

MENOMONEE FALLS HIGH SCHOOL

N80 W14350 Titan Drive  
Menomonee Falls, WI 53051  
2021-2022

Have Falls Pride!

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

Office: (262) 255-8444

Attendance: (262) 255-8455

[attendancemfhs@sdmfschools.org](mailto:attendancemfhs@sdmfschools.org)

Student Services: (262) 255-8465 Athletic Dept.: (262) 255-8414

MISSION

ENGAGE. LEARN. IMPROVE.

VISION

THE RELENTLESS PURSUIT OF EXCELLENCE, ONE PERSON AT A TIME.

STUDENT HANDBOOK AND  
ASSIGNMENT NOTEBOOK  
2021-2022

Name \_\_\_\_\_

SEMESTER I

SEMESTER II

Hour 0 \_\_\_\_\_

Hour 0 \_\_\_\_\_

1 \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

8 \_\_\_\_\_

# *DISTRICT MISSION STATEMENT*

In partnership with family and community, the School District of Menomonee Falls provides the best personalized and comprehensive education so our students will be prepared for, and positively contribute to, a profoundly different future.

## *NON DISCRIMINATION POLICY*

The School District of Menomonee Falls does not discriminate against pupils on the basis of sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities, and provides equal access to the Boy Scouts and other designated youth groups. If any student feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, or Title II of ADA, please contact the building administrator or **Stacy Klemm**, the Director of Pupil Services, at 262-255-8695 or W156 N8480 Pilgrim Road, Menomonee Falls, WI 53051, or [klemsta@sdmfschools.org](mailto:klemsta@sdmfschools.org).

## WELCOME

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

### **HAVE FALLS PRIDE!**

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

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

**Good luck and make the best of the school year!**

## ADMINISTRATION

Principal	Robert Vitale	
Associate Principal	Jeff Haubenreich	(Students Last Name A-J)
Associate Principal	Kirk Woosencraft	(Students Last Name K-Z)
Athletic & Activities Director	Brian Heimark	

## STUDENT SERVICES

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

A-Fo	Meg Hanley
Fr-Lee	Mike Taylor
Lef-Schr-Grade 9,10,11	Stacy Schuster
Lef-Sa-Grade 12	Stacy Schuster
Schu-Z-Grade 9,10,11	Jennifer Thom
Sc-Z- Grade 12	Jennifer Thom

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

### MENOMONEE FALLS HIGH SCHOOL 2021-2022 BELL SCHEDULE

#### Monday, Tuesday, Thursday, Friday

Period	A Lunch	B Lunch	C Lunch
<b>1<sup>st</sup> /2<sup>nd</sup></b>	7:50 – 9:25		
<b>3<sup>rd</sup> /4<sup>th</sup></b>	9:35 – 11:10		
<b>5<sup>th</sup> /6<sup>th</sup></b>	LA 11:10-11:40	5/6B 11:20-12:07	5/6C 11:20-12:55
	5/6A 11:50-1:25	LB 12:07-12:37	
		5/6B 12:37-1:25	LC 12:55-1:25
<b>7<sup>th</sup>/8<sup>th</sup></b>	1:35 – 3:09		

#### Wednesday

Period	A Lunch	B Lunch	C Lunch
<b>1<sup>st</sup> /2<sup>nd</sup></b>	7:50 – 9:05		
<b>3<sup>rd</sup> /4<sup>th</sup></b>	9:15 – 10:30		
<b>5<sup>th</sup> /6<sup>th</sup></b>	LA 10:30-11:00	5/6B 10:40-11:17	5/6C 10:40-11:55
	5/6A 11:10-12:25	LB 11:17-11:47	
		5/6B 11:47-12:25	LC 11:55-12:25
<b>7<sup>th</sup>/8<sup>th</sup></b>	12:35 – 1:55		

# FINAL EXAM SCHEDULES WILL BE LOCATED ON MFHS WEBSITE AND SCHOOLGY

## WHOM TO SEE ABOUT WHAT

### Achievement Awards

Art National Honor Society	Ms. Chmielewski
Athletic/Activities Director	Mr. Brian Heimark
Athletic Administrative Assistant	Ms. Wood
Attendance Administrative Assistant	Ms. Seebach-Kolbow
Class Advisors (Freshman)	Ms. Martinez
Class Advisors (Sophomore)	Ms. Borg
Class Advisors (Junior)	Mr. Mahlum
Class Advisor (Senior)	Ms. Kiefer
School Fees, Revtrak	Ms. Zentgraf
Link Crew	Mr. Woelffer, Ms. Martinez
Locker Problems	Ms. Seebach-Kolbow
Parking	Ms. Sanders
Police Liaison	Officer Holz
Replacement Student ID's	Ms. Sanders
Scholarships	Student Services
Social Worker	Ms. Perkins
School Psychologist	Ms. Devenport
SERVE	Ms. McDonald
SOE/Work Projects/Employment	Ms. Kiefer
Diploma Endorsement	Ms. Kiefer
Student Council	Ms. Hangos
Student Services Administrative Asst.	Ms. Strupp
Theater Manager	Mr. Mahlum
Work Permits	Ms. Sanders
Yearbook	Ms. Wood, Mr. Gotzler

## MFHS STUDENT EXPECTATIONS

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

## MFHS STUDENT EXPECTATIONS

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

# CODE OF CONDUCT

## SCHOOL DISTRICT OF MENOMONEE FALLS POLICY 443

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

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

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

School rules and policies relating to conduct and discipline will be made available to students and parents prior to the start of the school year. Parents and students will be required to sign-off on their review and understanding of the School Code of Conduct. Refer to Board Policy 443 detail information is located on our website – School Board Policies.

Students who represent our school in activities and athletics are entered into the random drug testing pool. The testing services will be conducted by the Froedtert and Medical College of Wisconsin. Students will be randomly selected using eScreen services.

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

The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary measures, including suspensions and expulsions, on the basis sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in education programs or activities. If anyone, including a student, feels there has been a discriminatory situation in regard to any of the above named classes or in violation of Title IX, Section 504, Title II or ADA, please contact the building administrator or the Director of Pupil Services at 262-255-8440. Discrimination complaints shall be processed in accordance with established Board policy 411, Equal Educational Opportunities, and related procedures.

