



**MEMORIAL  
HIGH SCHOOL  
STUDENT  
HANDBOOK**

# MEMORIAL HIGH SCHOOL STUDENT HANDBOOK

*Memorial is a safe place where all students have an equal opportunity to learn. Faculty and staff are dedicated to helping students achieve high levels of success. The policies and procedures contained in this handbook are designated to help the school run smoothly so that all members of the Memorial community can focus on learning. This information has been carefully prepared so that it will assist you in achieving success at Memorial High School. Please read and review the information carefully. If you have any questions or comments, please see a teacher, counselor, or one of the building administrators.*

## ADMINISTRATION

Principal	Dave Oldenberg	715-852-6310
Assistant Principal / Athletic Director	Kevin Thompson	715-852-6313
Assistant Principal	Laura Nicolet	715-852-6311
School Resource Officer	Ben Hundt	715-852-6428
Administrative Secretary	Kelly Hayden	715-852-6301
Partnership Coordinator	Val Logan	715-852-6307
Attendance Secretaries	Kristin Craker Amy Mettler	715-852-6302 715-852-6317
Registrar	Ann Rzepiejewski	715-852-6314
Financial Secretary	Val Wood	715-852-6318

## STUDENT SERVICES DEPARTMENT

Counselor	Heather Kapanke	A-C and English Learners	715-852-6337
Counselor	John Samb	D-I	715-852-6335
Counselor	Michelle Moss	J-Mo	715-852-6334
Counselor	Jane Corning	Mr-Sn	715-852-6331
Counselor	Kristi Herbenson	So-Z	715-852-6330
School Psychologists	Sheila Topper		715-852-5117
Student Services Secretary	Kelly Prissel		715-852-6332
Athletics/ Student Services Assistant	Jon Redwine		715-852-6326
School Nurse	Tori Hugo		715-852-6470
Nurse Assistant	Ruth Myers		715-852-6499
Skills Center	Amanda Mrowczynski Martha Annis		715-852-6434 715-852-6487

## ABSENCES

### ATTENDANCE

Attendance and academic performance are closely related. To benefit fully from the instructional program, all students are expected to attend school regularly and to be on time for all classes, study halls, and homerooms. The high school attendance policies are designed to develop students' punctuality, self-discipline, and responsibility.

### ATTENDANCE PROCEDURES

Parents/Guardians are asked to contact the attendance office between 7:00 a.m. and 3:30 p.m. on the day their student will be absent or has been absent for a *portion* or for the *full* day or provide the school with a written verification of absence. Students are required to check out and check in to the attendance office when leaving or arriving back to school. After 48 hours from the date of the absence, should no call be received, or written excuse provided, the absence will be considered unexcused.

### EXCUSED ABSENCES

All excused absences require parent/guardian/legal custodian written/verbal verification which is to be submitted to the school attendance officer in advance of the absence or prior to re-admittance to school. However, the administration reserves the right to make all final attendance decisions. The following are excusable reasons for absence as noted in District policy:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The District may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days. *This will be required to excuse any absence that remains unexcused over 14 days.*
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optometry or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours.

4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. The intent of this statement is to provide the opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. For the purpose of reviewing the student's attendance record and overall performance record, the parent/guardian shall be required to notify the school attendance officer prior to leaving on vacation. Student vacations or trips without parent/guardian accompaniment are not excused absences.
7. A court appearance or other legal procedure which requires the attendance of the student.
8. Quarantine as imposed by a public health officer.
9. Attendance at special events of educational value as approved by the school attendance officer.
10. Approved school activities during class time.
11. Special circumstances that show good cause and which are approved in advance by the school attendance officer.
12. Parent/guardian provides a prior written request for absence from school not to exceed 10 days during the school year. Course work missed during this absence must be completed.

**If excused absences exceed 10 days in a school year, the school may notify parents/guardians that any further absences will require a doctor's excuse. This includes missing full or partial days. This authority is granted to school administrators under Statute 118.15.**

### EXTRA-CURRICULARS AND ABSENCES

Students who are absent a full school day due to illness or extended medical reasons may not be allowed to participate in extra-curricular activities on the day of the absence without administrative approval.

