

MARSHFIELD HIGH SCHOOL

STUDENT HANDBOOK

2026-2027



Marshfield High School Student & Parent Handbook

Welcome back for the 2026-2027 school year! Our Student/Parent Handbook is online and easily accessible on our school website. The Handbook is an excellent resource that contains information relative to curricular and extra-curricular activities, policies and procedures, administrative guidelines along with a host of other information to better assist your student. We ask all students and parents to review the handbook. Knowledge and understanding of our expectations will go a long way to ensure that both school and homework together for the overall success of your child.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of the school year. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2026, the language in the most current policy or administrative guideline prevails.

MHS Administration

Working together to nurture excellence in a collaborative, inclusive, and supportive community.

High School Directory

1401 East Becker Road / 715-387-8464

Principal Dr. Matthew Raduechel
Assistant Principal/Summer School Principal Jamie Defelice
Assistant Principal Kimberly Kolstad
Administrative Assistant to the Principal Kristi Kvernen
Administrative Assistant Tammy Guden
Attendance/Receptionist Kayleigh Harless

Athletics Department

Athletic Director Nathan DeLany
Administrative Assistant Jennifer Baumgartner

Counseling Department / 715-387-4332

School Counselor Jeanna Carlson
School Counselor Jacquelyn Cepress
School Counselor Jane Loll
School Counselor Miranda Reno
School Psychologist Megan Bohman
School Social Worker Jenae Weyer
Registrar Megan Taylor

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GENERAL INFORMATION

General Bell Schedule Information

The Even/Odd Flex bell schedule consists of 79-minute class periods that meet every other day on a rotating basis. On “odd” days, students will attend their odd period classes, periods 1, 3, 5, and 7. On “even” days, students will attend their even hour classes, periods 2, 4, 6, and 8. The flex periods determine which teacher students will see during their 30-minute class (from here on referred to as “skinny”). For example, “Even Flex 1” means that even class periods will meet that day (periods 2,4,6,8). “Flex 1” means that students/staff will report to and follow period 1 rotation between the hours of 10:38 AM-12: 18 PM. Students will need to reference the FlexTime Manager App to determine their schedule and reporting locations during the 4A-B-C portion of the schedule.

Daily Bell Schedule

Time	Class Period	EVEN Flex #	ODD Flex #
7:00-7:45	EARLY BIRD	EARLY BIRD	EARLY BIRD
7:50-9:09	Period 1 or 2	2	1
9:14-10:33	Period 3 or 4	4	3
10:38-11:08	4 A	Flex/Lunch/Period #	Flex/Lunch/Period #
11:13-11:43	4 B	Flex/Lunch/Period #	Flex/Lunch/Period #
11:48-12:18	4 C	Flex/Lunch/Period #	Flex/Lunch/Period #
12:23-1:42	Period 5 or 6	6	5
1:47-3:06	Period 7 or 8	8	7

Public Information

Information about the High School and the School District can be found at the District website <https://www.marshfieldschools.org>. Parents and members of the community who seek further information about Marshfield High School can inquire through the High School office at 715-387-8464 extension 4600.

Requesting Administrative Contact

Please know we are always more than willing to meet with parents but often administrator schedules do not allow for walk-in requests. We do not want to have you wait an unreasonable amount of time. Please schedule an appointment to see an administrator by calling the main office at 715-387-8464.

School Closing Announcements

If inclement weather causes school to be closed for a day, the announcement will be made over:

- Channel 7
- Channel 9
- WDLB (1450 AM)

Automated phone message – parents are responsible for updating your home telephone number. Information can also be accessed at <https://www.marshfieldschools.org>

Announcements

Announcements are read daily at approximately 9:15am, posted to Canvas and displayed on monitors in the commons. Students wishing to submit activity related announcements must have approval from their activity advisor prior to submitting their announcement.

Buses

1. The Board of Education provides transportation for all students requiring these services. Buses leave from the bus loading area shortly after dismissal time. If a student is late or misses the bus, the student must provide their own transportation. All buses which operate in the district operate as private carriers – the buses are not owned by the School District. Conduct while riding these buses is under the supervision of the drivers and owner. Drivers have full charge of the buses and are instructed to take appropriate measures to maintain order when the occasion demands.
2. Permission for the use of a school bus on a school-connected activity must be obtained from the office. School buses on a school-connected activity are required to have an adult chaperone. The name of the chaperone must be registered in the office.
3. Parent(s)/Guardian(s) present at the school activity may transport their son or daughter home after giving written permission to the activity advisor the day of said activity. A parent/guardian must personally present written permission to the activity advisor. The administration or athletic director may grant approval for special circumstances.
4. No use of tobacco products, vaping devices (or look-alikes), alcoholic beverages or illegal drugs is allowed in connection with bus transportation for school-connected activities. Penalty for violation of any of the above rules will result in the loss of bus-ride privileges to school activities and imposition of school disciplinary action regarding these activities as outlined in this handbook.
5. If a spectator bus is provided, all spectator bus riders must be registered in the office on the sign-up sheet provided. Students will be responsible for following all school bus rules. (See Bus Behavior) If a student wishes to ride the spectator bus, the student must pay for the bus transportation by noon of the day of the activity. If for any reason they cannot go, the student will forfeit the bus money.
6. Team buses are for the team and student members and staff who are associated with the specific team.

Bus Behavior: The bus driver sets the standards for student behavior on the bus. Students who do not comply with the rules and any other specific regulations established by the bus driver, while waiting for the bus, while on the bus, or walking to or from the bus, will be disciplined, and may be suspended from riding on the bus. Please refer to the PBIS Matrix for bus behavior expectations.

ACADEMIC EXPECTATIONS

Academic Integrity

The School District of Marshfield values academic integrity very highly and does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or in a course. The following is a list of behaviors that constitute academic dishonesty and plagiarism. Academic dishonesty includes, but is not limited to:

Honesty: Honesty is a core value in the district. Students shall not create any intentional inaccuracies verbally or on official district documents, behavior reports, or during the process of an investigation.

Cheating on Assessments:

1. Copying from others (i.e., passing off someone else's as your own personal work).
2. Having or using notes, formulas, or other information without the approval of the teacher.
3. Having or using a communication device to send or obtain unauthorized information.
4. Taking an exam for another student or permitting someone else to take a test for you.

5. Providing or receiving information about all or part of a test, quiz, or exam, including answers.
6. Gaining or providing unauthorized access to examination materials.
Note: Simply having possession during an exam of any prohibited or unauthorized information or personal electronic device, whether or not it is actually used, is an act of academic dishonesty and will be treated as cheating.

Plagiarism in Papers and Assignments:

1. Giving or getting improper help on an assignment meant to be your own work.
2. Including the following:
 - a. Using the services of a commercial term paper company.
 - b. Using the services of another student.
 - c. Copying part or all of another person's paper and submitting it as your own.
 - d. The use of AI language models like ChatGPT (or others) to generate content for academic assignments/assessments is strictly prohibited unless pre-approved by the respective classroom teacher.
 - e. Not citing appropriate references.
3. Handing in a paper in more than one course without consulting both teachers (self-plagiarism).
4. Making up data for an experiment ("fudging data").
5. Citing nonexistent sources (articles, books, etc.) or sources that were not actually used to complete the assignment.

Misuse of Computers:

1. Copying data or information from a variety of Internet sources and representing this as your own work.
2. Misrepresenting your academic accomplishments, such as tampering with computer records.
3. Purposely circumventing Internet blocks to access forbidden sites or write or read forbidden communications.

Other:

1. Violating copyright.
2. Deceiving a teacher to get special consideration.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

Note: Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

Consequences: The consequences for academic dishonesty will be based on the severity and frequency of the violation. Consequences for lesser violations will be handled by the teacher and may range from having to redo and resubmit documents to total loss of credit for the test, paper or project resulting in a zero. In repeat cases, or when it is clear that the dishonesty was premeditated and severe, the teacher will consult with a principal to determine the appropriate consequences. In every case, administrators and parents will be notified and the case documented as disciplinary action for plagiarism/cheating.

Grading Clarification

The following information serves the purpose of clarification to promote consistency in grading procedures in grades 7-12. All concepts are aligned with the current School District of Marshfield Grading Guidelines.

Formative assessments monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and students to improve their learning.

Summative assessments evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark.

1. A minimum of two formative assessments must be given and scored with students earning over **70%** before the student may take the summative.

Rationale: In order for a student to take a summative assessment a teacher must have reasonable confidence that a student has understanding of the material being assessed.

- Students who are absent (excused), have **five school days to take the summative exam or turn in a summative project they missed due to their absence.** On the 5th day the student *may* be given up to 70% for taking it late and may be given an alternate assessment for taking it late as well. They have also forfeited their retake possibility if all 5 days are used. If the test is not complete or project not turned in a student *may* earn a zero. It is recommended to use class time on that 5th day to finish whatever the student can to avoid a zero.