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

## ACCIDENTS & INJURIES

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

## AP/COLLEGE LEVEL COURSES

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

Upon successful completion of AP and Project Lead the Way courses, students may take an examination held in May, which is used by most colleges/universities to grant advance credits. There is a fee for each exam (approximately \$94.00). See your School Counselor if you are interested in college level coursework or have any questions.

## APPOINTMENTS

### LATE ARRIVAL/EARLY DISMISSAL

Attempts should be made to schedule appointments during non-school hours. However, if a student needs to arrive late or leave during the school day, the Attendance Office must receive notification from a parent/guardian via email ([attendancemfhs@sdmfschools.org](mailto:attendancemfhs@sdmfschools.org)) or phone message (262-255-8455). The message must include the student's name, grade, time of arrival/departure and if the student will be returning to the school or not.

**Late Arrivals** should be emailed or called in the previous day or by 7:30 am the day of. Students are **REQUIRED** to check in with the Attendance Office when arriving to school to obtain a pass to class.

**Early Dismissals** should be emailed or called in at least 3 hours before the time of departure so a pass can be provided to the student before leaving. Students are **REQUIRED** to check out in the Attendance Office prior to leaving and check in upon returning to school or the absence will not be excused.

## ARRIVAL AND DEPARTURE

Student bus drop-off and pick-up is along Merrimac Drive. Parents are not to pick up their children along Merrimac. *Parent drop-off and pick-up is available in the Stadium Parking Lot or along Titan Drive. Parents are not to park and wait in the driveway or parking lots next to the high school.* The one-way drive is reserved for busses or vehicles picking up students who have handicaps or other disabilities. When students sign the parking agreement, they are acknowledging they know where to park (Senior/Stadium Lot). Parking in "No Parking" areas, or in the Staff Lots are strictly prohibited. A citation may be issued. School is in session from 7:50 until 3:09. Suggested drop-off is 7:35 and pick-up is 3:15. Students must leave the building by 3:30 unless attending a club meeting or athletic practice.

## ASSEMBLY PROGRAMS

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



# ATTENDANCE

**Policy 431** The District believes truancy and excessive absences affect a student's education and increase the chance of failure. Parents/guardians have primary responsibility under state law for student attendance at school. State statutes 118.15 and 118.16 and Board policy 431 allow a parent/guardian to excuse a student up to 10 days of school per year. Please use these carefully as the number one factor in student success is attendance. Acceptable, although not always excusable, reasons for absence include: illness, family trips/vacations, medical, dental or other professional appointments, and court appearances/legal proceedings known in advance. **Please refer to Board Policy 431 for detailed information about compulsory attendance.**

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

Absences and Truancies: "Attendance issues must be taken care of within two school days of the absence". A parent is required to notify the Attendance Office of excused absences by emailing [attendancemfhs@sdmfschools.org](mailto:attendancemfhs@sdmfschools.org) or by calling the attendance line 262-255-8455 and leaving a message. The date of the absence and the reason for the absence must be included.

It is the student's responsibility to make every effort to attend class daily and on time. If students do not fulfill these responsibilities, Administration has the right to not excuse it and students risk receiving a detention(s) or loss of privileges.

## **EXCUSED ABSENCES (BOARD POLICY 431)**

The following list provides legitimate excuses for missing school:

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

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

**Illness:** Parents/Guardians are required to notify the Attendance Office of all student absences due to illness by emailing [attendancemfhs@sdmfschools.org](mailto:attendancemfhs@sdmfschools.org) or by calling the Attendance line at 262-255-8455 and leaving a message with the following information:

1. Date of Absences(s)
2. Student First and Last name (spelling of last name)
3. Student grade level
4. Type of illness (Symptoms)

Students who wish to use the Health Room must have a pass from the teacher who has them during the period in which they go to the Health Room. A call to the parent to secure permission to allow the student to leave will go through the health room. Students should not call or text parents

on their own or it will not get excused. The Health Room is open from 7:30 a.m. until 3:00 p.m. During other times, students should report to the main office.

**Vacations:** Parents/Guardians should notify the Attendance Office at least 3 days prior to the absences when requesting that a student be excused for a given period of time. A pre-excused slip will be issued to the student who must then have all his/her teachers sign the slip and bring home for parent/guardian signature and return to the Attendance Office. Extended vacations while school is in session is strongly discouraged.

**Homework Requests:** Students should check their teachers' Schoology page for daily updates. Specific questions should be messaged directly to the individual teacher.

## STUDENTS' ROLE - ATTENDANCE

1. Make a personal commitment to be prompt and in attendance on a daily basis.
2. Accept the responsibility for consequences as a result of absences.
3. **Remind your parents/guardians to email or call the Attendance Office in the event of an absence.**
  - Attendance Office Email: [attendancemfhs@sdmfhschools.org](mailto:attendancemfhs@sdmfhschools.org)
  - Attendance Line: 262-255-8455
4. **Leaving during the day:** If a student has to leave during the day for any reason they must obtain a pass from the attendance office (with prior notification from parent by email or phone call) or it will not be excused
5. If you become ill you must get a pass from your teacher and go to the health room to be excused. Please wait to call parents until you are in the health room.
6. Contact your teachers for missing assignments. This is the student's responsibility.
7. **Truancy Defined:** Truancy consists of any absence, for part or all of any day on which school is held during which the teacher or principal has not been notified, in writing or by phone, of the legal cause of such absence by the parent(s) or legal guardian of the absent pupil. Truancy also means intermittent attendance carried on for the purpose of defeating the intent of Wis Stats 118.15 and 118.163 (1)(d). Unexcused absences are considered truantries. A student is either truant or excused.
8. **Habitual Truancy Defined:** Habitual truant means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. (Wis Stats 118.16(1)).
9. Students have two school days to clear truancy from their attendance record. If the truancy has not been cleared after two days by email or a phone call from a parent or guardian, it will remain on the student's permanent record.
10. **Students need to check PowerSchool daily for any attendance errors and make corrections immediately when discrepancies occur. Class period absences will not be cleared after 2 days.**
11. **If a student has NOT cleared up their unexcused absence(s) an email from Schoology will inform the students that they have been truant from a class(s) and will need to serve a detention if not cleared. A school messenger will be sent out EVERY TUESDAY EVENING to parent/guardian of student that will need to serve a detention for un-cleared absences.**

## PARENTS' ROLE - ATTENDANCE

1. Support school policies by encouraging good attendance.
2. Email or call the school explaining the nature of your child's absence as soon as possible, but not later than 48 hours of absence. Provide the date of absence, student first/last name, grade level and reason for absence. If illness, type of illness (symptoms) are required to be reported.
3. Avoid vacations during the school year because they adversely affect your child's performance.