### UNEXCUSED ABSENCES

Students who have an unexcused absence may lose credit for the class period(s) missed. Students skipping classes may be assigned after-school or noon lunch detentions for each class period missed. All unexcused absences must be cleared within 48 hours. Any exceptions to this rule will require administrative approval.

### TARDINESS

A tardy is defined as arriving to class 5 minutes late or less. More than 5 minutes late is considered an unexcused absence. Repeated tardiness may result in teacher contact with the parent/guardian and office referrals.

## MAKE-UP POLICY

It is the student's responsibility upon returning to school from any absence to check with the teachers involved for assignments and other work missed. The assigning of make-up work should not be construed as a punishment for being absent, but rather a vehicle to assist students in covering the material that was missed. Teachers will provide missing work and allow two days for each day of an excused absence to complete any work missed. Other mutually agreeable arrangements may be made between the teacher and the student. When a student has been informed in advance of an impending assignment or test and then has been absent from school, the student will be expected to be prepared to turn in the assignment or take the test on the day he/she returns to school. Credit for work completed may be reduced or not counted due to an unexcused absence.

## ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event or activity sponsored by the school must be reported immediately to the person in charge. Appropriate first aid treatment will be given, and the high school office will be notified when the staff member files an electronic accident report.

## ADDRESS CHANGES

**Memorial High School Office, or the District Enrollment Office, to report the change and show proof of their new address.** If the new residence is in the ECASD but outside of the Memorial High School attendance area, parents may request consideration for the student to remain at MHS by filing an "Alternate School Request" form, available online.

## ADULT CONTRACTS

Students over the age of 18 are allowed to take the legal responsibility for their attendance by completing an Adult Contract. Students must meet with an associate principal to discuss the contract and complete the necessary paperwork.

## ANIMALS IN SCHOOL

ECASD policy 382 states: The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids. The ECASD will only allow live animals to be brought into district buildings for

educational purposes, and only under conditions which ensure the health and safety of children, staff, and the well-being of the animal. Persons bringing live animals into district buildings must receive prior written permission from the building supervisor. Service animals are permitted in district buildings the school as permitted by the Americans with Disabilities Act.

## BULLYING

The Eau Claire Area School District shall promote a safe, secure, and respectful learning environment for all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. The District shall address and educate students to the dangers of bullying so that there is no disruption to the learning environment and learning process. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying has harmful social, physical, psychological and academic impact on the bullies, the targets, and the bystanders. The District shall proactively provide information to students and staff to reinforce respectful relationships. Reports of bullying may be made verbally or in writing. Formal complaints will be documented using the District complaint report form, which can be found on the District's website under "Forms." Student(s) determined to have participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior may face disciplinary action including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. [Click here](#) for more information and signs of bullying.

## BUS RIDERS

It is the cooperative mission of the ECASD and Student Transit to provide safe transportation to and from school in our district. To facilitate this process, guidelines are in place for bus behavior, and the resulting disciplinary actions that may be taken to enforce the safety of our students. These guidelines and policies can be found in the ECASD handbook, which you will receive in a mailing at the beginning of each school year or can requesting by calling the ECASD district office at 715-852-3002. The handbook can also be viewed by [clicking here](#). It is the responsibility of each student and their parent/guardian to read the guidelines and disciplinary action policy. **Riding the bus is a privilege and not a right. If a student's bus privileges are revoked due to violation of this policy, it remains the responsibility of the parent/guardian to transport the student to and from school.**

## CHEATING

The faculty of Memorial High School will not tolerate any form of cheating either in person or online courses. The

consequences for the first and subsequent incidents of cheating may include:

- Earning of a zero for the assignment, quiz, test, paper, or project.
- A personal contact between the teacher and the student's parent/guardians.
- A discipline referral forwarded to administration and the counselor for inclusion in the student's discipline file.
- A report of cheating will be provided to the student's academic advisor; e.g. National Honor Society.
- An incident of cheating may result in a required parent/guardian/student conference with an administrator, the counselor, and the teacher(s).
- An incident of cheating in a class may result in the student being removed from the class without credit.
- A parent or student may appeal the consequences of an incident of cheating to the building principal.