Rationale: When a student is absent the class does not stop. An absent student should make up any missed work as soon as possible – 5 school days being the most. This is done to ensure the student catches up to their classmates upon returning from an excused absence and is making up work that will lead to greater success on the concepts the class is currently exploring. Extended illness or other mitigating circumstances may be grounds for more time allowed to make up missing work pending appropriate arrangements with the teacher.

- Students who **do not pass a summative at 70% need to retake the summative**, and this needs to be done within the 5 days of the summative. Students may or may not earn more or less than 70%.

Rationale: Anytime a student is retaking a summative assessment their class is still moving forward through the curriculum. To allow the distraction of remediating a concept beyond 5 days may interfere with the students' success.

- Teachers need to do all they can to enter grades in Skyward the same day they hand back summative work to students. Students who do not take advantage of the retake should be noted in Skyward.

Rationale: Our students and parents care about grades. They deserve to have the most accurate and up to date information possible. Parents should also be able to see if their student has not taken advantage of the retake opportunity.

- Teachers need to contact parents/guardians and guidance after multiple retakes have occurred, especially early in the year, and determine if the student is in the right class.

Rationale: If a retake is necessary after each summative assessment, it is an indicator that possibly the student has been placed in a class that is beyond their current skill level. Teacher, parent and a school counselor should communicate to see if the student's placement should be changed.

Grade Marks

Grade Mark	High	Low
A	100%	92.50%
A-	92.49%	89.50%
B+	89.49%	86.50%
B	86.49%	82.50%
B-	82.49%	79.50%
C+	79.49%	76.50%
C	76.49%	72.50%
C-	72.49%	69.50%
D+	69.49%	66.50%
D	66.49%	62.50%
D-	62.49%	59.50%
F	59.49%	0.01%
I	0.00%	0.00%

Summative Assignments 90% and Formative Assignments 10%

Graduation Requirements

All students must attain 25 credits for graduation.

The following graduation requirements have been established for Marshfield High School:

- Four credits -----English
- Three and one-half credits -----Social Science
- Three credits -----Math
- Three credits -----Science
- One and one-half credits -----Physical Education (taken over 3 years)
- One half credit-----Healthy Choices (taken in grades 9-10)
- One half credit-----Consumer & Personal Finance (taken junior or senior year)
- One-half credit -----Computer Applications R, H or Foundations
- Eight and one-half credits -----Elective Courses

Total: 25 credits

Scheduling and Assignment

Every effort will be made to develop a master schedule according to student needs and interests. The process does involve students, parents and the school counselor. Each student must recognize that the scheduling process is a complex task and that their selections determine curriculum offerings, the final master schedule, and teacher contracts. The amount of time and effort put into a flexible schedule is considerable and once final schedules have been established in May, schedule changes will be exceedingly difficult. No schedule changes will be made until registration week in August. All changes in student schedules should be initiated with the school counselor. Changes must be approved by a parent and school counselor. The High School Principals may, in unusual situations, give approval for extenuating circumstances.

Schedule Change Prior to the Start of the Year: Students may drop any course and add another course in their schedule for one or more of the following reasons:

- For medical reasons (with documentation)
- Due to significant changes to a student's post high school plans
- There is a computer error on the student's schedule
- There are two study halls in one semester and none in another
- The student is in a Co-op, Health Career Connections, Work-Based Learning or Youth Apprenticeship and needs to be free at certain times for their job.
- The student's IEP requires that a modification be made.
- The class needs to be added as it is a graduation requirement.

Adding a Course After the Start of the Semester: Students may add a course in place of a study hall during the first six days of a semester if space is available in the course. Students must consult with the teacher regarding make-up requirements for any missed content. If students need to add a class to reach 6.5 credits, the class must be added during the first six days of the semester and must fit into their schedule without moving other classes.

Dropping a Course After the Start of the Semester: Students may withdraw from a course if they make the request during the first four weeks of each semester and if they continue to have 6.5 credits on their schedule for the school year without the dropped class. Beyond this four-week window, students may be allowed to withdraw with a "W" for extenuating circumstances such as a medical condition. If an extenuating circumstance is not present, students who drop a class after this time will receive a grade of "F" and have a failing grade included in their grade point average.

Request for a Teacher Change:

To initiate a teacher change the following process must be completed:

- The student, parent, and teacher must meet to discuss the reason for the request.

- If after this meeting occurs, the parent still desires a teacher change, the parent must submit a written request to a principal stating the educational reason for the request.
- Upon review of the request and consultation with the school counselor, a building principal will approve or deny the request.
- If a principal approves the request, the student’s counselor will be directed to make this change. This change can only occur if the master schedule allows such a change. If the change is not possible within the master schedule, the student may drop the current class and take the class the following year with a different instructor.

Student Assessments

To measure student progress, students will be tested in accordance with State standards and District policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Currently, the state required testing is as follows (listed by grade):

Seniors – no required state testing

Juniors – ACT Plus Writing (schedule in early Spring each year)

Sophomores – PreACT and WI Forward for Social Studies (spring)

Freshmen – PreACT Secure (spring)

Additionally, all students are required to take and pass the Civics Exam as a graduation requirement (typically administered in Grade 9 Social Studies).

District testing may include the following (listed alphabetically)

ACT (fall administration) - optional for grades 10-12

AP Exams (early May) - optional for all students enrolled in AP courses

PSAT (fall administration) - optional for Grades 10 and 11

STAR Reading & Math (fall/winter/spring) – universal screener for Grade 9 or for any students receiving Tier 3 interventions

These exams are expected of all students enrolled with the Marshfield School District; whether attending in-person in the building, participating in alternative programming or virtual learners not present in the building (RVA). Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Some CTE courses offer opportunities for certification/credentialing exams to their students as well. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the counseling staff.

ATTENDANCE

Attendance

Regular school and classroom attendance is a prerequisite for academic success and social responsibility. Excessive absenteeism, whether excused or unexcused, will potentially result in the loss of credit from classes. Students will be held to the expectations and guidelines set forth in WI Statute 118.15 and [Board of Education Policy 5200A](#) child may be excused for up to ten (10) full or partial days in a school year by a parent/guardian for any lawful reason per state statute. Also included in state statute, absences beyond these 10 days require official documentation such as a note from a medical provider, court summons, etc. Absences excused due to approved school-related activities or when medical notes stating the student was seen by a medical professional are provided do not count towards the 10 days. Attendance for the high school is taken each period on the current schedule; this includes the 4, 79-minute regular class periods as well as the 3, 30-minute “flex” periods. Depending on the day, the regular class periods that meet will either be odd (periods 1, 3, 5 & 7) or even (periods 2, 4, 6 & 8), while periods 4A, 4B and 4C meet every day. The classes assigned during the 4ABC portion of the day include two, 30-minute periods of class and one, 30-minute period is assigned lunch. The following procedure has been developed to deal with habitual student absenteeism.

1. The main office will send a written notice to the parent(s) or guardian when a student misses 6 days of absence in a year and again when a student misses 10 days of absence in a year. Absences resulting from school-related activities (marked with an “X”) or medical/dental absences with appointment verification

documentation (marked with a “D”) do not count. Doctor’s notes are required to excuse medical & dental appointments. Absences with documentation from a medical professional will not count toward the 10 parent days. Notes from a medical professional for an extended period of time must include a specific number of days. Doctor notes are valid for 30 days, including an explanation and specific dates.

2. Absences exceeding 10 days may result in a scheduled conference to address the student absenteeism issue. An attendance contract may be instituted at this time.
3. If a student’s performance declines due to continued absenteeism after the written notice has been sent to the parents or guardians, the teacher will document contact via a phone call, letter or e-mail. A meeting will be requested with the classroom teacher, parent, student, and school counselor to discuss options to improve attendance and academic performance. Student and parent will be informed that continual absenteeism and poor performance may result in the withdrawal from the class and loss of credit with an F recorded on the transcript. Truancy contract or truancy citation may also be issued.
4. Tardy Consequences per Semester
1st Offense: Warning by Teacher
2nd through 4th Offenses: Teacher consequences; parent contact expected.
Once a student receives a 5th tardy, they may be referred to the office and administration will assign consequences.
5. **Senior Status** - Students of senior status may not be excused from school in excess of 20 school days. School sponsored activities will not be counted toward the 20-day limit. Documentation will be requested upon reaching the 20-day threshold. Students surpassing the 20-day threshold will not be allowed to participate in the graduation ceremony including Project Graduation. All excused absences include funerals and medically excused illnesses. Five tardies count as one-half day, regardless of the excuse. Only for graduation walking and Project Graduation - Students accumulating absences from two regular class periods will be docked one-half day. Four regular class periods missed will be counted as one full day. Considerations will be made for students with severe/chronic documented medical conditions. Students surpassing the 20-day threshold who wish to participate in the graduation ceremonies will need to secure and participate in community service. Community service opportunities may not be with a family member, should be carried out within the Marshfield High School attendance zone, must be supervised and documented by an adult, and documentation of hours must be submitted to the office before graduation rehearsal begins. For record-keeping purposes, every 3 hours of community service is equivalent to 0.5 days of school attendance; service hours submitted must bring the absence total back to the 20-day threshold or better. Upon successful completion of the community service component or in-school suspension, participation in the graduation ceremonies will be allowed. Students with unexcused absences and/or truancy may not be afforded the privilege of participating in all senior graduation activities. Parents/students will not be reimbursed for any costs incurred for graduation cap and gowns if denied the privilege to participate in the graduation ceremony and Project Graduation. Any student or parent wishing to appeal the decision, must make the appeal to the Superintendent by May 1st.
6. If student is 18, he or she will be given the choice to withdraw from Marshfield High School. Eighteen (18) year old students withdrawn for repeated absenteeism issues resulting in loss of credit, may apply to Marshfield Alternative High School to complete their credit requirements in the MAHS’ night school program.

