MEMORIAL HIGH SCHOOL STUDENT HANDBOOK



2026-2027

"The mission of Eau Claire Memorial High School staff, in partnership with students, parent, and community will educate students in a safe, nurturing, supportive learning environment. Students will develop lifelong learning skills, mutual respect, positive self-regard, and active citizenship."

Front Office Administration					
Principal	Dave Oldenberg	715.852.6310	Administrative Assistant	Kelly Prissel	715.852.6301
Assistant Principal	Nicole Vinopal	715.852.6313	Financial Assistant	Val Logan	715.852.6318
Assistant Principal	Stephanie Sturgis	715.852.6311	Attendance Secretary	Amy Mettler	715.852.6317
Assistant Principal/Athletic Director	Travis Hedtke	715.852.6312	Attendance Secretary	Bailey Shinabery	715.852.6315
Athletics Assistant	Jon Redwine	715-852-6326	School Resource Officer	Aaron Jensen	715.852.6428

Student Services					
School Counselor A-D	Heather Kapanke	715.852.6337	Social Worker	Danielle Wright	715.852.3574
School Counselor E-J	Sam Hochstetler	715.852.6335	Registrar	Ann Rzepiejewski	715.852.6314
School Counselor K-M	Kristina Stephenson	715.852.6336	Student Services Secretary	Molly Jenkins	715.852.6302
School Counselor Mp-Sm	Dan Nelson	715.852.6331	School Nurse	Tori Hugo	715.852.6470
School Counselor Sn-Z and ML	Isaiah Vang	715.852.6330	Medical School Assistant	Katie Lemke	715.852.6499
School Psychologist	Sheila Topper	715.852.5117	Skill Center	Val Dallman	715.852.4815

ACADEMIC DISHONESTY

The faculty of Memorial High School will not tolerate any form of academic dishonesty. Individual departments may have additional descriptions and policies regarding academic or plagiarism. A parent or student may appeal the consequences of an incident of cheating to the building principal. The consequences for the first and subsequent incidents of cheating may include:

- Parent/guardian contact.
- A parent/guardian/student conference with an administrator, the counselor, and the teacher(s).
- Earning a zero for the assignment, quiz, test, paper, or project.
- A discipline referral forwarded to administration and the counselor for inclusion in the student's discipline file.
- A report to the student's academic advisor (e.g. National Honor Society), activities advisor, and/or coach.
- Removal from class earning no credit

ACCIDENTS

Every accident in the school building, on school grounds, at practice sessions, or any athletic event or activity sponsored by the school must be reported immediately to the staff member in charge. Appropriate first aid treatment will be given, and the ECASD will be notified within 24 hours when the staff member files an electronic ECASD Accident Report.

ADDRESS CHANGES

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

ADULT CONTRACTS

Students over the age of 18 may assume the legal responsibility for their attendance by completing an Adult Contract. Students must meet with an administrator to discuss the contract and complete the necessary paperwork.

ALCOHOL, TOBACCO, AND OTHER DRUGS

No one may be under the influence or in the possession of alcohol, tobacco or nonprescription drugs or drug paraphernalia while at school or attending a school related activity. Using or selling alcohol or other drugs at school or at school related activity is prohibited. The sale of alcohol or other drugs at school or at a school related activity is considered an expellable offense. The possession or use of electronic cigarettes and other nicotine delivery systems is prohibited. The term "electronic cigarette" means any oral device that provided a vapor of liquid nicotine, and/or other substance, and the use of inhalation of which simulates smoking, including e-cigarettes, e-cigars, e-hookahs, vaping devices or devices under any other product name or descriptor. No vaping is permitted on any school owned, rented, or controlled premises.

In addition, matches, lighters, and devices used to consume any tobacco product may not be carried by students or kept in lockers.

Students in violation of any alcohol, tobacco, or drug policies will have a parent/guardian called regardless of the student's age. A student may be referred to the Eau Claire Police Department for any illegal alcohol, tobacco, or drug activity.

ANIMALS ON DISTRICT PROPERTY

ECASD policy 8390 states: Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

ATTENDANCE

Attendance and academic performance are closely related. To benefit fully from the instructional program, all students are expected to attend school regularly and be on time for all classes, study halls, homeroom and Extended Learning Time (ELT). Further, the ECASD attendance policies are designed to develop students' punctuality, self-discipline, and responsibility. In Infinite Campus, student attendance for each period will be reported as P (Present), T (Tardy) or A (Absent.)