### CHECKING IN AND OUT OF THE BUILDING

**Students MUST check in and out of school through the attendance office.** Memorial High School has a CLOSED CAMPUS. ALL students are required to remain inside the building at all times, except when supervised by a MHS staff member. Students who must leave the building during the school day are required to obtain a building release slip from the attendance office. Failure to follow the appropriate procedure may require contact between the parent/guardian and an administrator to determine acceptability of the reason for leaving the building. **When returning to school or arriving late, students must enter door #15 and check in with the attendance office.**

### COMMONS/LUNCH

The Memorial High School commons serves traditional and á la carte selections each lunch period. Student lunches MUST be eaten in the commons or in designated eating areas. Students may not consume food or beverages in any other area of the building.

### COMPUTER USE

School computers are the property of the Eau Claire School District. All files stored on school computers should NOT be considered private as they may be viewed by authorized school personnel at any time. Attempts to circumvent security and/or damage school computers will be viewed as trespassing and vandalism. Appropriate legal action by the school district will be taken and consequences will be

administered. Students are to adhere to the Student Acceptable Use of Technology Policy and guidelines detailed by the Eau Claire School Board. Expectations for student technology use can also be found starting on page 41 in the [district handbook](#).

### DANCE REGULATIONS

**All dances at Memorial are open only to students currently enrolled at Memorial High School who have a valid student ID card.**

1. For all dances, Memorial students wishing to have a non-Memorial student attend must obtain a dance guest permission form from the office or by [clicking and printing here](#).
2. Once students leave a dance, they may not re-enter.
3. All school rules pertaining to student conduct apply.

### DETENTION

Detentions will be assigned after meeting with an administrator. If a student misses the scheduled detention, the detention will be doubled. If the doubled detention is skipped, he/she will be assigned an in-school or out-of-school suspension.

### DISCIPLINE

Students who engage in willful, persistent, and disruptive behavior that interferes with the educational process or who engages in hostile behavior on campus or at an off-campus school sponsored/sanctioned activity will be subject to school discipline.

The administration reserves the right to treat each disciplinary case on its specific merits; disciplinary action will usually include a written referral placed in the discipline file. The following list includes, but is not limited to, actions that will result in a disciplinary action:

- Violation of classroom rules
- Insubordination and/or disrespect
- Fighting/Harassment/Intimidation
- Possession of a weapon or "look-alike" weapon
- Vandalism
- Forgery
- Truancy
- Parking lot violations
- Commission of a crime
- Tampering with fire alarms
- Possession, selling, or consumption of drugs; or "look-alike" drugs
- Gross immorality
- Cheating/plagiarism
- Infraction of bus rules and regulations
- Gambling

- When the presence of the student is detrimental to the best interest of the school
- Use and/or possession of any type of explosive
- Use of profane or obscene gestures, language, or clothing
- Violation of school rules
- An activity or action deemed inappropriate or disruptive by an administrator
- Littering
- Possession or use of laser pointers
- The use of music devices, e.g. iPod's / MP3 players, or cell phones in unauthorized areas
- Inappropriate dress
- Eating or drinking in unauthorized areas
- Inappropriate couple behavior

The following list includes the most recognized forms of consequences:

- Verbal warning
- Written notification to parent/guardian
- Phone call to parent/guardian
- Detention
- School-supervised service
- Parent/guardian meeting
- Loss of parking lot privileges
- Confiscation of electronic devices
- Referral to a district/building specialist or program
- In-school suspension
- Out-of-school suspension
- Athletic code violation
- Police referral/municipal citation
- Notification to Department of Human Services
- Notification to probation and parole
- Expulsion
- Deferred expulsion

## **DRESS AND GROOMING GUIDELINES**

Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming shall not, however:

- a. affect the health or safety of students;
- b. disrupt the learning process within the classroom or school; or
- c. be destructive to school property.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or

writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses or injures any racial or cultural groups or individuals.