Excused Absences

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

- A. Physical or Mental Condition: The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction: To enable the student to obtain religious instruction outside the school during the required school period (see [Board Policy 5223 - Absences for Religious Instruction](#)).
- C. Permission of Parent or Guardian: The student has been excused by their parent or guardian before the absence for any or no reason. A student may not be excused for more than part or all of ten (10) days per school year under this paragraph and must complete any course work missed during the absence.

Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 2. to attend the funeral of a relative
 3. legal proceedings that require the student's presence
 4. documented college visits
 5. job fairs
 6. vacations
- D. Religious Holiday: For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion: The student has been suspended or expelled.
- F. Program or Curriculum Modification: The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law. (see [Board Policy 5200- Attendance](#))
- G. High School Equivalency: Secured Facilities The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and their parent or guardian agree that the student will continue to participate in such a program.
- H. Child at Risk: The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

Unexcused Absences

All absences that do not comply with any of the above excused absence definitions and procedures will be considered unexcused.

- For purposes of defining truancy for Marshfield, ten tardies = one day of absence.
- If a student is late for more than 20 minutes of a class period, it will be recorded as an absence for that period. For each unexcused absence, parent/guardian will be contacted the day of the absence via phone and/or text; absences must be verified within 5 school days or they remain coded as unexcused for truancy procedures. It is the parent's responsibility to call their child in as absent when they are ill or unable to attend.
- A student who is absent for more than 20 minutes in a given school day for an unexcused reason will not be able to participate in nor attend that day's after-school activities. Observation of practice/event by that student may be required.

Truancy

Truancy is defined in [Board Policy 5200-Attendance](#). A student will be considered truant if they are absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant. The definition of "pupil who is absent from school" shall also include a pupil, who, while remaining on school property, fails to attend and/or who is absent without an acceptable excuse from a part or all of any class or other school activities the pupil had previously been assigned to attend.

Truant students will be disciplined in one of the following ways:

1. Receive a warning and parent contact will be made by a building principal.
2. Required team conference to counsel student and collectively problem solve. Building principal may suspend student privileges such as, but not limited to Open Campus, tiered halls, etc.
3. Upon the 3rd offense, student will be cited by the SRO for truancy. Student will appear with parent/guardian at municipal court. Student will remain ineligible for student privileges until deemed appropriate by administration.

Habitual truancy is defined by state statute 118.15 as a student absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Habitual truancy will be referred to the Dept. of Human Services or a municipal citation will be issued.

STUDENT CONDUCT EXPECTATIONS AND SCHOOL RESPONSE TO STUDENT CONDUCT

Positive Behavior Intervention and Supports (PBIS) Matrix

Marshfield High School								
PBIS Matrix								
Expectations	Classroom/Study Hall/Library	Hallway	Restroom/Locker Room	Common Area	Parking Lot	Use of Technology/ Cell Phones	Co-Curriculars On and Off Campus	Bus
Act Responsibly	*Be on time *Be prepared *Complete daily assignments for better understanding	*Move at an appropriate speed *Keep halls clean *Respect school property	*Maintain a clean environment *Wash your hands *Schedule bathroom breaks wisely	*Stay in commons area until bell rings for dismissal *Use a conversational voice	*Drive slowly and cautiously *Yield to other drivers *Keep a drug-free zone *No firearms or weapons allowed *Wear your seatbelt	*During instruction time use technology for school purposes only *Follow the appropriate use policy in the student handbook	*Practice good sportsmanship *Follow the rules of the facility *Support & encourage all participants *Use electronic etiquette	*Pick up after yourself *Follow bus rules and listen to the bus staff *Stay in your seat
Be Respectful	*Adhere to all classroom policies *Appropriate use of property and technology *Be open to the opinions of others	*Be aware of others *Use appropriate language and volume *Use only appropriate physical contact	*No electronic devices *Respect others' privacy and property	*Pick up all trash around your seating area *Be courteous to cafeteria staff *Report spills to janitorial staff	*Take turns coming into the parking lot *Park between the marker lines *Be mindful of vehicles and pedestrians	*Use respectful behaviors online *Use low volume with headphones to not disturb others	*Be aware of your environment *Use appropriate language	*Keep hands and feet to yourself *Use appropriate language and volume *Be respectful to everyone *Take care of bus property
Commit to Achieve	*Be physically present and tuned in *Be an active listener *Ask questions for understanding *Give your best effort *Learn from your mistakes	*Use time efficiently and bring necessary materials	*Go directly to the restroom and return to your class promptly *Keep area clean *Report problems to a staff member	*Request a pass from staff to leave the commons area *Sign out and if returning sign in	*Abide by all traffic rules *Park in permitted area with tag displayed	*Recognize positive use of technology as a learning device *Manage your time with technology	*Be a positive representative of the school *Show appropriate spectator/audience support	*Be a positive role model to younger riders
* These expectations are not all inclusive to what is included in the student handbook or board policy concerning student behavior								

Positive Behavior Intervention & Supports (PBIS)

Marshfield High School believes that optimal behavior and academic achievement can be attained by promoting positive behaviors through creating clear expectations which encourage respect, responsibility, and commitment to achieve.

A part of our PBIS program is to recognize students who demonstrate positive behaviors and are role models to other students. Students are given “Tiger Stripe” slips by high school staff as a recognition for acting responsibly, being respectful, or committing to achieve. Students are able to turn these slips in at the office for a prize and two students are drawn for a larger prize each month, with a drawing for a grand prize at the end of the school year.

MHS also implemented the “Top Tiger” recognition program. Each week two students are nominated by their teachers for this award. The criteria to be a Top Tiger is one of these: 1) student shows outstanding academic achievement, 2) student has overcome an obstacle and is working toward a successful school year, 3) student shows great respect and compassion for fellow students and staff, or 4) student is a leader in a positive, healthy lifestyle.

The nominated students are recognized each week and have their photo taken and displayed in the main office. The Top Tigers also receive a gift card or a special parking spot for the week, have their names read over the public address system, and a congratulatory letter is sent home. Another form of recognizing students in a positive way is through teacher nominations for class of the week. Classes that are productive and engaged can be nominated by their teachers for school recognition.

Disciplinary Considerations

Students are expected to adhere to Board Policies, Administrative Guidelines, and this Handbook at school, on school property, at school-sponsored events, and on school transportation. Failure to do so, may result in disciplinary action being taken. The Principal is responsible for ensuring that appropriate discipline is being applied and circumstances for the behavior are being considered. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident.

In-school/Informal Discipline

In-school discipline includes but is not limited to detention, in-school restriction, and in-school suspension. Detentions may be assigned before school, during school, or after school. Such forms of discipline may be issued to any student who has violated any section of the Code of Conduct. Depending on the significance of the behavior, teachers and or administrator may enforce informal disciplinary measures such as but not limited to student conferencing, rewriting assignments and change of seating. The Principal or designee is responsible for issuing in-school discipline. The Principal or designee shall inform the student of the reasons for the discipline. The Principal or designee shall provide the student's parent/guardian with notice of the decision. In-school discipline decisions may be appealed in accordance with the procedures set forth in the "Appeals" section below concerning in-school discipline. The Principal or designee is responsible for issuing in-school discipline. The Principal or designee shall inform the student of the reasons for the discipline. The Principal or designee shall provide the student's parent/guardian with notice of the decision. In-school discipline decisions may be appealed in accordance with the procedures set forth in the "Appeals" section below concerning in-school discipline.

Investigations

Honesty and cooperation will be expected from students who are part of an investigation being conducted by administration and/or staff. Students who are not honest, withhold information or provide information that is not factual that impedes an investigation may be subject to disciplinary action.

Classroom Ejections

Marshfield High School uses the Discipline Referral System to deal with high school students who are ejected from class. This system uses a progressive three step disciplinary approach which affords the student due process and informs the parent(s).