4. Check PowerSchool on a regular basis
5. Due to our new lunch schedule the attendance automatic calls that go out have created a slight period adjustment. We have only 8 periods per day- please check your students PowerSchool to see the correct period of absence.
6. Parents may excuse their child up to 5 days per semester/ 10 days per school year. After the five/ten days, a medical excuse will be required to be considered an excused absence. Without the medical excuse, the student will be marked truant.

## TARDY PROCEDURES

### DEFINITION OF TARDY

Tardiness is defined by the individual classroom teacher and may include not being in your seat when the bell rings. **If you are more than 10 minutes late for a class, you will be marked Truant.** Tardies will not be excused due to over sleeping, car problems or missing the bus.

### TEACHER PROCEDURES

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

## AUTOMOBILES/PARKING

Driving to school is a privilege, not a right! If a parent and student determine that driving to school is necessary, the student must purchase a parking pass (daily or semester). When picking up a semester pass, they must present the completed driving agreement (if not purchased on line), the receipt of payment, proof of current vehicle registration and proof of current auto insurance (be sure to check expiration dates on information presented). School officials may deny a student's parking privileges. Students must park in the designated student parking areas: they may not park on the street, in visitor spots, handicap spots, on end caps or in the faculty parking lots **for any reason at any time during the school day**. The fee for parking is \$85.00 per semester. Daily parking permits are \$2.00 per day (Prices are subject to change). Parking tags must be displayed from the rear view mirror or taped on the dash board, with the tag number visible. By parking in the school parking lot, students are giving their consent for a search of their vehicle if administration has "reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule or a condition that endangers the safety or health of the student driver or others".

## BULLYING AND HARASSMENT

**Policy 411.1** The District and Board of Education are committed to providing a safe, secure, respectful and nurturing learning environment for all students in school buildings, on school grounds, school buses and at school-sponsored activities. The District consistently and vigorously addresses bullying behavior so that there is no disruption to the learning environment and learning process. The policy applies to both on school grounds and during activities that occur off school property. **Definitions (see policy 411.1 for full descriptions):**

**Bullying**—Deliberate behavior using words or actions intended to cause fear, intimidation or harm and representing an imbalance of power.

**Pupil harassment**—Behavior towards students in which any act subjects an individual or group to unwanted abusive behavior of a nonverbal, verbal or physical nature based on any of the identified classes in the EEO.

**Sexual harassment**—Unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

**Cyberbullying** —Misusing technology to harass, tease, intimidate, threaten or terrorize.

An individual who believes he/she is being subjected to bullying or harassment is encouraged to advise the person who is engaging in such conduct (the accused) of their objections to harassing or bullying behavior. If the victim of such behavior is unable or unwilling to advise the person alleged to be engaging in bullying or harassing behavior, or if this fails to resolve that behavior, the individual should immediately report the behavior to a teacher, principal, associate principal or district administrator and file a complaint. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports will be taken seriously and a clear account of the incident will be documented in order to identify bullying behavior from other types of behavior.

## BUS TRANSPORTATION

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

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

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

## CANINE SEARCHES

**Policy 443.6 USE OF CANINE UNITS IN SEARCH OF ILLEGAL SUBSTANCES AND DEVICES** In order to maintain a drug-free school and safe environment, the use of canines trained for drug detection and explosive devices will be used. Accompanied by law enforcement personnel and building administration, canines may be used for purposes of exploratory sniffing of the outside of lockers, vehicles parked on school property and any other areas of school property deemed appropriate. Canines may also be used for random student searches in extra-curricular, non-mandatory activities. Searches that involve canine units will be carried out on a random or periodic basis. This activity will be scheduled by the Superintendent/designee.

## CASES NOT COVERED BY SPECIFIC RULES

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

## CELL PHONES/COMMUNICATION DEVICES

It is a privilege that cell phones are allowed in school. Students are strongly encouraged to keep their phones in their lockers. Cell phones with camera capability are strictly forbidden in the physical education/athletic locker rooms and bathrooms. Students will need to follow the expectations regarding cell phones. Students **Cannot** have cell phones in their possession during class periods. Students may check their cell phones during their lunch period. The following consequences will be issued to students:

1. Student will have phone confiscated, teacher will take phone to main office, and student may pick their phone up in the main office at the end of the day.
2. Student will have phone confiscated, teacher will take phone to main office, administration will contact parents, and student may pick phone up in the main office at the end of the day.
3. Student will have phone confiscated, teacher will take phone to main office, administration will contact parents, parents will come to pick up phone in the main office, and student will serve Wednesday DT.
4. Student will have phone confiscated, teacher will bring phone to main office, administration will set up a meeting with student, parents, counselor, and phone will be picked up by parent in the main office.

## CHEATING POLICY

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

### WHAT IS CHEATING?

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

### CONSEQUENCES OF CHEATING

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

## CHILD ABUSE/NEGLECT

**Policy 454** Any District Employee having reasonable cause to suspect that a student has been abused or neglected or having reason to believe that a student has been threatened with an injury and that abuse will occur, shall immediately contact the appropriate county agency and inform the

agency of the fact and circumstances which led to the filing of the report. School personnel shall not contact the parent(s) and/or legal guardian of the student or any other person to determine the cause of any suspected abuse or neglect. All school district employees, in accordance with state statutes, are required to report suspected cases of child abuse and neglect.

## CLOSING PROCEDURES

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

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

## COMPUTER NETWORK STUDENT RULES/GUIDELINES COMPUTER, EMAIL & INTERNET USAGE

**Policy 363.2** The School District of Menomonee Falls provides employees and students access to the District's computer equipment, internal network and the Internet for the purpose of furthering the educational goals and objectives of the District, the professional development of its employees and the educational enrichment of its students. Access to these facilities is available at all District schools. The District has software and systems in place that monitor and record all Internet usage. No District student or employee should have any expectation of privacy as to his or her computer or Internet usage, or the privacy of any content. Students and employees may not use District computers for viewing or accessing any site that contains any offensive, disruptive, or harmful material. Any violation of the policy found on the district website could result in legal action, disciplinary action up to and including suspension and expulsion, and other action to preserve the integrity of the School District's property and network. The District is continuing to implement Google Apps for Education for students and teachers in classrooms at the middle and high schools. Our district system is currently a "closed system" that only allows direct communication between district students and teachers. Students in these classrooms will have Google accounts to allow email, storage of their word processing documents, spreadsheets, and presentations online. All stored work will be accessible from home, school, and anywhere there is an Internet connection. These accounts will be used at school for school-related projects. Google Apps is a place for students to safely keep online communication and collaboration documents as they relate to school – school websites, school documents, school videos, school calendars, and school email. All students should have an educational purpose for using the computers (Internet, class assignment, research, etc.).