2. Special requirements may be necessary to assure safety in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas; i.e. safety glasses, aprons, hair nets, etc.

3. All students in kindergarten through the 12th grade may be required to wear masks/face coverings, gloves, or other protective equipment. Due to the current COVID-19 health emergency, all students shall be required to wear a mask or face covering while attending school or at a school function in any District building, facility, or other District-controlled area, and when riding in District-provided transportation. All masks and face coverings must cover the nose and mouth of the student. Masks and face coverings must be worn by students regardless of the ability to maintain six feet of distancing.

"Face covering" means a piece of cloth (e.g., cotton, linen, etc.) or other similar material that is worn to cover the nose and mouth completely. Examples of acceptable face coverings include a cloth face mask, a disposable or paper mask, or a religious face covering. Face covering does NOT include face shields, neck gaiters, bandanas, mesh masks, masks with holes or openings, or masks with vents. The ECASD will provide face coverings to students. However, students may bring their own face coverings to school, provided they satisfy the above-definition. The ECASD reserves the right to require students to wear a District-provided face covering if the District determines that a student's face covering does not satisfy the above-definition.

Students shall wear masks and face coverings at all times except for the following limited exceptions:

- Students may remove masks and face coverings when eating or drinking;
- Students may remove masks and face coverings when engaged in physical educational activities, as determined by the physical education instructor;
- Students may be exempted from wearing masks and face coverings by the school principal due to a documented medical condition of the student;
- Students may be exempted from wearing masks and face coverings due to special behavioral or individualized needs as

determined by the Director of Special Education.

- Other exceptions may be made on a case-by-case basis by the Superintendent for good cause.

All other rules of the District related to student dress (e.g., prohibitions against clothing or jewelry containing messages related to sexual references, profanity, drugs, etc.) apply equally to masks and face coverings. Students who refuse to wear masks or face coverings shall be subject to discipline consistent with other school attire rules violations.

Students who violate the rules for school attire shall be asked to change or further disciplinary action will be taken, which may include suspension.

This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use his/her discretion to make the final decision.

## **DRUGS/ALCOHOL**

Any use or possession of alcohol or other drugs, or items deemed to be “look-alikes”, or students that appear to be under the influence of alcohol or other drugs, or “look-alikes” are subject to consequences. Possessing the paraphernalia associated with drug use, or selling alcohol or other drugs, or “look-alikes” at school or at a school-sponsored or related activity is prohibited (WI Stats. Ch. 161 and 125) and should be reported to a teacher, counselor, or administrator immediately.

## **DRUG SEARCHES**

The Eau Claire Area School Board has given authorization to the Superintendent of Schools to implement random searches for illegal drugs using drug-sniffing dogs. At any time, before, during, or afterschool hours, drug-sniffing dogs will be searching lockers, vehicles, the parking lot, and any areas directly supervised, rented, or leased by the school district. These legal random searches are to ensure the safety of the school.

## **DUE PROCESS**

The following due process steps are the procedures for a student and his/her parent to follow in appealing

decisions relating to action taken by school personnel. It should be understood that students and parents will be expected to follow the due process steps in the event legal action should be initiated at some later date. Procedures to be followed with suspected or identified students with disabilities shall be consistent with those mandated by law and are specified on the parent placement permission form.