- Step 1** - Upon the initial ejection from a classroom by a high school teacher, the student is directed to the main office to meet with an administrator. The student will remain in the office for the remainder of the class period after the initial meeting with this administrator. Before any other disciplinary action is taken, the classroom teacher will complete a Discipline Referral Report (DRR) and submit it to the appropriate administrator. After receipt of the completed DRR, the student will be recalled (if DRR not available) to the appropriate administrator's office to discuss the DRR. The student has the right to disagree with what the teacher has written on the DRR and can do so by completing the student office visit recording form. The administrator will inform the student of the succeeding steps involved in the three-step process, warn the student about their classroom behavior(s), provide some strategies for correcting behavior(s), and make phone contact (if appropriate) and/or send a letter and copy of the DRR to the parent or guardian if consequences are assigned. The parent will be informed of the succeeding steps in the Discipline Referral System should further ejections occur.
- Step 2** - If the student is ejected from the same classroom a second time, a **required parent conference** will take place prior to the student's return to class. The required parent conference will include the student,

parent, teacher of the class and an administrator. The teacher will complete a second DRR and the student will again be afforded the opportunity to **discuss it and provide a written statement**. Parents will be contacted to arrange a conference at their earliest convenience. The student will report to the main office during class time until the conference has taken place. During the parent conference, the parent and student will be informed of the third and final step in the Discipline Referral System. For special education students the case manager will be included in the parent conference. The IEP Committee may be convened as a result of this conference.

Step 3 - Continued ejections from the same classroom may result in the student being permanently removed from the class with a failing grade recorded for the semester (or year if the student is unable to resolve their schedule for the second semester). The student will be referred to the Counseling Department to be placed in a study hall/class depending upon the time of the school year. The parent will be informed of the action by telephone or letter. The classroom teacher will complete the DRR. For special education students the case manager will convene a meeting of the IEP team to review/revise the IEP.

Reasons for removal from a high school class:

The following are recommended reasons for removal of a student from a high school classroom but not limited to:

1. Repeated refusal to follow classroom rules/guidelines.
2. Verbally threatening a teacher or another student.
3. Sexual harassment of a teacher or another student.
4. Possession/use of tobacco products or vape devices or look-a-likes.
5. Possession/use of alcohol, illegal drugs or a controlled substances or look-a-like substances.
6. Possession/use of illegal drug paraphernalia.
7. Possession/use of a weapon, explosive materials, look-a-like weapons or other objects used or designed to inflict bodily harm or to intimidate.
8. Suspicion by teachers that students in their classrooms are under the influence of an illegal drug, alcohol or a mood-altering substance.
9. Use of abusive and/or profane language.
10. Theft and/or destruction of personal and/or school district property.
11. Any act/behavior which endangers the health and safety of others present in the classroom.

Insubordination

Students are expected to follow the reasonable directions and requests of all staff including teachers, custodians, cooks, secretaries, aides, coaches, bus drivers and administration: i.e. ignoring the reasonable directions of a staff member, confronting a staff member, being disrespectful, or arguing with any staff member is unacceptable.

Suspension and Expulsion*

**Parents and students are encouraged to read the full text of Board Policies [5605](#), [5610](#), [5610.02](#), related to Suspension and Expulsion, available on the District web site or by contacting the school main office.*

A. Suspension

1. Duration and Grounds for Suspension

The principal or a person designated by the principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days or ten (10) consecutive school days if the student is eligible for special education services under Chapter 115, Wis. Stats., if the suspension is reasonably justified and based upon any of the following misconduct:

- a) Non-compliance with school or School Board rules;
- b) Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c) Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others;

- d) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority;
- e) Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of any employee or School Board member of the school district in which the student is enrolled.
- f) Under paragraphs c, d, and e above, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The following behaviors or actions that occur on school property, at school events, or through electronic media are SUSPENDABLE/ EXPELLABLE offenses:

- Fighting or unwanted physical contact
- Possession of alcohol
- Possession of tobacco products including vaporizers whether or not they contain nicotine
- Being under the influence of a drug/alcohol
- Ingesting any prescription medication in a non-prescribed manner will be considered a conduct violation.
- Behavior that disrupts the learning environment
- Swearing and use of obscene, indecent, lewd or profane language
- Viewing inappropriate and/or pornographic websites with personal or school electronic devices
- Insubordination/not doing what you are told to do by a staff member in this building.
- Criminal damage to property
- Bus misconduct
- Failing to follow school rules
- Committing an illegal act (misdemeanor or felony)
- Unauthorized possession, selling, or delivering of prescription drugs or look-a-like substances
- Possession, selling, or delivering of illegal non-prescription drugs or look-a-like substances
- Possession, selling, delivering, or being under the influence of alcohol
- Possession/use of illegal drug paraphernalia
- Possession of a weapon or look-a-like weapon on school property
- Endangering the safety of others
- A chronic lack of following school rules
- Theft of school property or personal property.
- Possession of fireworks or other explosives incendiary devices to include cigarette lighters
- Possession or misuse of laser pointers/pen

The Superintendent, or any principal or teacher designated by the Superintendent shall suspend a student if the student possessed a firearm while at school or while under the supervision of a school authority.

The suspension period applies to “school days”. Thus, a suspension period does not include weekend days or vacation days.

2. *Suspension Procedure*

Prior to being suspended, on the day of the alleged infraction or as soon thereafter as is practicable, the student will be advised of the reason for the proposed suspension and given an opportunity to explain his or her conduct, except in emergency circumstances.

3. *Notice of Suspension*

The parent or guardian of a suspended minor student shall be given prompt notice of the suspension and the reason for the suspension.

4. *Sending a Student Home on the day of the Suspension*

Generally, the student should remain in school on the day of the suspension until school is dismissed for the day. Except as provided below, if the situation requires that the student be removed from the premises before school is dismissed, the principal shall attempt to contact the student’s parent or guardian to request the student be picked up. If the parent/guardian is unable to pick up the student, the student should remain

under the school's supervision until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision. In the event a parent/guardian is unwilling to pick up child from school, administration has the discretion to extend the time of suspension.

5. *Opportunity to Complete School Work*

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the School Board.

6. *Reference to the Suspension in the Student's Record*

The student's suspension from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

The suspended student or the student's parent or guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent or designee, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records.

The Superintendent, or designee, shall make his or her finding within fifteen (15) days of the conference.

7. *Co-Curricular or Extracurricular Participation*

A student's participation in co-curricular or extracurricular activities during a suspension shall be determined on a case-by-case basis. Attendance at school activities may be revoked by administration.

B. *Expulsion*

1. *Grounds for Expulsion*

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion, and it finds that the student:

- a) repeatedly refused or neglected to obey the rules established by the School District;
- b) knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
- c) engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- d) engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled; or
- e) had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.

Under this section, conduct that endangers a person or property includes threatening the health or safety of a person or threatening to damage property.

2. *Expulsion for Bringing a Firearm to School*

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

3. *Expulsion Hearing*

Prior to expelling a student, the School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and the student's parent(s) or guardian(s) if the student is a minor; otherwise just to the student. The notice will comply with the requirements of State law.

4. *Expulsion Order*

The Board shall reduce its decision to writing in the form of a written order. If expulsion is ordered, the order must state the length of time that the student is to be expelled. The order should also state specific findings of fact and conclusions of law in support of the decision. The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

Use or Possession of Drugs, Alcohol, Mood-Altering/Controlled Substances, Tobacco Products, and Vaporizers*

**Parents and students are encouraged to read the full text of [Board Policy 5512, Use of Tobacco and Nicotine by Students](#) and [5530, Student Use or Possession of Intoxicants, Drugs, or Paraphernalia](#), available on the district web site or by contacting the school main office.*

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event. The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

Students who are observed violating this policy shall be disciplined according to provisions in the student handbook. Spectators or visitors who fail to abide by the policy shall be reminded by the principal, supervisor, or designee, of the Board's smoking and tobacco use policy. If a spectator or visitor refuses to stop smoking or using tobacco products, the individual shall be asked by the principal, supervisor, or designee to leave school premises.

Parental awareness and responsibility to ensure our schools remain alcohol, tobacco, and drug free is imperative to the district mission regarding Drug Free Schools. If parents do not accept this responsibility and are suspected of contributing to the delinquency of a minor, they may be referred to a School Resource Officer for a possible municipal citation for contributing to the delinquency of a minor.

Students found to be in violation of the student code of conduct must complete a School District of Marshfield diversion/intervention program or service. (This may include a screening tool.) Students and parents have a right to opt out of any screening at the expense of losing eligibility to participate in any future school sponsored programs. Future eligibility is contingent on the successful completion of the recommended diversion/intervention program or service. If a student faces expulsion and agrees to participate in the recommended diversion/intervention program or service through the School District of Marshfield, the expulsion review may be held in abeyance pending successful participation in the program.

Participation in the program includes complying with the recommendations made by the student services team member. If the student or parent refuses participation in the School District of Marshfield's diversion/intervention program including but not limited to screening tools, or does not complete the recommended services, then the student will be considered for expulsion. This would include possession, sales or delivery of the substances listed above.

