – 12th grade student/athlete is at an age when his/her body needs proper rest while participating in extensive physical activity; by following the rules set forth, both training and team, the

student/athlete demonstrates his/her desire to be at his/her best at all times.

- A. The WIAA mandates that a school shall have a Code of Conduct for its students/athletes and it is strongly recommended that the code (a) designate the period of time involved in a suspension in advance of the school year, and (b) be developed with the involvement of students, coaches and administration, and be adopted by the Board of Education.
- B. The Director of Activities/Athletics will conduct an investigation related to all allegations to determine whether or not a violation has occurred. The school must provide an opportunity for the student/athlete to be heard as part of the investigation prior to a penalty being enforced.
- C. After a violation of the Athletic/Activity Code has been determined, a student/athlete may appeal the decision, or the penalty, to an Activities/Athletics Board of Appeal, which will be composed of a building principal or designee, a neutral team coach/advisor, and a faculty member or administrator who does not work at the same building. A written appeal must be filed with the athletic/activities office within 5 school days of the penalty being assessed. If a student appeals a suspension, according to WIAA policies, the student is ineligible during the appeal process. After receiving a request for an appeal, the school must hear the appeal within 3 school days. Regardless of the outcome of the appeal, WIAA requires that the student/athlete serve a minimum of a one game/test suspension for the violation.

D. Training Rules

The student/athlete will abide by the following training rules. These training rules shall be in effect for the calendar year (12 months) and cover all students/athletes and student managers who have signed the Code of Conduct.

The latest version of the Athletic and Activity Handbook is located at FallsAthletics.org.

INSURANCE COVERAGE AND INJURIES

- A. It is expected that all participants in the Athletic Program be covered by insurance.
- B. In any sport, particularly the contact sports, there is a risk of injury. Injuries to organs, paralysis and even death may occur. It is the responsibility of each student to report his/her injuries to the coach or athletic trainer immediately.
- C. According to a WIAA rule, a student who displays symptoms of concussion and /or is rendered unconscious may not return to practice or competition during the same day. The student may not return to practice or competition until approved in writing by an appropriate healthcare professional. The WIAA identifies a physician and licensed athletic trainer (LAT) as appropriate healthcare professionals for determining return to play. Prior to returning to competition the concussed student/athlete must have a return to play clearance form signed by a licensed physician. Procedures to return to play must meet district concussion plan guidelines.
- D. The school's licensed athletic trainer must be in support of the doctor's recommendation to return in order for the student to be eligible to play.
- E. Should an injury be discovered after the student/athlete has returned home, the coach should be notified promptly, at home if necessary. Don't wait until the next day.
- F. In case of emergency, school personnel will call a rescue squad to transport the student/athlete to the hospital. Every effort will be made to contact the parents before the necessary medical attention is obtained.
- G. Students using weight room equipment against coach/trainer's advice/instruction will assume the responsibility of their direct or indirect injuries. THE WEIGHT ROOMS ARE TO BE USED ONLY UNDER APPROVED ADULT SUPERVISION.

TRAVEL AND CONDUCT ON TRIPS

- A. Team members must use the mode of transportation provided by the school unless special pre-arrangements are made in writing and approved by the Athletic Director 24 hours in advance. These pre-arrangements are only allowed if the student/athlete is riding home with

THEIR parents only. Every student/athlete is strongly encouraged to make every effort to use Menomonee Falls Public Schools' transportation to and from contests. Failure to abide by this rule may result in a suspension or removal from the team.

- B. Buses will leave at pre-designated times. Students/athletes that miss the bus will not be able to arrange for their own transportation to the event.
- C. All players are expected to conduct themselves as good examples of our student body at all times. We are in the eyes of the public on and off the field or court.
- D. It is imperative that non-participating students/athletes show good sportsmanship while attending athletic events. You are representing your school and your team when supporting another team. Inappropriate behavior may result in a school or athletic contest suspension.

APPEARANCE

- A. Grooming shall be such that at any time proficiency, safety or cleanliness inhibits performance, the player will be asked to modify his/her grooming in order to perform at his/her maximum capacity.
- B. Appropriate attire will be worn when traveling to events. The coaches will determine what constitutes appropriate attire.

LOCKER ROOM BEHAVIOR

Profanity is not to be used in the locker room or on the playing fields/courts by any member of a team representing Menomonee Falls Public Schools. The locker room is a place for coaches and players only. Friends and relatives are not allowed in the locker room before, during or after games or practice, unless given permission from the Athletic Director. Every student/athlete is responsible for keeping the locker room clean. Litter receptacles are provided for refuse. Loitering in the locker room is prohibited. **Photography is strictly prohibited in all locker room/restroom areas per School Board policy #731.1.**

ATTENDANCE – SCHOOL

Performance in academics is the highest priority in the Menomonee Falls Public School District. Attendance in classes is of utmost importance in order for optimum performance to occur. Therefore, attendance in ALL periods is required unless a student has a valid excused absence verified by the school. If you are ill you must be in school at least 50% of the day in order to practice or participate in contests that day. The 50% rule does not apply to excused absences such as dentist appointments, funerals, field trips, etc. In the case of unexcused absences the athlete is not allowed to participate in practice or contests the same day. Coaches are expected to monitor their student/athlete's attendance. If a student/athlete is truant from any period the coach will have the student/athlete miss the next scheduled contest/game. Student/athletes are also expected to be in class the day of and after a contest. Failure to abide by these rules may result in a suspension or removal from the team. PARENTS, we need your help with this. Parents should not excuse their child the day after a contest because they are tired.