### **Students should not:**

1. Send or display profane or vulgar messages or pictures.
2. Harass, insult, or exhibit disrespect towards others.
3. Use personal CD's or software on district computers.
4. Tamper with computers, computer systems, or computer network.
5. Download any games or software applications to district computers.
6. Download or install any proxy software.
7. Violate copyright laws.
8. Use another's password, address, name, or likeness.
9. Trespass in other's folders, work, and files.
10. Use the network for commercial purposes.

11. Access discussion groups, chat rooms, bulletin boards, or listservs, or private email
12. Monopolize resources
13. Use the Internet for personal entertainment.

**Students who do not follow the rules will lose access to the network and all owned district devices as specified by the District's Computer Use Policy.**

## COMPUTER FOR SCHOOL AND HOME USE

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

The student/parent/guardian may be financially responsible to the school district for up to \$225 for loss of equipment/theft and/or negligent or willful damage. The student/parent/guardian should immediately report the loss or theft to the school office to assess the necessity for police involvement. Additional information regarding the school issued laptop should be reviewed by the students and parents/guardian on the school website. If any type of protective case for the computer is provided by the school district, it must not be removed.

## TECHNOLOGY

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

## COUNSELING - STUDENT SERVICES

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

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

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

## DANCE EXPECTATIONS

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

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

## DRESS CODE

Responsibility for the personal appearance of students shall normally rest with the students and families. Generally, students may dress in any style that is consistent with their identity as long as their chosen attire does not cause a disruption or compromises safety in the school environment. A disruption in learning can be, but is not limited to displaying a message that is obscene, profane, pornographic, represents illegal behavior, demeans race, religion, sex, ethnicity, or advocates pain, death, suicide, or drug use. Hats and hoods may be worn at school, but should be removed in the classroom upon teacher request.

Final decisions on what is appropriate for school lies with the school administrators. Students who violate the dress code are subject to school discipline, including suspension.

## EMERGENCY DRILLS

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

## EMERGENCY SCHOOL CLOSINGS

**Policy 723.1** The Superintendent shall have the authority to close the District schools, start school later or dismiss students early in the event of inclement weather or other emergencies which threaten the health or safety of students and staff. When determining whether or not to close due to inclement weather, the Superintendent shall consult village public works and other area



superintendents.

### **Procedure for informing families on school closure:**

Area radio and TV stations shall be notified as early as possible on any day that schools are closed due to inclement weather or other emergencies. Parents will receive an automated call that school is closed, and the announcement will be put on the district's website.

## **EMPLOYMENT DIPLOMA ENDORSEMENT**

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

## **ENROLL**

All enrollments are done online on the district website. You must be a Menomonee Falls resident to enroll. Be careful to choose the correct school year. Complete all questions and submit. If you are enrolling students in multiple schools, you can finalize all enrollments at one school.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT RECORDS**

**Policy 347** Most student records are confidential with the exception of directory data. Directory data shall be considered public information and may be released to persons and media, unless parents/guardians or adult students refuse the release, as outlined in Policy 347, through their own initiation. A notice shall be published annually in the official District newspaper and in the District handbook to inform parents/guardians and students of this policy. After public notice has been given that a student's name and other information outlined in Policy 347 designated as directory data, and fourteen (14) days thereafter has been allowed for the parent, legal guardian or guardian ad litem of the student to inform the school that the student's name may not be released, the data will be considered public information.

Please refer to **Board Policy 347** for more detailed information located on our website. (Policy 347 Family Educational Rights and Privacy Act (FERPA) Student Records.)

## **FOOD SERVICE GUIDELINES**

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

### ***"NO FOOD DELIVERIES ALLOWED DURING THE LUNCH PERIODS/SCHOOL DAY"***

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

# MENOMONEE FALLS HIGH SCHOOL EXPLANATION OF GRADES & GRADE POINT VALUES

The Menomonee Falls High School grading system is a 1-tier system with eligible courses (core subject honor classes and classes receiving post-secondary credit) receiving an additional grade point value of .025 per semester course. The additional grade point value shall be added after the student's grades are averaged at the end of each semester. **Honor Roll: GPA – 3.5**

Grade	%	Weight/GPA
A	(93-100)	4.0
A-	(90-92)	3.67
B+	(87-89)	3.33
B	(83-86)	3.0
B-	(80-82)	2.67
C+	(77-79)	2.33
C	(73-76)	2.0
C-	(70-72)	1.67
D+	(67-69)	1.33
D	(63-66)	1.0
D-	(60-62)	.67
F	Below 60	0

## GRADE REPORTING/REPORT CARDS

Progress Reports for Quarter 1 and Quarter 3 will be available for parents to view in PowerSchool. A School Messenger will be sent when grades are posted.

Semester 1 & Semester 2 final grades will be mailed home.

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

Parents and Students can check PowerSchool *at any time* to see updated grades and attendance.

## GRADUATION REQUIREMENTS

SUBJECT	MENOMONEE FALLS HIGH SCHOOL
English (8 credits)	English 9 (2 credits) English 10 (2 credits) English 11 (2 credits) English 12 (2 credits)
Mathematics (6 credits)	Various Courses/ 3 years required
Science (6 credits)	Biology (2 credits) 4 credits science electives
Social Studies (6 credits)	World History or AP Human Geography (2 credits) US History (2 credits) US Government or AP US Gov. & Politics (1 credit) Economics or AP Micro/Macro Economics (1 credit) **Successfully complete the Civics Test required by the State of WI**
Business (1 credit)	Personal Finance
Wellness Education (4 credits)	Gr.9-Foundations of Fitness (1 credit) Gr 10-Wellness Education Elective (1 credit) Gr 10-21st Century Wellness (1 credit) Gr 11 or 12- Wellness Education Elective (1 credit)
World Language	Not Required but recommended
Electives	15 credits
TOTAL	46 credits

We are strongly opposed to any senior pranks. So many times, we have seen some activities of this type begin as a joke and end in substantial property damage, school disruption, or loss of personal property. Students who engage in activities of this sort will be subject to disciplinary action, which could include exclusion from the commencement ceremony.