Drug Abuse Prevention

The Board recognizes that substance misuse is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent substance use disorders and help those with substance abuse disorders by educational, rather than punitive, means. Students expelled for drug related incidents may be required by the Board's expulsion order to submit to drug testing as a condition of early reinstatement throughout the term of the expulsion. Non-expelled students may be subject to drug testing if the

parents, student and District agree to such testing in writing. Drug testing, as ordered by the Board or agreed to by the parents/student, will be conducted by a third party and the parents/student will be responsible for the costs associated with such testing.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. all derivatives of hemp. This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.);
- C. all chemicals which release toxic vapors;
- D. all alcoholic beverages;
- E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- F. "look-alikes" or synthetics;
- G. anabolic steroids;
- H. any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

Appeals

Appeals of out-of-school suspensions and expulsions should be made in accordance with Board Policy and Administrative Guidelines. For matters concerning other disciplinary measures (e.g., in-school discipline) or summative grades, an adult student and/or a minor student's parent/guardian may appeal the matter to the Principal. Before doing so, the adult student and/or the minor student's parent/guardian should contact the staff involved in an attempt to resolve the issue. If no resolution is made, the adult student and/or minor student's parent/guardian should send the appeal in writing with explanation to the Building Principal.

No staff or administrator of the District shall be permitted to retaliate against a person for requesting an appeal of any summative grade or disciplinary matter.

Student Records

The student's expulsion from school shall be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records.

SAFETY

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action. No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. School officials may search the contents of a vehicle that is owned or operated by a student that is parked on school grounds if there is probable cause for a search.

Confiscated Items

Should a student find themselves in possession of an item(s) that is not allowed at school, it may be confiscated and held in the office. While items that are illegal in nature may be turned over to law enforcement, certain items can be retained by the school and released to the parents. Items that are confiscated by the school will be kept for a minimum of 30 days. At the end of the summer, all remaining items that were confiscated during the previous school year and summer school will be discarded if left unclaimed.

Weapons*

**Parents and students are encouraged to read the full text of the [Board Policy 5772, Weapons](#) available on the District web site or by contacting the school main office.*

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

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

Backpacks, Messenger Bags and Purses

Students may use backpacks, purses, and messenger bags to bring books and supplies to and from school. However, for safety reasons, these items must stay in their locked locker during the school day.

Doors

In order to maintain order, safety, and security all building doors will be locked during the instructional period with the exception of main entrance door #2 which is staffed by district personnel. Prior to the beginning of the instructional day, students may enter doors #36 & #2.

- South Commons Door (#36)
- Main Office Door (#2)

Students are not to open locked doors for any other students or non-staff members. At no time should a door be propped open. School consequences may be assigned for students who fail to follow this rule.

Lockers

All lockers in the school are the property of the School District of Marshfield. Students are hereby notified that, while assigned a locker for their use during the school year, they should not consider the locker as their own personal property. Students found to be tampering with the normal operations of the locking mechanism that

results in damage or repair may be held responsible for financial restitution. Students are not allowed to decorate their lockers in any way that permanently changes the look or function of the locker. Pictures or decorations depicting partially clothed individuals or that promote alcohol, drugs, or tobacco products are forbidden. School officials are charged by the state with operating the school and safeguarding the health, welfare, and safety of students and school personnel; therefore, when drugs, weapons, dangerous materials, or suspected stolen property or any other material which is in violation of school board policy is suspected, the principal or assistant principal not only has the right, but the duty, to make a thorough investigation of the lockers and their contents without student or parent consent.

All students are assigned a corridor and physical education locker for their personal use, contingent upon the following:

1. You will be responsible for keeping the locker neat and in good working order.
2. You will use these lockers for your possessions only.
3. You will keep your lockers locked at all times to safeguard their contents.
4. You will be responsible for any misuse of the locker which results in damage to the locker.
5. You are responsible for the contents of the locker.

Fire and Tornado Drills

1. In case of a fire, the fire alarm will be sounded. At that time students are to vacate the building as quickly as possible according to the evacuation instructions posted in each room. ALL students must be at least 25 feet away from the building. An announcement will be made indicating an "All Clear" before students should return to the building.
2. In case of tornado or other emergency, students are to immediately proceed to the shelter area of the building as designated by the evacuation plan posted in each room and/or follow the directions of their supervisor or announcement over the intercom.
3. Periodic fire and tornado practice drills will be held during the school year.
4. If a student has a physical handicap, the student should report to the office at the beginning of the year of special emergency information.
5. Students are expected to stay with their teacher during the entire time period of the evacuation for fire or severe weather situations.
6. Students are expected to stay quiet and follow all directives of staff during periods of evacuation.

Fires, False 911 Calls, Fire Alarms, Explosives, Fireworks, and Spray Devices

A student who starts fires, makes false 911 calls, sets off fire alarms, falsely, possess or detonates any kind of explosive or incendiary devices, including firecrackers, or uses or possess spray which is intended to incapacitate (i.e. pepper spray) will be immediately suspended and recommended for an expulsion review. Law enforcement will be notified.

Gang and Gang Related Activities

Antisocial and criminal activities/behaviors/actions of gangs or gang-like groups threatening the school environment and interfering with the educational process will not be tolerated. The use of language, hand signals, graffiti, tattoos, haircuts, or the presence of wearing apparel, footwear, jewelry, accessory, or manner of grooming which by virtue of color, arrangements, trademark, symbol, or any other attribute indicates or implies membership and/or affiliation with such a group is prohibited. Appropriate disciplinary action, which may include suspension and/or recommendation for expulsion, will be enforced. The district will also cooperate with the law enforcement officials regarding any gang and/or gang related activities.

Soft and Hard Lockdown Procedures

The high school has a procedure to protect students and staff from external danger. A Hard Lockdown is a response to an actual emergency situation. This type of lockdown is used to enhance the level of security dramatically and rapidly in the facility. By locking all exterior and main interior doors, staff can make it more difficult for dangerous

person(s) in the vicinity to gain access to staff and students. This type of lockdown further requires that all staff and students seek as much safety from physical assault as possible, by using barriers to sight as well as physical barriers. Soft lockdown requires students and staff to remain in their classrooms, but instruction can continue. Students and staff will review and practice soft and hard lockdown procedures during the beginning of the school year.

Vehicles/Parking

Marshfield High School provides four parking lots as follows:

Lot A – East of the Fieldhouse – Students.

Lot B -West of the building by the receiving room - Staff only.

Lot C – Bus parking lot – buses only.

Lot D - Circle drive lot - Visitors & Staff only.

Students bringing cars to school must park in Lot A only.

Students are not to park in any numbered or visitor parking spaces. Lots B & D are reserved for school employees and visitors only. Any violations of the above parking policy will result in a ticket being issued by the Marshfield Police Department for illegal parking. Once a student's car is parked on school property, it must remain there until school is dismissed unless permission to leave has been secured from the office. Students with a valid driver's license will have the option to purchase a parking permit for the MHS student parking lot. All cars parked in school parking lots must be registered with the main office. All students must pay a fee of \$30 at the beginning of the year for semesters one and two, if they intend to use school parking lots. A \$15 fee is charged for students wishing to purchase a parking pass at any time during the second semester only. Parking hang tags must be hung on the rearview mirror facing the windshield. Students parking without a school issued parking permit will be required to purchase a parking permit and may additionally be assessed a \$15 parking fee per daily violation.

1. The school setting is an area of utmost concern regarding safety. Student parking privileges can be revoked at the discretion of any school administrator who has deemed any safety precautions have been violated. This includes speeding, erratic driving and/or the unsafe or reckless operation of a vehicle. Revoked parking passes are non-refundable.
2. Students riding motorcycles to school are required to park in individual parking stalls (one motorized vehicle per stall).
3. If any possession of drugs, weapons, dangerous materials, or stolen property or any other material which is in violation of school board policy is suspected, the principal or assistant principal not only has the right, but the duty, to make a thorough investigation of vehicle on school premises without student or parent consent. Vehicle search may also take place if the student has given consent regardless of suspension.
4. Permit holder is responsible for the contents of the vehicle.
5. Parking privileges may be revoked based on attendance and/or behavior.
6. If a student has chronic attendance or behavior issues a paid parking permit can be suspended or revoked.

Safety and Security

- Safety and Security All visitors must report to the office through door #2 when they arrive at school and are required to sign in and out when they leave.
- All visitors are given and required to wear a building pass while they are in the building.
- All visitors are required to adhere to all the policies, procedures, and building protocols that are expected of students and staff.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same

time preserving the integrity of the educational environment for all students. As a balance, the parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Student visitation by those other than parent is discouraged. The only circumstance is a prospective student with prior permission of the principal or an assistant principal, and each individual teacher. Visitations are limited to one half day. Visitors must register in the office at the time of arrival.

No loitering by unauthorized individuals is allowed in the building or on the school grounds.

Video Surveillance

The Board has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Parents/students shall have no expectations to access or review video surveillance.

STUDENT AND FAMILY RESPONSIBILITIES

Closed Campus

We have a closed campus for all students except for those juniors and seniors who qualify for Open Campus privilege.