1. After learning, or being notified, of an action taken by the school, parents or an adult student may formally appeal the decision in writing to the administrator involved. This appeal must be received within fourteen (14) days from the first day the parents or student become aware, or were notified, of such action.
2. The administrator involved, within three (3) days of receipt of such written appeal, shall formalize the action in writing and send a letter by registered mail to the parents outlining the specific details relating to:
  - a. violation or infraction
  - b. date of violation or infraction
  - c. period of suspension or other action taken by the school
  - d. any other pertinent information
3. After an appeal has been received and the school’s formal reply mailed to the parents, a date for a meeting will be established by the principal, such date no later than seven (7) days after the receipt of the written appeal of the student and his/her parents. Present at the meeting, in addition to the principal and/or the superintendent of schools, or designee, shall be school personnel involved, student, and parents.
  - a. The student will be provided an opportunity to present evidence on his/her behalf at the meeting.
  - b. A record of the meeting, including the decision, will be put in writing, and a copy will be mailed to the student and his/her parents.
  - c. If the student and his/her parents are not satisfied with the conclusion, a second meeting may be requested before the board of education. The principal must receive, in writing, a request for such a second meeting before the board of education, within fourteen (14) days of the mailing of the outcome of the original meeting. The student, or his/her parents, may have counsel and witness at “step 3” and “step 4” of this procedure.

## **ELEVATOR USE**

The elevator is available to handicapped or injured students who cannot climb stairs. Students should report to their counselor to inquire about elevator use.

## **EMERGENCY CLOSURES AND LATE STARTS**

The decision to close school or have a late start is a very important one with many ramifications. Several variables must be considered before the final decision is made. The final decision for closing school or starting late due to bad weather or energy will be made by the superintendent, and subsequently broadcast via local radio/TV stations, and a Skyward Alert, and on all ECASD websites.

## **EMERGENCY DRILLS**

Students, teachers, and other district employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the directions of the teachers or marshals quickly and in an orderly manner.

## **FIGHTING/HARASSMENT**

Fighting and/or harassment will not be tolerated on campus, on the school bus, or at any school-sanctioned event! Fighting will result in an out-of-school suspension and possible police referral. Harassment will be investigated, and measures will be taken to ensure that every student is able to attend Memorial High School without fear. Students who instigate fights and/or harassment but are not physically involved in a specific incident submit themselves to the same penalties as those who are physically involved. Any incidents of fighting and/or harassment should be reported to a teacher, counselor, or administrator immediately.

## **FINAL EXAMINATIONS**

A written examination or some other appropriate type of evaluation will be given to each student at the end of each semester. Such examinations shall be a minimum of one period in duration. There will be a required final examination at the end of each course, whether it be a full-year course, semester course, or a course of shorter term. Final examination marks shall count as not more than ten percent (10%) of the final course grade. The district shall also provide for the reasonable accommodation of a student's sincerely-held religious beliefs with regard to academic requirements including examinations in accordance with Board Policy and for procedures for accommodating a student's religious beliefs. Students needing to take finals early will need prior approval from their counselor and administration.

## **FOOD SERVICE**

The ECASD uses a computerized lunch ticket program. Each student has an account and pin number. Payments

can be made to Memorial High School and put in an envelope with the student's first and last name and grade and given to the kitchen assistants. Payments can also be made through [myschoolbucks.com](http://myschoolbucks.com). Debit or credit cards may be used to designate funds to student accounts. Application for Free and Reduced Meals can be obtained from the Memorial Office or at the Board Of Education Food Service Office 715-852-3020. [Menu](#) and additional information may be found at the [Food and Nutrition page on the ECASD website](#). \*For the 20-21 academic year all standard breakfasts and lunches are free for all students.

## **GRADING**

Students are graded on a plus/minus system. Grades are reported on a quarter and semester basis. An incomplete grade for a semester or year is given only under extenuating circumstances and must have administrative approval.

## **GRADUATION REQUIREMENTS**

Every student must earn a total of 23.5 credits to earn a diploma in the Eau Claire Area School District. Students must have the required courses at each grade level, along with the minimum course load each year. See Students Services for listing. Participation in any awards ceremony, including commencement is a privilege. Students who violate school rules may lose their right to participate in such activities. Students must fulfill all obligations to Memorial (return books, fines, etc) prior to receiving graduation ceremony tickets.