## ID CARDS

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

# LOCK-OUT

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

## LOCKERS/PADLOCKS

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

## LOCKER LOCATIONS

LOWER LEVEL	LOCKER NUMBER
Room 44-48 South Wall	1208 - 1298
Room 44-48 North Wall	1116 - 1149
Room 28 Art Hallway/Side Hall	1299-1312
Room 28-31 Art Hallway – West Wall	1313-1352
MAIN LEVEL	LOCKER NUMBER
Room 127	2000-2008
Room 122-124 South Wall	2009-2077
Room 127	2078-2080
Room 121 Stairwell 7-Cafeteria East Wall	2081-2124
Burgundy Gym Wall/Stairwell 7-Cafeteria	2125 -2155
Room 123 - 124 North Wall	2156 - 2178
Room 127	2179 - 2183
Room 124 (Intersection) – 135 Stairwell 5	2185 - 2258
Room 137 – 143 Stairwell 4 South Wall	2259 - 2285
Room 140 – 144 Stairwell 4 North Wall	2286 - 2327
Room 147 – 151 Stairwell 4 to Stairwell 3	2328 - 2389

Room 156-165	Band Hallway-North Side	2390 -2475
Room 165-166	Band Hallway	2476 - 2502
Room 127		2504 - 2521
Room 166-165	Band Hallway-South Side	2522 - 2537
Room 127		2504 - 2521
Room 166-165	Band Hallway/South Side	2522 - 2537
Room 127		2538 - 2540
Room 165-161	Band Hallway/South Side	2541 - 2629
Room 168-170	Band Room Hallway	2630-2697
Student Services/Library		2700 - 2721
Student Services/Library		2722 - 2750
Student Services/Library		2751 - 2753
Burgundy Gym to Stairwell 7		2800 - 2877
Room 108 – 109	Outside Cafeteria	3000 - 3024
Room 161 - 163	Stairwell 2/Behind Main Office	3025 – 3136
<b>UPPER LEVEL</b>		<b>LOCKER NUMBER</b>
Room 215-Restrooms/South East Wall		3137 - 3276
Restrooms-Room 224/Stairwell 6 West Wall		3277 - 3351
Room 207-203	Across From Elevator	3371 - 3427

## LOCKER SEARCHES

**Policy 445.1** All lockers and desks are considered school property and subject to periodic reasonable inspection by school authorities. Lockers may be searched without the consent of the student, without notifying the student and without obtaining a search warrant. Reasonable searches amount the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or the rules of the school. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent/guardian of the student, retained for disciplinary proceedings or turned over to law enforcement. **Please refer to Board Policy 445.1 for detailed information located on our website.**

## LOST AND FOUND

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

## MEDIA CENTER

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

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

## NEW ENROLLMENTS

All enrollments are done online. The link can be found on the high school website. Choose the 2021-22 school year.

## OPEN LUNCH POLICY

***\*\*NO FOOD DELIVERIES WILL BE ALLOWED DURING THE LUNCH PERIODS OR THE SCHOOL DAY\*\****

**Any 12<sup>th</sup> grade (or 11<sup>th</sup> grader Semester 2) student leaving for lunch must have a School ID and must scan out/in the Main Entrance**

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

- a. Academics-must have all passing grades at time of progress reports and report cards beginning with final first semester grades.
- b. Behavior-must have no office referrals for disciplinary issues.
- c. Eligibility can be suspended or terminated if the junior student does not continue to follow school rules and expectations.

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

- a. Academics-must have all passing grades at time of progress reports and report cards beginning with first quarter progress report.
- b. Behavior-must have no office referrals for disciplinary issues.
- c. Eligibility can be suspended or terminated if the senior does not continue to follow school rules and expectations.

## PASSES

Students must use their Hallway Passport found in this Handbook to leave class. A student who wants to see a teacher during a study hall must obtain a green pass from that teacher. The green pass will allow the student to sign out of study hall. Study hall

teachers are not to write passes. Students must obtain passes from the teacher requesting and deliver them in person to the study hall.

## POSTERS/BULLETIN BOARDS

Posting information/events on the Bulletin Boards or Lockers must be approved by the Main Office. Items are not allowed to be hung on the walls, doors or windows. The school does not advertise non-school events or concerts by private individuals. Our bulletin boards are intended for Menomonee Falls High School events.

## POWERSCHOOL SIS (STUDENT INFORMATION SYSTEM)

**PowerSchool** allows parent & students access to real-time information that may include grades, grade history, attendance, schedules, locker information, email notifications, etc. Everyone stays connected.

**PowerSchool Mobile** can improve parent engagement & student accountability with easy, instant access to student performance. Download from Apple Store or Google Play.

District Code: WPBP

## PROGRESSIVE DISCIPLINE PROCESS

### PARENT- ADMINISTRATOR COMMUNICATION

#### DUE PROCESS

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

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

#### STEP ONE

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

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

#### STEP TWO

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

the Discipline Chart found in this handbook.

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

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

#### **Definition of Actions (one or more of the following)**

##### **Minimum Disciplinary Actions**

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

##### **Intermediate Disciplinary Actions**

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

##### **Maximum Disciplinary Actions**

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

### **STEP THREE**

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

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

### **STEP FOUR**

Referral to the Superintendent and Board of Education for expulsion.

## **REGISTRATION FEES**

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



## RESIDENCE CHANGE

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

## SCHOOL MESSENGER

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

## SCHOOLGY

Schoolgy is a way we communicate with students and lets our classes connect both at school and from home. Students can engage in a variety of activities – accessing course work, classroom projects and due dates, submitting homework assignments, participating in interactive discussions, receiving announcements, messages, etc. Parents will be able to view homework assignments, weekly agendas, classroom projects, due dates and announcements. Students should check Schoolgy daily.