Student Privileges

Marshfield High School offers privileges that provide students with more choices and flexibility during the school day. These privileges are earned based on a student’s grades, attendance (which is required by law) and behavior. They are available to qualifying students in grades **9-12** who meet specific criteria for each program shown below. Marshfield High School maintains a **closed campus** for all students, except for **juniors and seniors** who qualify for Open Campus privileges. This ensures that students remain on campus unless they meet specific requirements that allow them to leave during designated times. Please refer to the chart below for details on privileges, eligibility criteria, and important information.

Privilege	Eligibility Criteria	Important Notes
Honors Commons Study Hall	<ul style="list-style-type: none"> ▪ Grades 9-12 eligible ▪ No grades below C- (no D, F or I) ▪ No more than 3 tardies during the report period ▪ No more than 3 unexcused missed periods during the report period ▪ No discipline referrals 	<ul style="list-style-type: none"> ▪ Available to all students; Grade 9 after a successful first semester ▪ Not available during flex periods (10:38-12:18) ▪ Privilege may be revoked at any time if criteria are not met
Open Campus Lunch	<ul style="list-style-type: none"> ▪ Juniors and Seniors only ▪ No failing or incomplete grades ▪ No more than 5 tardies during the report period ▪ No more than 5 unexcused missed periods during the report period ▪ No major discipline referrals 	<ul style="list-style-type: none"> ▪ Parental consent is required through Skyward Family Access ▪ Students must attend flex periods when requested by the teacher ▪ While off-campus, students must comply with all laws and ordinances; any law enforcement involvement may result in loss of privileges ▪ All fees and fines must be paid

		<ul style="list-style-type: none"> ▪ Privilege may be revoked at any time if criteria are not met
Open Campus Study Hall	<ul style="list-style-type: none"> ▪ Juniors and Seniors only ▪ No grades below C- (no D, F or I) ▪ No more than 3 tardies during the report period ▪ No more than 3 unexcused missed periods during the report period ▪ No discipline referrals 	<ul style="list-style-type: none"> ▪ Parental consent is required through Skyward Family Access ▪ Students must attend study halls when requested by the teacher ▪ While off-campus, students must comply with all laws/ordinances; any law enforcement involvement may result in loss of privileges ▪ All fees and fines must be paid ▪ Privilege may be revoked at any time if criteria are not met

Students are expected to maintain requirements to retain the privilege; administration reserves the right to revoke the privilege at any time for concerns related to attendance, behavior and/or grades.. Criteria will be determined periodically throughout the school year to give students the opportunity to earn privileges if lost at some point; the period of time will be set and communicated by administration and referred to as the “report period” for determining privileges. Regular communication with both families and directly with students will be coordinated by administration after each check to notify students about which, if any, privilege criteria they have met.

Attending and/or Participating in Extracurricular School Sponsored Events

Participation in school sponsored extracurricular events, including but not limited to dances and sporting events, is regarded as a student privilege. These events are seen as valuable opportunities for enrichment and positive learning experiences for high school students, and student attendance or participation is strongly encouraged. However, students must maintain good academic standing to attend. Students with academic, attendance, or behavioral issues may be temporarily restricted from attending such events until appropriate corrective action or counseling with the assigned administrator has occurred.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The school may confiscate such items and return them to the student’s parents. Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct. Criminal damage to property is considered grounds for either suspension or expulsion from school.

Dress and Grooming*

**Parents and students are encouraged to read the full text of the [Board Policy 5511, Dress and Grooming](#) available on the District web site or by contacting the school main office.* While fashions change, the reason for being in school does not. Students are in school to learn. To maintain student safety, prevent learning disruptions and encourage a high-quality learning environment, any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be afforded the opportunity to adjust their attire as needed or they may be removed from the educational setting. Marshfield High School students will follow these policies whether on school grounds or at any school sponsored activity. Students identified wearing inappropriate clothing will be asked to replace the clothing or a parent/guardian will be called to bring in the appropriate clothing.

Clothing should always completely cover the torso from above chest cleavage.

The following styles or manners of dress are prohibited:

- Clothing that does not completely cover the torso (front, back, and sides).
- Clothing that promotes or supports intolerance, alcohol, drugs, gangs or identification, profanity, sexual reference, or violence will not be permitted.
- Clothing otherwise deemed offensive, obscene, sexually degrading, perceived to be racially motivated or pertaining to drugs or alcohol. Examples include references to 4/20, the confederate flag, etc.
- Visible Undergarments
- All apparel that has spikes and wallet chains
- Hats may be permitted in common spaces, hallways, and the cafeteria. Hats/hoods are not to be worn during the instruction day in academic settings unless approved by the individual classroom teacher. Teachers will communicate their classroom expectations around hats/hoods in the academic setting. Students are expected to know and abide by these expectations. Head coverings must be worn so that the face and ears are clearly visible and do not interfere with the line of sight of any student or staff member. Head coverings must abide by all student dress expectations as outlined in the sections above. Other headdresses should not be worn during the instruction day unless pre-approved by administration for religious or documented medical purposes.

Also,

- Tattoos, which, by their content, violate any provisions of this dress code must be covered at all times while students are on school property and/or in attendance at school-sponsored activities.
- For safety reasons, shoes, sandals, or boots must be worn on school grounds at all times. Footwear that may damage facilities is prohibited which includes shoes with rollers, cleats, spikes, heel plates, etc.
- Coats and other forms of outdoor wear are not to be worn or brought into the classroom. They are to be stored in one's locker. If a student is cold, they should bring a sweater or sweatshirt to wear in class.
- Students will be bound by all safety regulations regarding clothing in all shop, gymnasium, classroom, and laboratory areas.
- Students who refuse to cooperate may receive school issued consequences. The school administration will use their discretion to make decisions regarding the appropriateness of each student's dress. It is our sincere hope that parents will continue to encourage appropriate school clothing that promotes a positive learning and school environment.

Meal Service

- The cafeteria is provided for students as a place to eat a hot or cold lunch.
- The Board of Education operates a school lunch program on a non-profit basis. The program is subsidized by the Federal Government and must meet their requirements. The program is meant to be a well-balanced lunch and not a complete dinner.
- Students must have a positive balance in their lunch account in order to purchase lunch.
- It is expected that students will clean up after themselves in the cafeteria. Students who fail to cooperate in this regard will be subject to disciplinary measures.
- Students should line up for lunch, single file, in the appropriate line.
- The lunch line forms on a first-come, first-served basis. No unfair advancement of the line will be allowed.
- Students are to follow any further directions of the lunchroom supervisors and kitchen staff. Disciplinary consequences will result from infractions of any lunchroom rules.

Restrooms & Water Fountains

Restrooms should be used during non-class times. However, if use is necessary during the school day, the following limitations are in place:

- Students must obtain a pass from their classroom teacher using the Securly app
- Students shall use the closest restroom or water fountain.
- The restrooms are not to be used for loitering.
- Students should return promptly and directly to class.

School Telephones/Calls at School

Students may only use the office telephone for emergencies (for example: not feeling well, canceled, or delayed game times, etc.). Phones are primarily for staff use only. Parents and guardians are asked to keep requests for relaying messages for emergency purposes only to avoid unnecessary interruption of classes. Students will not be called from class to take telephone calls except in case of emergency.

Fees and Obligations

All students will be required to pay a student fee. Students and parents should be aware that some courses require the payment of an additional fee. There will also be a fee for student parking permits. Students are encouraged to reference the Course Catalog for additional information related to fees and obligations.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, expensive documents, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for theft, loss, or damage to personal valuables.

STUDENT SERVICES

Student Services Screeners

The School District of Marshfield is interested in the behavioral-social-emotional well-being of our students. The district screens students to better determine behavioral and emotional strengths and challenges.

The BASC-Bess (Behavioral and Emotional Screening System) will be used at various levels to screen students annually. Parents will be informed prior to the administration of the BASC-BESS and will be given the option to have their child opt out of the screening. Other screening tools may also be used on an as needed basis to assist staff in determining best support for students experiencing challenges (including but not limited to suicide risk, substance use, and behavioral concerns).

Individuals with Disabilities *

**Parents and students are encouraged to read the full text of [Board Policy 2260.01, Section 504/ADA Prohibition Against Discrimination Based on Disability](#), available on the District web site or by contacting the school main office.*

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Limited English Proficiency*

[Board Policy 2260.02, Services for Bilingual Students/English Learners](#) available on the District web site or by contacting the school main office.

The Board does not discriminate in admission or access to, or participation in, or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with limited English proficiency.

Mandatory Reporting*

**Parents and students are encouraged to read the full text of the [Board Policy 2260, Nondiscrimination and Access to Equal Educational Opportunity](#) and [5517, Student Anti-Harassment](#) available on the District web site or by contacting the school main office.*

Wisconsin statute (Sec.48.981) under the Children's Code requires that school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury, to make a report to child protective services through the Human Services department in the county in which the child resides. A report of suspected abuse or neglect of a student requires child protective services to respond, investigate, and, in some instances, notify law enforcement.