Attendance Procedure

Parents/Guardians are expected to report an absence by contacting the attendance office, documenting in Infinite Campus, or providing school with a written verification of the absence. This is expected for an absence of either a **portion of** or a **full** day. If after 48 hours no excuse is provided, the absence will be considered unexcused.

Excused Absences

As noted in ECASD District policy 5200 the following are excusable reasons for an absence:

1. **Physical or Mental Condition**
   The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to the exceed thirty (30) days.

2. **Obtaining Religious Instruction**
   To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction)

3. **Parent-Excused Pre-Planned Absence**
   The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any coursework 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 a funeral
   3. legal proceedings that require the student's presence
   4. college visits
   5. job fairs
   6. vacations

4. **Religious Holiday**
   For observance of a religious holiday consistent with the student's creed or belief.

5. **Suspension or Expulsion**
   The student has been suspended or expelled.

6. **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.

7. **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 the student's parent(s) agree that the student will continue to participate in such a program.

8. **Election Day Official**
   A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of their parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners

of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed schoolwork and responsible for making appropriate arrangements to do so.

9. **Virtual Access**
   The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction, etc.) as communicated by the student's parent.

10. **Quarantine**
    Quarantine of the student's home by a public health officer.

11. **Emergency**

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

Absences and Extracurricular Participation

Students who are absent the full school day due to illness or other medical reasons will not be allowed to participate in extracurricular activities on the day of the absence. Any exception to this rule will require administrative approval.

Unexcused Absences

Automated contacts will be made each morning and afternoon regarding unexcused absences. Students who have an unexcused absence may lose credit for the class period(s) missed. All unexcused absences must be cleared within 48 hours.

Students who have multiple unexcused absences in a specific class period may be assigned lunch detention. Students with subsequent absences may be referred to administration to determine the next steps.

Truancy

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

BULLYING

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all 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. See ECASD policy 5517.01 for more information.

BUS

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

CHECKING IN AND OUT OF THE BUILDING

Students MUST check in and out of school through the attendance office. Students who must leave the building during the school day are required to obtain a building release slip from the attendance office. Failure to follow the appropriate procedure may require contact between the parent/guardian and an administrator to determine acceptability of the reason for leaving the building. **When returning to school or arriving late, students must enter door #15 and sign in with the attendance office or sign into the TARDY KIOSK to get a pass to provide to their teacher.**

COMPUTER USE

School computers are the property of the Eau Claire School District. All files stored on school computers should NOT be considered private as they may be viewed by authorized school personnel at any time. Attempts to circumvent security and/or damage to school computers will be viewed as trespassing and vandalism. Appropriate legal action by the school district will be taken and the consequences will be administered. Students are to adhere to the Student Acceptable Use of Technology Policy and guidelines detailed by the Eau Claire School Board. Expectations for student technology use can also be found starting on page 47 in the ECASD Family Handbook.

DANCES

Memorial High School has two school dances: Homecoming and Prom (see guidelines in chart below.) To attend either of these dances, a Memorial student needs to be in good academic and attendance standing, on track to graduate, and have no out of school suspensions (administrator discretion applies.) During the dances, all school rules pertaining to conduct apply. Once students leave a dance, they may not reenter.

	Grades	Guests	Guest Form Needed
Homecoming	9-12	ECASD student only and graduated in the past year	Yes
Prom	11-12	ECASD and other district students and graduated in the past year	Yes

DETENTION

Lunch detentions may be assigned. If a student misses a scheduled detention, the detention will be doubled. If the assigned detentions are not served, the student may be assigned an in-school suspension.

DISCIPLINE

At Memorial High School, we are safe, organized, accountable, and respectful. Students who engage in willful, persistent, and disruptive behavior that interferes with these expectations or who engage in hostile behavior on campus or at an off-campus school sponsored/sanctioned activity may be subject to school discipline. Administration reserves the right to treat each disciplinary case on its specific merits.

DRESS AND GROOMING GUIDELINES

Responsibility for the personal appearance of students enrolled in the Eau Claire Area School District shall normally rest with the students themselves and their parents/guardians.

To ensure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

- Clothing that defames, insults, threatens, harasses, or injures any racial/cultural groups or disrupts the learning of others is prohibited.

- No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs and/or gangs.
- Special requirements may be necessary in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas, i.e., safety glasses, aprons, hair nets, etc.

Students who violate the rules for school attire shall be asked to change or further disciplinary action will be taken, which may include suspension. This code is not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment of any school. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal will use their discretion to make the final decision.