## **HALL PASSES**

1. Without a hall pass which specifically gives the student permission to move from one place to another, students cannot be in the halls when classes are in session.
2. Passes must be obtained in advance from teachers involved in the activity.
3. Students are expected to report promptly to the designated area of the pass and stay there for the specified amount of time.
4. Students found in the halls without a pass must report to the attendance office to receive an "Unexcused Absence Slip" and may be subject to disciplinary action.
5. The attendance office will not issue an admit slip for students who are tardy going from class to class.
6. Any student abusing the pass privilege may be placed on a no-pass list.

## **HOMEWORK REQUESTS**

Students and parents are asked to access Skyward Family Access or contact teachers through email when needing assignment information due to absences from school. In

special cases after 3 consecutive days of an absence, a homework request can be made by calling Student Services at 852-6332. Please allow 24-hours after the request before picking up collected assignments.

## **LOCKERS**

No lockers will be assigned for the 20-21 school year. Contact student services if an exemption is needed.

## **LOST AND FOUND**

The attendance office will act as a clearing agency for lost and found items. It is the student's responsibility to check to see if lost items have been turned in. At the end of each quarter, all items in the lost and found will be discarded. Neither Memorial High School nor any of its organizations are responsible for lost or stolen items.

## **MEDICATIONS**

All medications should be administered at home, rather than at school, whenever possible. When medications are needed during the school day, the ECASD policy and guidelines must be followed. These guidelines are in place for the protection of all students. For ANY medication (prescription or over-the-counter) to be allowed in school, written authorization by a physician/licensed prescriber and parent/guardian must be on file with the school nurse. Medication Management Forms can be downloaded from the district website or by [clicking here](#). This form is valid only for the current school year. It is the responsibility of the student to comply with the school policies/rules relating to student alcohol/drug use. The Eau Claire Area School District assumes no responsibility in circumstances where students bring and consume medication at school without benefit of the procedures outlined within the medication policy.

## **NON-DISCRIMINATION POLICY**

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

All discriminatory practices should be reported to a teacher, counselor, or administrator. The district encourages informal resolution of complaints under this policy. If any person believes that the Eau Claire Area School District or any part of the school

organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Eau Claire Area School District, 500 Main Street, Eau Claire, WI 54701.

Step 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to Administration. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2: A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time. Appeals under 20 USC s. 1415 and ch.115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 15, sub ch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints and which proclaim that the state or a sub-grantee is violating a federal statute or regulation that applies to a program, shall be referred directly to the state superintendent.

Step 3: If a complainant wishes to appeal a negative determination, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841. Step 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

## **OUT-OF-SCHOOL SUSPENSIONS**

1. Students who are suspended from school are not permitted to participate in or attend any school-sponsored activities during the period of the suspension.
2. Out-of-school suspension is considered an excused absence.
3. A parent/guardian conference may be required before a student is allowed back to school.

## **PARKING AND TRAFFIC REGULATIONS**

Parking permits are available for purchase in the attendance office at Memorial. Forms are also available on the MHS website. Use of the school parking lot is a privilege. Repeated noncompliance with any school rules may result in a student's losing his/her parking lot privilege for a specified period of time. Be aware that spots for student parking are limited and once the lot is full, no additional permits will be issued for the school year.

## **PERSONAL TRANSPORTATION**

Students who arrange their own transportation to school assume the responsibility for their arrival time. Students who arrive at school tardy due to personal transportation problems will be unexcused. Students should allow additional transportation time in the event of poor weather.

## **PHONE USE**

Student telephone messages will be delivered only in emergencies only. Emergency calls from parents or family members should be initiated through the attendance office. Students will be permitted to use the telephones in the attendance office, with approval. Cell phone use is allowed before school, after school, during passing times and during lunch. Students may also use their cell phone or electronic device when given permission from their instructor. Students will not be allowed to leave class, arrive late to class, or leave early to make personal cell phone calls. In no case are students permitted to use personal technology devices in schools or at school-related events while in restroom or locker room facilities. In order to ensure that proper protocol is followed, and no mistakes occur, students shall “power down” all such devices prior to entering either restroom or locker room facilities. Any violation of the protocols associated with personal technology device use in restroom or locker room facilities shall result in a ban for personal use by the student during the time that student is enrolled in the Eau Claire Area School District and may result in referral to the appropriate legal authority for possible prosecution. Expectations for student technology use can also be found on page 41 in the [district handbook](#). Violation of this policy may result in disciplinary actions such as temporary confiscation of the device from one day to a week or more as determined by administration.