**Please Note: For attendance and grade information, continue to use Power School.**

## SERVE

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

## STUDENT ALCOHOL AND OTHER DRUG USE

**Policy 443.4** It is the belief of the Board of Education that students and employees have the right to attend school and work in an environment that is free from the non-medical use of alcohol, drugs and mood-altering substances. These substances interfere with the learning environment of students and the performance of students and employees. Possession, distributing, selling, or intending to sell any quantity of drugs, tobacco, intoxicants, look-alike drugs or drug paraphernalia while on school premises or involved in any school related activity, including contracted transportation, by students is strictly prohibited. This policy does not prohibit the authorized use of prescription drugs or over the counter drugs, with the written permission of the student's parent/guardian and physician. Although not specifically mentioned in the policy, alcohol and other drug uses applies to e-cigarettes as well. Students who violate this policy shall be subject to disciplinary procedure, which may result in expulsion.

## STUDENT INTERVIEWS

**Policy 445** There are times when incidents that violate a school rule and/or District policy occur within the school setting. In these cases, the situation will be investigated through interviews of involved students, staff and witnesses for a purpose of gaining a comprehensive understanding of the events that occurred. The questioning will be conducted by a principal/designee. The results of the investigation will determine if any consequences will be applied to students. In order to begin an investigation and to be comprehensive and timely, parents will not be notified when their child is being interviewed. The police department will be contacted immediately if there is reason to believe

that a student violated any laws. If law enforcement officers are contacted by school personnel, or become involved in an incident that has occurred on school grounds, or at a school sponsored event away from school premises, it may be necessary to interview the student. If the principal/designee requests assistance, the police officer may conduct an investigation within the school building and interview students as possible witnesses in school and during the school day. Police involvement does not remove the responsibility of the District to conduct a school investigation. Administrators will work with the police department to coordinate their investigations to ensure both are conducted in a comprehensive manner and without interference. I. Communication with Parents/Guardians

- A. Parents/Guardians of involved students will receive communication prior to the release of school should a school investigation be ongoing. The concerns of the situation and the fact that the investigation is ongoing will be communicated with the parents/guardians. Upon completion of the investigation, parents/guardians will receive communication as outlined in (B) of this policy.
- B. Parents/Guardians will be notified of a school related incident for all involved students upon completion of the investigation. Communication will include, but not be limited to, results of the investigation as it pertains to their child, the impact of the investigation on their child and the consequences, if any, that will be applied to their child.
- C. If police are involved in an investigation, communication to parents/guardians will be determined by the police department.

## STUDENT TRAVEL

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

## STUDY HALL

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

- 3.0 GPA
- 90% attendance
- No unexcused absences or tardies

## SUPERVISED OCCUPATIONAL EXPERIENCE (SOE)

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

## TEXTBOOKS

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

# TRANSCRIPTS

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

## SCHEDULE CHANGE INFORMATION

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

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

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

## VIDEO SURVEILLANCE

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

## VISITORS

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

## WORK PERMITS

Only needed for Minors age 15 and under. Wisconsin law requires Employers have a work permit on file before a minor is to begin work. To obtain a work permit, a **student must have:**

**Completed Work Permit Form located on the HS website or hard copy in the main office.**

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

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

# CLUBS AND ACTIVITIES

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

## **ART CLUB/ NHS**

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

## **ASIAN CULTURE CLUB**

Asian Club is open to all students! Students can join us to discover the Eastern Hemisphere! While Asian culture, food and language are our main interest, we often celebrate other aspects of the Asian experience. Advisor: Ms. Kaine-Villagomez

## **BEST BUDDIES**

Best Buddies is an international organization that is dedicated to creating opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities. Advisor: TBD

## **CODING CLUB**

The club is for all students at MFHS who love using technology and computer gaming. Meetings include discussions regarding current happenings in the world of technology and gaming, LAN parties and building projects. Advisor: Ms. Brenda Larson

## **DEBATE**

Students learn and practice the art of a discussion involving opposing points. Members participate in contests of argumentation in which the teams defend and attack a given proposition. Debating provides practice in developing sound and logical arguments, give opportunities to practice speaking in public and show great initiative and leadership on college applications. Advisor: TBD.

## **DISTINGUISHED YOUNG WOMAN**

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

## **FACT**

FACT is a state-sponsored group of teens who are Spreading the Truth about Tobacco to their peers and others to help decrease the number of people who use tobacco. Teens speak with legislators, write letters, participated in awareness projects and help with educational events. Advisor: Ms. Sally Slusser

## **FALLS CREATIVE**

A Club for students interested in video editing, photography, marketing and social media. FC students can become student contractors, covering and promoting various events throughout the school district. The club also hosts the Falls Film Fest and Art Walk in the spring. Advisor Ms. Leonard.

## **FILM AND NOVEL SOCIETY**

Open to all students who love books and the movies that go with them. Advisors: Ms. Gesell and Ms. Leonard.

## **FORENSICS**

The Forensics Team provides competition in many areas of public and dramatic speaking. Individual and group events are offered in thirteen categories such as demonstration, solo acting, group interpretation, and poetry. Students learn public speaking skills and self-confidence while earning individual and team awards. Many of tomorrow's careers require public speaking skills learned in

forensics. Advisor: TBD.

## **FUTURE BUSINESS LEADERS OF AMERICA - FBLA**

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

## **GAMING CLUB**

This club participates in competitive video gaming. Open to all students. Advisor: TBD

## **GSA (GENDER SEXUALITY ALLIANCE)**

GSA is open to all students. It provides a place for LGBTQ+ and straight students to gather to discuss and address issues. For more information, see advisor: Ms. Gesell & Ms. Perkins.

## **GEOLOGY CLUB**

The mission of the club is to encourage interest and explore careers in the Geo-Science fields... The club also exposes students to a variety of off campus geo-related experience. Advisor: Mr. McMahan

## **GERMAN CLUB**

Any student currently enrolled in a German class, or have successfully completed the equivalent of two high school years of German is eligible for this club. The purpose of the club is to stimulate and promote an interest in German culture and traditions. Activities include participation in: Oktoberfest, Chicago's Christkindlmarket, WL Culture Fair and others. Advisor: TBD

## **GERMAN HONOR SOCIETY**

Sponsored by the American Association of Teachers of German. Students with an A average in German, and a B average overall, are eligible to join based on teacher recommendation. Initiation takes place during a ceremony in November. Students are required to do 7 hours of service work. (Tutoring, working Market Day, Hunger Task Force, and WL Culture Fair. German NHS holds a fundraiser for Children's Hospital in February and visits grade schools in May). Advisor: TBD

## **HOSA**

HOSA stands for Health Occupation Students of America and is an international student organization. Its mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. Advisor: Ms. Kopatich

## **JUNIOR OPTIMIST INTERNATIONAL**

JOI is an all-inclusive youth organization sponsored by Optimist International. The club embodies the Optimist Creed which motivates to embrace positive values while engaging in community service. Projects include food drives, tutoring elementary students, bake sales and other activities. Advisor: Ms. Leon.