DRUG SEARCHES

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

DUE PROCESS RIGHTS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. **Students subject to suspension:**

The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.

B. **Students subject to expulsion:**

Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons for that, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

EMERGENCY CLOSURES /LATE STARTS

The final decision for closing school or starting late due to weather or energy will be made by the superintendent, and subsequently broadcast via local radio/TV stations, a Infinite Campus Alert, and on the ECASD website. If needed, a virtual learning day may be scheduled. Students and families will be informed of this in advance through a school email or announcement. Attendance for virtual learning sessions will be measured by students attending the synchronous Teams meetings offered for each course or by students completing their virtual learning work in Canvas.

EMERGENCY DRILLS

All students, teachers, and other district employees will participate in frequent drills of emergency procedures.

FIGHTING/HARASSMENT

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

GRADING AND REPORTING

The Eau Claire Area School District implements a grading system that includes eight gradations derived from the compilation of all the essential standard scores for that course in that semester. Grade point averages are awarded after the gradations and limitations have been applied and a final grade has been determined. The grade is converted to GPA points on a 4.0 scale. The gradations and limitations that determine high school letter grades and the GPA points are as follows:

Letter Grade* *(high school only)*	Gradations** *(of Essential Standard Averages)*	Limitations *(override gradations)*	GPA *(conversions)*
A	3	No final score of 2 or below in any standard is allowed	4
AB	2.8-2.99	One final score of 2 is allowable but no score of 1 in any standard.	3.5
B	2.6-2.79	No final score of 1 in any standard is allowed.	3
BC	2.4-2.59		2.5
C	2.2-2.39		2
CD	2.01-2.19		1.5
D	2		1
F/Incomplete	n/a	A final score of 1 in any standard.	0

*Teacher professional discretion may also be used to determine a final letter grade (requires collaboration and documentation).
**3s and 4s count as 3s for averaging Essential Standard scores.

The following timelines will be used to communicate learning throughout the year.

- Letter Grades based on Essential Standard Scores will be reported on report cards at Semester 1 and 2
- In Progress grades will be displayed in gradebooks for Quarter 1 and 3
- Life-Ready Dispositions will be reported four times per year
    - Quarter 1 and 3: Gradebook
    - Semester 1 and 2: Report Cards

GRADUATION REQUIREMENTS

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

HOMEWORK REQUESTS

Students and parents are asked to access Infinite Campus Family Access or contact teachers in person or through email when needing assignment information due to absences from school.

LOCKERS

Each student will be assigned a locker. These lockers and storage areas are the sole property of the Eau Claire Area School District. To ensure student compliance with district rules and regulations, lockers are subject to periodic and random inspection by authorized school personnel. Locker searches are conducted by the school administration or a designee. Students should not attach permanent markings and/or stickers to a locker. Damage caused to a locker is the responsibility of the student and may result in disciplinary and/or monetary action. To ensure the highest security for personal property, students are strongly encouraged not to share a locker or combination with other students. Personal locks may not be used on any district-owned locker.

LOST AND FOUND

Student Services will house lost and found items. It is the student's responsibility to check to see if lost items have been turned in. Unclaimed items will be donated. Neither Memorial High School nor any of its organizations are responsible for lost or stolen items.

MEALS

The Memorial High School commons serves traditional and a la carte selections during breakfast and lunch periods. Students MUST eat in the commons or in designated eating areas. Students may not consume food or beverages in any other area of the building. If ordering from a food delivery service (e.g. Door Dash, Uber Eats, etc.), the food will be held in the front office area until the students' lunchtime, when the student is allowed to pick it up. All students have the privilege of leaving campus during lunch unless behavior dictates an alternate plan. If a student leaves campus during their lunch shift, they are expected to be back in the building in time for their next class. Door 15

MEDICATIONS

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

NON-DISCRIMINATION POLICY

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

All discriminatory practices should be reported to a teacher, counselor, or administrator. The district encourages informal resolution of complaints under this policy. If any person believes that the Eau Claire Area School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Eau Claire Area School District, 500 Main Street, Eau Claire, WI 54701.

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

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

Step 3: If a complainant wishes to appeal a negative determination, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707-7841.

Step 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

OUT-OF-SCHOOL SUSPENSIONS

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

PARKING LOT

Use of the school parking lot is a privilege. Repeated noncompliance with any school rules may result in a student losing their parking lot privilege for a specified period of time.