SPECTATOR BEHAVIOR

The students' frequent role as spectators and the tremendous enthusiasm for sports are indicative of the vital responsibility for good sportsmanship. Student habits and reactions determine the quality of sportsmanship, which reflects upon the reputation of the school. It is important that students, as participants or spectators of MFHS, do the following:

- 1. Remove hats, stand at attention and face the flag during the playing of the National Anthem.
- 2. Know and demonstrate the fundamentals of sportsmanship.
 - a. Respect, cooperate, and respond enthusiastically to the cheerleaders.
 - b. Censure fellow students whose behavior is unbecoming.
 - c. Respect the property of the school and the authority of school officials.
 - d. Will not heckle, jeer, or distract members of the opposing team.

- e. Never criticize the players or coaches for the loss of a game.
 - f. Avoid profane language and obnoxious behavior, which are not examples of good sportsmanship.
3. Failure to follow these rules will result in not being able to attend future contests.

REQUIREMENTS FOR PARTICIPATION

There are five things that **MUST** be taken care of before a student can practice for any sport.

1. Students must have a current "Green Physical Card" on file or turned in. If the physical card is up to date and already on file, then both sides of the "White Alternate Card" are needed to be completed and signed then turned into the office. These cards are available in the **high school office**.
2. Students must have Athletic Code form and WIAA Rules form on file. These forms are on our website at fallsathletics.org. You will need to read and then download the signature pages of the HS WIAA eligibility information bulletin and the student athletic handbook. The two signature pages need to be completed and signed by the athlete and parent/guardian.
3. Concussion Management Form.
4. Students must pay a \$110 user fee (there is a maximum per year of \$440 per student per family).
5. When these items are turned in, students will be given a participation card to present to the coach.

GIRLS' FALL SPORTS

Cross Country is coached by Mr. Shannon. Practice starts on August 15. Students should report to the locker room by the pool lobby with shorts, shirt, and running shoes. During the summer, students should run and do push-ups and sit-ups.

Swimming is coached by Ms. Ogle. Practice begins on August 9. Students should report to the High School pool with cap, goggles, towel, and plastic water bottle.

Tennis is coached by Mr. Keller. Practice starts on August 9 at 9:00 am - 10:30 am Report to the High School tennis courts with tennis racket, tennis shoes, and physical education-type clothing.

Volleyball is coached by Mr. .Bruns. Practice starts on August 15 at 8:00 am - 10:00 am and 12:00 pm - 2:00 pm– Jr-Sr & JV Sophomores, 11:00 am - 1:00 pm, Frosh. Students should report to the High School gym with lace-up running shoes, socks, shorts, and 2-T-shirts, water bottle and a bag lunch.

Golf is coached by Mr. Thompson – practice begins August 8 at 9:00 am at the Blackstone Creek Golf Course.

BOYS' FALL SPORTS

Cross Country is coached by Mr. Shannon. Practice starts on August 15, at 8:00 am- 10:00 am. Students should report to the High School Room 167 with running shoes, shorts, shirt, and towel.

Football is coached by Mr. Lutz. Practice starts on August 1, at 7:00 am – 12:00 pm. Students should report to the High School gym with shorts, shoes, T-shirt, and towel.

Soccer is coached by Mr. Stein. Practice starts on August 15, at 7:00 am. Students should report to the JV field at the High School with soccer shoes, shirt, shorts, and a soccer ball.

GIRLS' WINTER SPORTS

Basketball is coached by Mr. Woelffer. Practice starts on November 7, immediately after school in the gym.

Gymnastics is coached by Ms. Remillard. Practice starts on November 7 at 5:00 pm in the west auxiliary gym.

Hockey is coached by Mr. Frantz. Practice starts on November 7.

BOYS' WINTER SPORTS

Basketball is coached by Mr. Showalter. Practice starts on November 14, immediately after school in the gym.

Swimming is coached by Mr. Douglass. Practice starts immediately after school on November 14.

Wrestling is coached by Mr. McMahon. Practice starts November 14, immediately after school at United Fitness Center.

Hockey is coached by Mr. Chapin. Practice starts on Monday, November 7.

Bowling (Co-Ed) is coached by Ms. Kossow. Practice starts (TBA).

Skiing (Co-Ed) is coached by TBA. Practice starts (TBA)

GIRLS' SPRING SPORTS

Softball is coached by Mr. Sanicola. Practice starts on Monday, March 13.

Soccer is coached by Mr. Stein. Practice starts on Monday, March 20.

Track is coached by Mr. Luedke. Practice starts on Monday, March 6.