## **KEY CLUB**

Key Club is the oldest and largest service organization for high school students in existence. The purpose is to give back to the community. Our Key Club members join 260,000 people in 5000 clubs across 33 countries accomplishing an amazing amount of service. Participants attend the District Leadership Conference. Advisor: Ms. Beth Larson

## **MATH CLUB**

Math Club meets regularly for the purpose of promoting interest in mathematics and math competitions. Though it is not essential to be a member of the Math Club to participate in math contests, many of the members are also on the Math Team. "Math-letes" compete in local, conference and state meets. Advisor: Mr. Scott Eldridge.

## **MOUNTAIN BIKING**

MBC is offered for middle and high school students. Rides and competitions are planned with the emphasis on mountain biking skill improvement. Coach: Mr. Mike Bons

## **NATIONAL BUSINESS HONOR SOCIETY**

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

The objectives of the National Business Honor Society are to:

- Promote and recognize academic achievement in business and information technology courses at the secondary level
- Foster and recognize leadership skills and character development
- Help members grow ethically and socially by promoting and encouraging an interest in business
- Encourage member involvement in service learning initiatives

The membership requirements are:

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

Advisors: Ms. Hughes and Ms. Kiefer

## **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes those high school students who have displayed high standards of scholarship, leadership, character, and service. The society is nation-wide and members are recognized throughout the country as outstanding young men and women. A faculty council chooses members based on applications.

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

## **OFFICE AIDES**

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

## **ROBOTICS**

AKA Team 6223 Arsenal Engineering learn design, computer coding, marketing and strategy planning concepts by building robots to compete in the FRC (First Robotics Competition). There is a considerable amount of time invested after school and on weekend during the six weeks leading up to the competition. Advisors: Mr. Warner

## **ROCK CLIMBING**

The team practices year round and participates in six state-side climbing competitions between November and April. Basic climbing skills are learned and practiced and competition is broken down to four ability levels. Advisor: TBD

## **SKI RACE TEAM**

Members compete in GS and Slalom downhill competition. Teams race against other high schools in the Midwest Conference. No race experience necessary. Basic knowledge of skiing

required. Advisor: TBD

### **SPANISH HONOR SOCIETY SOCIETY**

The mission of the Sociedad Honoraria Hispanica is to recognize high school achievement in Spanish and to promote Hispanic studies. The American Association of Teachers of Spanish and Portuguese. The MFHS "Carlos Fuentes" chapter advocates language learning, supports Spanish language learners in the school community, performs community service and help to plan and host the Annual World Culture Fair. Advisor: Ms. Kaine-Villagomez

### **STUDENT COUNCIL**

StuCo is a very active group which plans many of the student events including: After-game dances, all Homecoming activities, Spirit Days, service projects and assembly programs. Advisor: Ms. Hangos

### **STUDIO PLAYS/MUSICALS**

The high school theater program provides students with the opportunity to participate, learn and enjoy the varied aspects of a theatre play production. Two shows are produced yearly, one in the fall and typically a musical in the spring. Auditions and crew selections are done in October and February for performances scheduled for November and April. The time frame is typically 6-8 weeks of after school and evening rehearsals. Crew members are also needed for backstage functions. Advisor: Mr. Jacob Sudbrink

### **TECH FORCE**

Students provide Level one video and tech support for teachers and students at MFHS. They also run a website offering tips and tutorials for both hardware and software issued. Tech Force is a great option for students interested in learning more about computers and networking. Advisor: Ms. Leonard.

### **THASSOPHOBIA**

This group produces and coordinates a talent show in the spring. It is a much anticipated annual event. Advisor: TBD

### **TRAP SHOOTING**

MFHS is part of the Daniel Boone Conservation League team and participate in the Kettle Moraine Trapshooting Conference. Trap shooting is a rapidly growing sport. Competitions run from January through May. Advisor: Mr. Warner

### **WORLD CULTURE CLUB**

This club studies foreign countries and becomes knowledgeable in various cultures. The club enjoys trying new foods and organizing the annual Culture Fair. Advisors: Ms. Kaine-Villagomez

### **YEARBOOK**

The annual yearbook covers a year's worth of activities at MFHS in a 200-page book. There are jobs for everyone: Photography, interviewing, artwork page layout. There is a lot of work involved, but a rewarding product at the end. Meets weekly. Advisors: Mr. Gotzler and Ms. Wood

## **ATHLETIC TEAMS & EVENTS**

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

### **FALL SPORTS**

### **STARTING DATE**

- |                        |           |
|------------------------|-----------|
| • Cross Country, Girls | August 16 |
| • Tennis, Girls        | August 10 |
| • Swim & Dive, Girls   | August 10 |
| • Cheer                | May 2021  |
| • Dance                | May 2021  |
| • Golf, Girls          | August 9  |

- Volleyball, Girls August 16
- Volleyball, Boys (Club) TBD
- Football August 3
- Cross Country, Boys August 17
- Soccer, Boys August 16

## WINTER SPORTS

- Basketball, Girls November 8
- Bowling (Club) TBD
- Cheerleading Continued from Fall
- Dance Continued from Fall
- Gymnastics November 8
- Hockey November 8
- Ski (Club) TBD
- Wrestling November 15
- Basketball, Boys November 15
- Swim & Dive, Boys November 15

## SPRING SPORTS

- Soccer, Girls March 21
- Softball March 14
- Track, Girls March 7
- Cheerleading-Tryouts April 2022
- Dance-Tryouts April 2022
- Baseball March 21
- Golf, Boys TBD
- Tennis, Boys March 28
- Track, Boys March 8

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

Announcements will be made when each of these team sports begins practice on social media and in the daily school announcements. Athletic events are an important part of high school life, and students are encouraged to participate in MFHS athletics both as an athlete and as an Indian fan.