A report to authorities may not be delayed beyond the time the student leaves the supervision of school staff on the day that the suspected/threatened abuse or neglect occurs. Also, relaying suspicions to an administrator or other staff member does not absolve the individual from the responsibility of reporting to the appropriate child protection service agency. Anyone who in good faith is participating in the making of a report or is participating in any pursuant investigation is immune from liability.

Wood County Contact Information:

Wood County Human Services of Marshfield (CPS) – (715) 387-6374
Wood County Human Services Department/ACCESS – (715) 421-8600
Wood County Sheriff's Department – (715) 421-8700
Marshfield Police Department – (715) 384-3113
Wood County Dispatch – (715) 387-4394

Marathon County Contact Information:

Department of Social Services – (715) 261-7556
Marathon County Sherriff's Department – (715) 261-1200

Clark County Contact Information:

Department of Social Services – (715) 743-5233
Clark County Sheriff's Department – (715) 743-3157
CRISIS 715-384-5555

School Counseling

The school counseling program provides personnel, materials and special services related to the present and future academic, personal/social, and career needs and planning.

Listed below are a few of the services available to students from the school counseling office:

Counseling – Assisting students in acquiring the knowledge, attitudes, and interpersonal skills to understand themselves and others. Building effective decision-making, problem-solving, and goal setting skills.

Programming – Information relative to appropriate course selection and graduation requirements.

Records – Student records, including test scores and grades, and court documents.

Testing – School standardized testing programs as well as special tests related to achievement, college entrance, vocation, military, etc.

Xello – College and career search engine used to help students with post-secondary plans and to create an Academic Career Plan

Applications - Information and forms for students and parents as related to post high school programs.

Financial Aid/Scholarships – Information concerning various alternatives for financial aid and scholarships for Post high-school education and training

Student Records*

**Parents and students are encouraged to read the full text of the [Board Policy 8330, Student Records](#) available on the District web site or by contacting the school main office.*

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

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

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Access to student records other than designated school officials should be made in writing to the building principal two days in advance.

Work Permits

Marshfield High School no longer has the ability to process work permits. All work permits must be completed on the Department of Workforce Development website <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>. The work permit will be sent directly to the employer within 10 days, however the job can be started with the email confirmation that the work permit application process has been completed.

HEALTH

Accident, Injury, and Illness

It is extremely important that parents/guardians provide the school office with the current home, work, and emergency telephone numbers to be used should a student become ill or injured during the school day. Ill or injured students who cannot participate in routine classroom activities will be sent home. Children with a known fever of 100 degrees Fahrenheit or higher, and who are complaining of not feeling well, will be sent home.

All injuries must be reported to a teacher or to an office staff member. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes injured or ill during the school day should request permission from the teacher to go to the office. No student will be released from school without proper parental permission.

A student who has been diagnosed with a concussion should consult with administration (or designee) to coordinate their return to the classroom. The administration (or designee) will suggest using select "Academic Strategies for Return to Learning Following Concussion" guidelines with consultation from the district athletic trainer or school nurse.

Control of Casual-Contact Communicable Diseases

The Board recognized that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to the efficient District operation.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting.

If a student exhibits symptoms of a communicable disease, the building designee will isolate the student in the building and contact the parents/guardians. Protocols established by the Wisconsin Department of Health Services (hereinafter referred to as DHS) shall be followed. Reports shall be filed as required by state statute and the DHS.

Emergency Medical Authorization

The Board has established policy 5341 stating that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities.

School District of Marshfield Medication Policy*

**Parents and students are encouraged to read the full text of [Board Policy 5330, Administration of Medication/Emergency Care](#), available on the District web site or by contacting the school main office.*

The Marshfield School District medication policy and procedures will comply with section 118.29 of Wisconsin Statutes, "Administration of Drugs to Pupils and Emergency Care", and 119.04 "Possession and Self-Administration of Inhalers by Asthmatics, while in School".

Understanding that school is primarily an educational setting rather than a health care facility, and staff and resources are limited, the school requests parents and physicians to limit the administration of medications at school whenever possible and that medications be given at home. The school district will act in accordance with the Wisconsin State statutes to address emergency medical situations.

No medication will be administered to a student without the written authorization of a parent/guardian. A medication consent form is available in the school office or on the Families page of the district website located under Forms. **All prescription drugs will also require written authorization from the prescribing doctor before the medication can be administered to a student.** Once completed, this form will be kept on file in the school office. The school has the right to refuse to administer any medication where a parent/guardian has not fully complied with the medication policy. A new form must be completed each year and whenever the physician changes a prescription.

Prescription medication to be given in school must be in a pharmacy labeled bottle indicating the student's name, medication name, dosage, and instructions for use. Medication arriving in improperly labeled or unlabeled containers will not be administered.

Students in grades 9-12 may be permitted to carry and self-administer certain medications (with the exception of controlled substances) provided that active parental and physician consent forms are on file for self-administration. The district is not responsible for self-administration of medication by students. **All controlled substances must be kept in the main office and given under the supervision of district personnel, regardless of student age.** Controlled substance medications should be brought in the school by a legal parent/guardian.

No student is allowed to provide or sell any type of medication to others. Ingesting any prescription medication in a non-prescribed manner will be considered a conduct violation.

Students may carry asthma inhalers, Epi pens, and insulin/glucagon so they have immediate access to these medications. Authorization from parent/legal guardian and the prescribing physician must be on file.

A parent/guardian is responsible for obtaining all medication. The school cannot administer expired medication. Unused portions of medication must be picked up by parent/guardian within three days after the completion of the school year. Medications not picked up will be disposed of.

TECHNOLOGY

District Acceptable Use Policy*

**Parents and students are encouraged to read the full text of [Board Policy 7540.03, Student Technology Acceptable Use and Safety](#), available on the District web site or by contacting the school main office.*

The Board encourages students to utilize Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

Personal Communication Devices (PCD)*

**Parents and students are encouraged to read the full text of [Board Policy 5136, Personal Communication Devices](#), available on the District web site or by contacting the school main office. Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.*

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

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

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated-PCD will be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes which may include a classroom. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; or (2) engage in "sexting" - i.e., sending, receiving without informing Administration, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of

these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of any part of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules.

Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose their privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents during the school day.

Earbuds/headphones are not permitted in academic settings unless pre-approved with the respective classroom teacher.

Disciplinary Steps of Misuse of Personal Communication Devices (PCDs)

Discipline steps for students in violation of the PCD policy are as follows.

FIRST OFFENSE

1. PCD is turned over to the staff member and taken to the office (phone should be turned off by student unless a search is needed)
2. The student may pick it up at the end of the day from the office
3. Disciplinary Referral is recorded in Skyward

SECOND OFFENSE

1. PCD is turned over to the staff member and taken to the office (phone should be turned off by student unless a search is needed)
2. Parent/Guardian will be notified
3. Disciplinary Referral is recorded in Skyward

THIRD OFFENSE

1. PCD is turned over to the staff member and taken to the office (phone should be turned off by student unless a search is needed)
2. Parent/guardian must pick up the PCD
3. Disciplinary Referral is recorded in Skyward
4. 1/2 day in-school suspension or restriction of privileges for 5 days – student will be required to turn same device into the office

REPEATED OFFENSE

1. PCD is turned over to the staff member and taken to the office (phone should be turned off by student unless a search is needed)
2. Parent/guardian must pick up the PCD
3. Disciplinary Referral is recorded in Skyward
4. Full day in-school suspension or loss of student privileges, duration to be determined by administration, is assigned
5. Loss of Open Campus privilege if applicable and/or after school event attendance
6. Extended suspension or PCD privilege revoked for the remainder of the semester or school year

District Issued Student Learning Device (iPad): The School District of Marshfield envisions a collaborative and inclusive learning environment where every student is equipped with a device that supports 21st century learning and skills. Through our 1:1 device program, we commit to fostering digital citizenship and literacy, helping students to navigate and contribute to the digital world enabling students to explore, create, and innovate, both in and outside the classroom.

Issuing every student a learning device ensures equal access and opportunity to engage in enhanced lessons and resources as well as options for communication to support their learning in the classroom and beyond. Teachers utilize learning management systems to provide a wide variety of digital resources that make technology an essential component of class work. Keyboard cases are provided in grades 3-12 to support text entry and reinforce typing skills. We understand that the role of technology in the home is a family choice and some families may choose not to use the District issued iPad at home. Student issued devices are setup to easily access District tools both in and outside of school. Most resources are also available through login on home devices.

iPads and issued accessories are the property of the School District of Marshfield. Students who graduate, withdraw, un-enroll or for any other reason leave the School District of Marshfield must return the district iPad, case, and genuine Apple charging accessories. The district provides an iPad to all students at no cost including repairs due to product defects.

Device Filtering: iPad internet access is filtered for adult content as well as other categories through industry standard tools both on and off campus. Content filtering tools cannot guarantee that all undesirable content is blocked. Access to district resources from outside the US is restricted to prevent malicious network access. Students/families traveling outside the US should not expect access to district tools and resources.