BOYS' SPRING SPORTS

Golf is coached by Mr. Pritchard. Practice starts on March 27

Tennis is coached by Mr. Andreshak. Practice starts on March 27

Track is coached by Mr. Regent-Smith. Practice starts on March 6

BOYS' SUMMER SPORTS

Baseball Coached by Mr. Hansen. Practice starts on Friday, May 15

CHEERLEADING

Advisor: Ms. Henk - Students interested in an exciting, always changing, spirit-building activity that offers challenges and fun with great satisfaction of achievement should try cheerleading!

- Tryouts for **football** are held towards the end of May.
- The football squads are fully prepared by fall to cheer their teams and lead the fans in spirit-building activities.
- The basketball squads cheer both boys and girls games.
- All squads have the responsibility to promote school spirit throughout the year.

DANCE TEAM

Advisor: Ms. Bushman -The Dance Team performs dance routines at all home football and basketball games, special tournaments, and pep rallies. They also elect to perform at local parades, community events, and competitions. Practice begins in May and lasts through February. The girls practice twice a week during their season. Special week-long practices occur prior to summer camps and major competitions.

The group is selected at the end of May each year through a tryout process. The group comes under the Athletic Department for regulations and guidelines. The uniforms are provided by the school. The girls provide their personal accessories: poms, shoes, socks, tights, and jackets.

The requirements to try out for the Dance Team include an interest in poms and dance, dedication to a 10-month activity, and a commitment to support MFHS.

SCHOOL SYMBOL

Menomonee Falls High School has chosen the symbol of the Native American in recognition that the name of our community has roots in the Indian tradition. In this context, the symbol represents the school's strong commitment to the multi-cultural tradition of our society, dating back to our earliest Native American culture. Therefore, the symbol of an Indian manifests the pride in our heritage, as well as proclaims that we are a nation, a community, and a school of many cultures, backgrounds, and needs.

GREATER METRO CONFERENCE

<p>Brookfield Central High School 16900 W. Gebhardt Road Brookfield, WI 53005-5199 Nickname – Lancers Colors – Columbia Blue & Silver</p>	<p>Marquette High School 3401 W. Wisconsin Avenue Milwaukee, WI 53208 Nickname – Hilltoppers Colors – Blue & Gold</p>
<p>Brookfield East High School 3305 N. Lilly Road Brookfield, WI 53005-7697 Nickname – Spartans Colors – Navy Blue, Scarlet & White</p>	<p>Wauwatosa East High School 7500 Milwaukee Avenue Wauwatosa, WI 53213-2299 Nickname – Red Raiders Colors – Cardinal & White</p>
<p>DSHA 4257 N. 100th Street Milwaukee, WI 53222 Nickname – Dashers Colors – Red, Gold & White</p>	<p>West Allis Central High School 8516 W. Lincoln Avenue West Allis, WI 53227-2599 Nickname – Bulldogs Colors – Maroon & Gold</p>
<p>Hamilton High School W220 N6151 Townline Road Sussex, WI 53089-3999 Nickname – Chargers Colors – Red & White</p>	<p>West Allis Hale High School 11601 W. Lincoln Avenue West Allis, WI 53227-1096 Nickname – Huskies Colors – Green & White</p>
<p>Menomonee Falls High School W142 N8101 Merrimac Drive Menomonee Falls, WI 53051 Nickname – Indians Colors – Burgundy & Gray</p>	

SCHOOL SONG

We're loyal to you Falls High
 We know you're true blue Falls High
 We know you're the best
 Of all the schools east and west
 And we'll back you with zest
 Fall High, U RAH, RAH
 Stand up for rights Falls High

Plunge onward with might Falls High
As time surely lengthens
Our loyalty strengthens
We're loyal to you Falls High.\

PARENT/COMMUNITY ORGANIZATIONS

BOOSTER CLUB

Booster Club is an organization of parents and community members who support all activities at MFHS and raise money to benefit ALL students. Funds are raised through membership dues, advertisements in the athletic programs, basketball tournaments, concessions at athletic events, and other activities.

The Booster Club hosts an annual corn roast in fall and a sock hop for members following the homecoming game. It provides refreshments at all award nights and sends letters of recognition to all students earning outstanding achievement in their sport, music, and/or club activities.

Monies are given to a variety of causes throughout the year, such as Post Prom, scholarships, Peer Leadership, coaches clinics, etc.

PTSO (PARENT-TEACHER-STUDENT ORGANIZATION)

The PTSA functions as a service organization, providing volunteers for various activities and as a resource group where parents, students, and teachers can voice questions, concerns, and comments regarding the high school. By joining PTSO, one is automatically a member of both the state and national PTSO's.

Anyone is welcome to become a member. All it takes is a true concern for children and their education.

MENOMONEE FALLS SCHOLARSHIP AND EDUCATIONAL FOUNDATION

Started in 1989 the mission of the Foundation, a non-profit organization serves as a vehicle to provide and maintain scholarship funds to students pursuing collegiate or career/technical education and to enhance, supplement, and promote extended educational opportunities.

We host an Annual Scholarship Auction to raise money for scholarships and mini-grants for educators. Our Board of Directors meets once a month at the high school and we are always looking for volunteers on the Board