## **POSTERS AND NOTICES**

All posters and/or notices displayed within the school or on campus must have prior authorization from an administrator and be displayed in designated areas only.

## **PROGRESS REPORTS**

Quarter grades are Memorial’s primary progress report. However, mid-quarter progress reports are sent to parents as indicators of their child’s academic achievement during quarters. Students doing unsatisfactory work in their class will be issued progress reports at approximately the mid-point of each grading period. Normally a student who is achieving an F or low D at the end of the fifth week will receive a progress report the sixth week of the quarter.

## **PUPIL RECORDS**

Parents, guardians, and students may examine school records. Requests to examine student records are made through the student services department.

## **RELIGIOUS BELIEFS POLICY**

In accordance with Wisconsin Act 227 and the Eau Claire Area School District’s Rules and Regulations #6129, accommodations will be made for students’ sincerely held religious beliefs as they pertain to the instructional program including examinations and other academic requirement.

## **RIGHTS & RESPONSIBILITIES OF STUDENTS**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and district staff. Students shall exercise their rights responsibly in compliance with the rules established for the orderly conduct of the District’s educational mission. The District’s rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community. Students’ responsibilities for achieving a positive learning environment at school-related activities shall include the following:

1. Attending all classes, each day and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Exhibiting respect for individuals and property.
4. Conducting themselves in a responsible manner.
5. Paying required fees and fines.
6. Observing all school rules.
7. Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels.
8. Pursuing mastery of the essential elements of the curriculum of study.
9. Dressing and appearing in accordance with the school standards of propriety, safety, health, and good grooming.

Students experiencing academic difficulties should contact their teacher, counselor or administrator.

## **SCHOOL NEWSLETTER**

The Memorial High School newsletter that is mailed several times during the year and can be found on the home page of the MHS web site. It provides many

sources of information, Memorial news, and announcements. This newsletter is emailed home weekly. To be added to the email list, add your home email to your child's Skyward account, or contact Memorial's Partnership Coordinator at 715-852-6307.

### **SCHOOL PROPERTY**

Students will be held responsible for any school property issued to them (e.g., ID's, books, athletic equipment, AV materials, candy or other items involved in fund-raising activities, etc.) and will be charged accordingly in case of theft, loss or damage. A list of charges/obligations is in the main office and will be updated quarterly.

### **SCHOOL RESOURCE OFFICER**

The assistance of an officer from the Eau Claire Police Department is available. Appointments may be made by calling 715-852-6428. In addition to assisting students who may need help with legal issues, the officer can assist students who need advice, instruction, or information concerning the court system, the local police department, or with questions concerning legal consequences of behavior.

### **RELEASE**

Students must be out of the building during any release hours unless prior arrangements have been made with administration. Student release is a privilege. This release may be revoked due to skipping school or other office discipline referrals.

### **SEXUAL HARASSMENT**

As with other forms of harassment, sexual harassment will not be tolerated at Memorial High School. Sexual harassment includes, but is not limited to, unwelcome verbal, written, or acted communications from one student to another student or group of students which contain sexual-or-gender-related derogatory content.

### **SKYWARD CHANGES**

Changes to Skyward information other than the student's address (see Address Changes) can be made online in Skyward or by contacting the Memorial Administrative Assistant at 715-852-6301.

### **SOAR WITH THE EAGLES**

Memorial High School recognizes hard work, progress, and achievement. The SOAR program is available to all students and rewards excellence, improvement in academic and co-curricular achievement, and good

attendance. For more information contact a teacher, counselor, administrator, or [click here](#).