Device Passcode: Digital identifications, which include email addresses, and the usernames and passwords for online systems and accounts, are for the student's use only and should not be shared. Using the passcode to secure the iPad will prevent unauthorized access to the device and data. Students are required to utilize the district provided "lunch pin" as a passcode. This unique four-digit number is available on both Skyward Student and Family Access via the "Food Service" tab.

Data: Office 365 along with Google Drive are the primary tools providing online storage and access across many devices. Teachers may also provide other options for specific learning activities. Storage space is available on the iPad, however, online storage will ensure your data is backed up. The school district is not responsible for the loss of content including but not limited to music, photos, and videos.

Printing: Students are encouraged to use Google Drive/Office 365/Canvas Learning Management System to share documents and files with their teachers whenever possible. This supports digital literacy/digital citizenship and college/career readiness for students while helping schools save paper. Printers are located in various common areas including computer labs and can be used to release print jobs by entering their student ID number.

Charging and Storage: Students are issued genuine Apple charging accessories at one of the following times: 7th grade, when they enroll, or when an iPad upgrade occurs for the purpose of at home charging. Charging options are available in the Commons as well as Library Media Center (LMC). Students may store iPads at school to charge securely in the LMC. The expectation is that ALL students have a charged iPad that is ready for use for each class period every school day. Charging stations are not to be used for charging PCD's.

Damaged, Lost or Stolen iPads and Accessories: Reporting a lost, damaged or stolen iPad as quickly as possible to the LMC, helps prevent further damage and/or increases the chance of locating the device. Failure to timely report damage or loss may result in repairs and fees for repairs not covered by the district deductible. If stolen, a police report will be required to document the incident. All efforts to recover a lost or stolen device will be made utilizing location services. Devices are encrypted, and the serial number is registered to the School District of Marshfield. All damaged devices are reviewed by Information Technology staff to determine if repair costs would exceed the devices value or if the device is damaged in a way that would indicate internal damage (examples: deeply dented iPad or flooded iPad) making repair unwarranted.

USDOM Damage/Loss Deductible: The district deductible is based on the number of incidents per student and applies for one school year beginning with the start of the 6-week summer school term and running until the end of the regular school year. The deductible will cover all families/students both in and outside of school in the event of accidental damage, loss/non-repairable damage, or theft at the following rates.

- First incident of damage at no cost.
- A second incident of damage with a \$60.00 deductible
- OR
- One incident of loss or non-repairable damage with \$100.00 device deductible (Add \$50 damaged or missing keyboard case).

The USDOM Damage/Loss Deductible does not cover:

- Visibly damaged cables or chargers
- Lost cables or chargers
- Intentional or neglectful damage
- Damage that occurs when the iPad is out of the district issued case

The replacement costs are based on current pricing from district vendors and will be updated at the beginning of each school year.

POLICY AND PROCEDURES

Bullying Policy*

**Parents and students are encouraged to read the full text of [Board Policy 5517.01, Bullying](#), available on the District web site or by contacting the school main office.*

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This

policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions: "Bullying" is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: s age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes but is not necessarily limited to such behaviors as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Reporting Procedures: Any student who believes they have been or are the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or school counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. In addition, all school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administration.

Some examples from Board Policy on bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- "Cyberbullying" – the use of information and communication technologies such as Twitter, Facebook, YouTube, Instagram, message boards, and any other social media site, as well as when the students are using technology, including phone calls, text messages, Facetime, Skype, and other communication methods to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
- The Board recognizes that cyberbullying can be particularly devastating to young people because:
 - cyberbullies more easily hide behind the anonymity that the Internet provides;
 - cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 - cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 - the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.
- Cyberbullying includes, but is not limited to the following:
 - posting slurs or rumors or other disparaging remarks about a student on a web site or on social media;
 - sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
 - using a camera phone to take and send embarrassing photographs of students;
 - posting misleading or fake photographs of students on web sites.

The online Student Bullying/Harassment Complaint i-form links can be filled out and submitted at

Harassment Policy*

**Parents and students are encouraged to read the full text of [Board Policy 5517, Student Anti-Harassment](#) and [5517.01, Bullying](#) available on the District web site or by contacting the school main office.*

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

The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Definitions:

- Harassment - any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one (1) or more of the student's Protected Characteristics that:
 - places a student in reasonable fear of harm to their person or damage to their property;
 - has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
 - has the effect of substantially disrupting the orderly operation of a school.
- Sexual Harassment - unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
- Other forms of harassment such as sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights laws are defined in the full text of the Board policy.
- Bullying - for a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Reporting and Complaints of Harassing Conduct

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or Superintendent.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officers within two (2) days.

- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Complaint Coordinator for receiving reports of harassment prohibited by this policy. At least one (1) Complaint Coordinator or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

A CO will be available during regular school/work hours to discuss concerns related to harassment, and to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any District employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) days. Thereafter, the COs must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or Third Party, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), or the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent. In the case of a complaint against the Superintendent or a Board member, the CO will prepare recommendations for the Board Attorney who has been designated to serve as the decision-maker for such complaints. All District employees must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) days of learning of the incident.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias, or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may, in consultation with the Superintendent, or Board President if the matter involves the Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigation, take appropriate action, and comply with any discovery or disclosure obligation. Confidentiality cannot be guaranteed, however. Respondents must be provided an opportunity to meaningfully respond to allegations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will instruct each person who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Remedial Actions and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

The online Student Bullying/Harassment Complaint i-form links can be filled out and submitted at
[Student Complaint Form](#)

Nondiscrimination Policy*

**Parents and students are encouraged to read the full text of [Board Policy 2260, Nondiscrimination](#) and [Access to Equal Educational Opportunity](#), available on the District web site or by contacting the school main office.*

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs including curricular, co-curricular and extra-curricular activities.

Title IX Policy

The Board of the Marshfield School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Nicole Laber
Director of Human Resources
715-387-1101
1010 East Fourth Street, Marshfield, WI
labern@marshfieldschools.org

Tracey Kelz
Director of Student Services
715-387-1101
1010 East Fourth Street, Marshfield, WI
kelz@marshfieldschools.org

Matt Biederwolf
Principal
715-387-1249
biederwolfm@marshfieldschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Reporting Procedures: Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extracurricular programs. Please refer to [Board Policy 5517, Student Anti-Harassment.](#)

The Board designates the following to serve as the Compliance Officers.

Tracey Kelz
Director of Student Services
715-387-1101
kelz@marshfieldschools.org

Nicole Laber
Director of Human Resources
715-387-1101
labern@marshfieldschools.org

Matt Biederwolf
Principal
715-387-1249
biederwolfm@marshfieldschools.org

Right to Privacy

Digital Recording: The use of a digital recording device such as an audio-visual aid has proven to be effective as a teaching tool. As such, there may be times during the school year where a recording device is used in the classroom and music or athletic events. The School District of Marshfield has adopted a policy whereby it guarantees that the rights of individual students are not abridged during the course of the recording process. All parents and guardians have the right to exclude their child from participation or having pictures released to the media. Parents or guardians must request in writing that their child be excluded from digital recording activities in school. The request should be submitted to the district.

Directory Data: Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under school policy and State and Federal law. The Board designates as student "directory information": a student's name; photograph; participation in officially recognized activities and sports; height and weight if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Student's Rights of Expression

Marshfield High School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. This includes verbal expression. Expression must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent, or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Marshfield High School administration twenty-four (24) hours prior to display.

MISCELLANEOUS

Forms

Parent/Student forms are available online at [Families - School District of Marshfield](#)

Lost and Found

A lost and found area is maintained by the main office. Every year, many valuable personal items and articles of clothing are left unclaimed. Students are also urged to take necessary steps to protect against theft of valuable items or money. Students can deposit such items in the office safe for the day if they wish.

Solicitation

- Solicitation of students - Any solicitation of students or use of student names for economic gain by organizations unrelated to the school system shall be prohibited.
- Solicitation by students - Any solicitation of sale of products by students shall be permitted only with the approval of the building administration and only for instructional, curricular, or co-curricular activities with a direct connection to the district. All sales are subject to Board policy.
- No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

School Sponsored Publications and Productions

The Board sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights, and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, “school-sponsored student media” shall include both student publications and productions. “Student publications” shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or online form (including, but not limited to, websites, web logs (“blogs”), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). “Student productions” shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term “publication” shall include distribution and dissemination of a student publication; and the term “performance” shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased, or prejudiced, vulgar or profane, or unsuitable for immature audiences.

The Board expressly authorizes the publication/performance of a student media outside the school community (i.e. to the general public). Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. See [Board Policy 9160, Public Attendance at School Events](#).

The Board expressly authorizes the publication/performance of only the following student media outside the immediate school community (i.e. to the general public): high school yearbook.

Yearbooks

Yearbooks are available for purchase and are non-refundable for any reason. Extra copies are stored up to 10 years.