- Students with a permit must park in the student section of the parking lot located off Door #15, door 9 14
- A car illegally parked or without a permit visibly hanging from the rearview mirror may be ticketed and/or towed at owner's expense. These tickets are City of Eau Claire fines for parking in a private lot.
- The speed limit on campus is 10 m.p.h. A complete stop must be made at all stop signs.
- Students may not loiter in the parking lot or in vehicles before school, during school, after school, evening, or weekends.

The Eau Claire Area School District and Memorial High School assume no liability for damaged/vandalized vehicles.

PARKING PERMITS

Parking permits are available for purchase in the business office at Memorial High School. Forms are also available on the MHS website. Student parking spots are limited and once the lot is full, no additional permits will be issued for the school year.

PASSES

To prioritize instructional time and student engagement, digital passes are used building wide. When classes are in session, students are not to be in the halls without signing out in the digital pass system. Students are expected to report promptly to the designated area of the pass. Students in the hall without being signed out in the digital pass system may be subject to disciplinary action. Any student abusing the pass privileges may be placed on a no-pass list.

PERSONAL COMMUNICATION DEVICES

Personal communication devices include, but are not limited to:

- cellular/mobile telephone;
- tablet computer;
- laptop computer;
- gaming device;
- smartphone;
- e-reader;
- smartwatches;
- wearable technology (headphones, earbuds, smart glasses, etc.);
- any other web-enabled devices of any type.

Memorial High School students are allowed to bring personal communication devices to school. However, access to those devices is limited to:

- Before and after school
- During passing periods and during lunch periods

Personal communication devices may not be used during:

- Academic classes
- Study halls
- Intervention or enrichment periods
- Hall passes
- IMC/Library
- Assemblies, presentations, or other instructional programming unless specifically authorized by staff
- Areas where other people have a reasonable expectation of privacy, including all locker rooms, bathrooms, or other changing areas.

During instructional time, devices are expected to be:

- Stored in backpacks, locker, or designated classroom storage bin
- Silenced (no noise or vibration) or powered off

Memorial High School is not responsible for theft, loss, or damage to any personal communication devices brought to school property.

POSTERS AND NOTICES

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

PROGRESS REPORTS

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

PUPIL RECORDS

Parents, guardians and students who are 18 may examine school records. Requests to examine student records are made through counselors.

SCHOOL PROPERTY

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

SCHOOL RESOURCE OFFICER

The assistance of an officer from the Eau Claire Police Department is available. Appointments may be made by calling 715-852-6722. In addition to assisting students who may need help with legal issues, the officer can assist students who need advice, instruction, or information concerning the court system, the local police department, or with questions concerning legal consequences of behavior.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by student or the person or property, including vehicles, of a student in accordance with ECASD District Policy 5771.

SENIOR RELEASE

Seniors in good academic standing may be allowed one hour of release time per day in lieu of a study hall. Students interested in this option can see their counselor in student services.

TRANSCRIPTS

Current students may obtain an official transcript at Parchment.com. All transcript requests will be processed by Memorial High School within two business days.

VIDEO SURVEILLANCE

Video surveillance and electronic monitoring equipment is authorized at various facilities and school sites, including the interior and exterior of Memorial High School. Actions and/or behaviors are subject to being monitored/recorded, which may include video footage, audio recording, or both.

VISITOR PASSES

Other than parents/guardians, people are not to be on the school premises without specific pre-arranged authorization from the administration. All visitors must check in and out in the main office. Visitors must present their driver's license or proof of personal identification upon check-in and will be issued a nametag. Student visitors are not allowed during the school day.

WEAPONS

Students found to possess or to have previously possessed a weapon on campus, on the school bus, or at any school sanctioned event will be suspended from school immediately and may be recommended for expulsion. A weapon is any object used, or threatened to be used, to do bodily harm to oneself or another. "Look-alike" weapons are not allowed on campus, on the school bus, or at any school sanctioned event. Weapons include articles commonly used or designed to inflict bodily harm and/or to intimidate other people, as well as articles designed for other purposes which are used or intended to be used in a manner that would inflict bodily harm and/or to intimidate, e.g., toy weapons or replicas of weapons. Students who possess or who have possessed "look-alike" weapons will receive severe disciplinary action including possible recommendation of expulsion.

WITHDRAWAL/TRANSFER

Student withdrawal/transfer forms can be obtained in the student services office on the last full day of attendance. This form is taken to each class, the library, the business office, and to an administrator. Each person checks for fees or fines and signs accordingly. Teachers are asked to assign a grade (in progress) at that time. This form is returned to the student services office with the signature of the parent/guardian.