### **TOBACCO POLICY**

Students are not permitted to use or carry tobacco of any form at any time:

1. On the school bus
2. In vehicles on school property
3. In the school building
4. On the school grounds and parking lot

Tobacco of any form is not to be carried by any student. This includes electronic or "E-Cigarettes" and chewing tobacco. If a student chooses to violate this rule, he/she may be issued a citation in accordance with the Eau Claire Municipal Ordinance and/or school consequences. Using or possessing tobacco, in accordance with the State of Wisconsin, is no longer allowed in school building or on school grounds by parent, guardian, employee, student etc. Failure to follow this law may result in a fine and/or municipal citation and/or school disciplinary action. In addition, matches and lighters may not be carried by students or kept in lockers.

### **TRANSCRIPTS**

Current students may obtain official transcripts at parchment.com free of charge. All transcript requests will be processed by Memorial High School within two business days.

### **TRUANCY**

Truancy is defined as an absence without a valid excuse from all, or any part of the school day. According to State Statute 118.16 (1) (a) "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and section 118.15 for part or all of 5 or more days on which school is held during a school semester." If the student meets the state definition of being "habitually truant" a court referral can be initiated.

### **VAPING AND E-CIGARETTES**

This e-cigarette policy prohibits the possession or use of electronic nicotine delivery systems. The term "electronic cigarette" means any oral device that provides a vapor of liquid nicotine, and/or other substance, and the use or inhalation of which simulates smoking, including: e-cigarettes, e-cigars, e-pipes, e-hookahs, vaping devices or devices under any other product name or descriptor. No vaping is permitted on any school owned, rented, or controlled premises.

## **VISITOR PASSES \*No passes allowed for the 20-21 school year**

All visitors, including alumni, will be admitted to the building only by signing in and wearing a Visitor's Pass available in the reception/attendance offices. Passes for student visitors not presently enrolled in our school can be obtained in the office and must be prearranged 48 hours in advance with an administrator, and will only be issued with the following stipulations:

1. Visitor must be currently enrolled in a high school.
2. The visiting student's high school must not be in session.
3. The visiting student must bring a note from his/her parent or guardian giving permission for the child to visit Memorial.
4. The Memorial student hosting the visitor must also bring a note from his/her parent or guardian giving permission for the student to serve as an escort for the day.
5. The visiting student must stay with his/her host student for the entire day.
6. Memorial's administration has the right to deny any school visitor.

## **WEAPONS**

Students found to possess or to have previously possessed a weapon on campus, on the school bus, or at any school-sanctioned event will be suspended from school immediately and will be recommended for expulsion. A weapon is any object used, or threatened to be used, to do bodily harm to oneself or another. "Look-alike" weapons are not allowed on campus, on

the school bus, or at any school sanctioned event. Weapons include articles commonly used or designed to inflict bodily harm and/or to intimidate other persons, as well as articles designed for other purposes which are used or intended to be used in a manner that would inflict bodily harm and/or to intimidate, e.g. toy weapons or replicas of weapons. Students who possess or who have possessed "look-alike" weapons will receive severe disciplinary action, including possible recommendation of expulsion.

## **WITHDRAWAL / TRANSFER**

A student withdrawal / transfer form must be completed before a student is officially withdrawn from Memorial High School. The student services office issues the student withdrawal/transfer form on the last day of full attendance. This form is taken to each class, the library, the student services office, the business office, and to an administrator. Each person checks for fees or fines and signs accordingly. Teachers are asked to assign a grade at that time. This form is returned to the student services office with the signature of the parent/guardian.

## **WORK PERMITS**

State Law requires everyone *under 16* years of age with a job to have a work permit. A permit is issued by the principal's secretary or in Student Services (room 1250). Work permits may be denied if the student has attendance problems as court ordered. **Students** must be present and are responsible for providing the following information: a letter from the employer on business letterhead, approval note from his/her guardian, a birth certificate OR driver's license, social security card, and \$10.