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

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

## ATHLETIC ELIGIBILITY RULE

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



# ATHLETIC & ACTIVITIES

## TRAINING AND TEAM RULES

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

## BOARD POLICY

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

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

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

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

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

## INSURANCE COVERAGE AND INJURIES

- A. It is expected that all participants in the Athletic Program be covered by insurance.
- B. In any sport, particularly the contact sports, there is a risk of injury. Injuries to organs, paralysis and even death may occur. It is the responsibility of each student to report his/her injuries to the coach or athletic trainer immediately.
- C. According to a WIAA rule, a student who displays symptoms of concussion and /or is rendered unconscious may not return to practice or competition during the same day. The student may not return to practice or competition until approved in writing by an appropriate healthcare professional. The WIAA identifies a physician and licensed athletic trainer (LAT) as appropriate healthcare professionals for determining return to play. Prior to returning to competition the concussed student/athlete must have a return to play clearance form signed by

- a licensed physician. Procedures to return to play must meet district concussion plan guidelines.
- D. The school's licensed athletic trainer must be in support of the doctor's recommendation to return in order for the student to be eligible to play.
  - E. Should an injury be discovered after the student/athlete has returned home, the coach should be notified promptly, at home if necessary. Don't wait until the next day.
  - F. In case of emergency, school personnel will call a rescue squad to transport the student/athlete to the hospital. Every effort will be made to contact the parents before the necessary medical attention is obtained.
  - G. Students using weight room equipment against coach/trainer's advice/instruction will assume the responsibility of their direct or indirect injuries. **THE WEIGHT ROOMS ARE TO BE USED ONLY UNDER APPROVED ADULT SUPERVISION.**

## **TRAVEL AND CONDUCT ON TRIPS**

- A. Team members must use the mode of transportation provided by the school unless special pre-arrangements are made in writing and approved by the Athletic Director 24 hours in advance. These pre-arrangements are only allowed if the student/athlete is riding home with **THEIR OWN** parents only. Every student/athlete is strongly encouraged to make every effort to use Menomonee Falls Public Schools' transportation to and from contests. Failure to abide by this rule may result in a suspension or removal from the team.
- B. Buses will leave at pre-designated times. Students/athletes that miss the bus will not be able to arrange for their own transportation to the event.
- C. All players are expected to conduct themselves as good examples of our student body at all times. We are in the eyes of the public on and off the field or court.
- D. It is imperative that non-participating students/athletes show good sportsmanship while attending athletic events. You are representing your school and your team when supporting another team. Inappropriate behavior may result in a school or athletic contest suspension.

## **APPEARANCE**

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

## **LOCKER ROOM BEHAVIOR**

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

## **ATTENDANCE – SCHOOL**

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

in a suspension or removal from the team. PARENTS, we need your help with this. Parents should not excuse their child the day after a contest because they are tired.

## SPECTATOR BEHAVIOR

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

1. The District encourages students to remove hats, stand at attention and face the flag during the playing of the National Anthem.
2. Know and demonstrate the fundamentals of sportsmanship.
  - a. Respect, cooperate, and respond enthusiastically to the cheerleaders.
  - b. Censure fellow students whose behavior is unbecoming.
  - c. Respect the property of the school and the authority of school officials.
  - d. Will not heckle, jeer, or distract members of the opposing team.
  - e. Never criticize the players or coaches for the loss of a game.
  - f. Avoid profane language and obnoxious behavior, which are not examples of good sportsmanship.
3. Failure to follow these rules will result in not being able to attend future contests.

## REQUIREMENTS FOR ATHLETIC PARTICIPATION

The online registration process must be completed *before* the student will be authorized to tryout or participate in practice. To ensure clearance for participation, the online athletic registration process should be completed no later than two school days prior to the first day of practice/tryouts. You do NOT need to bring in any paperwork to the Athletic Office. The coach will be given a list of "cleared" students that are authorized to tryout/ practice. The Athletic Office needs time to process the online registrations and add the student to the "cleared" list.

Once your registration has been completed and reviewed, you will receive an email letting you know the status which will either be "Incomplete" or "Approved". Please inform the athletics office if you have NOT received a clearance status email within two business days

Please make sure that you have all information and complete current physical card PRIOR to starting this process. There is no "save" function and if you have to stop midway, anything you have entered (other than your user name and password) may be lost.

In addition, the process will not be completed without paying the \$165 athletic fee. If you have questions about paying the fee (e.g. Family max situations, athletic fee waiver applications, etc.), please call the Athletic Office prior to starting your registration. If a refund is in order because a student has withdrawn or been cut, the bankcard will be credited in a timely manner.

### PHYSICAL EXAM INFO:

- Physical exam cards must be signed by a licensed medical provider and stamped with the doctor's name, address, phone number
- Students registering for Athletics for the 2019-2020 school year must have a medical provider signed physical examination card with a physical dated April 1, 2019 or later.
- 2020-21 Dance and Cheer may use the 19-20 physical for tryouts (physical dated April 1, 2018 or after), but must have a 20-21 card (physical dated April 1, 2019) prior to actual practices during summer of 2020.

Blank physical forms to take with you to the doctor are located outside of the Athletic Office at Menomonee Falls High School or available at fallsathletics.org.

The system will not allow more than one document to be uploaded. If you have the older half sheet size green card, please upload the FRONT side. Single side full sheet green forms are available outside the Athletics office.

Clearance will not be given without verification of the student's physical date and the doctor's

signature.

\*\*\*If you have a [new physical card/form to upload to replace an old one](#), go back in to Family Accounts/ Click on Registration History/ click on Add under the Upload File tab. Remove the old form by clicking on Remove. You can then upload the new physical card. The uploaded one will replace the previous.

**ALL ATHLETICS REGISTRATIONS ARE DONE ONLINE.** Call the Athletics Office if you have questions or require assistance with registration.

**Heidi Wood – Administrative Assistant; Email: [woodhei@sdmfschools.org](mailto:woodhei@sdmfschools.org); Phone: 262-255-8414**

## GIRLS' FALL SPORTS

[Cheer/ Coach Gabrielle Buege / \[mfhsscheercoaches@gmail.com\]\(mailto:mfhsscheercoaches@gmail.com\)](#)

[Cross Country / Coach Matt Thull/ \[thullmatt@hotmail.com\]\(mailto:thullmatt@hotmail.com\)](#)

[Dance/ Coach Chelsea Bushman/ \[mfhdance@yahoo.com\]\(mailto:mfhdance@yahoo.com\)](#)

[Swim & Dive / Coach Mandie Siehs/ \[mandie\\\_siehs@yahoo.com\]\(mailto:mandie\_siehs@yahoo.com\)](#)

[Tennis / Coach TBD](#)

[Volleyball / Coach Cory Rabe / \[rabcor@sdmfschools.org\]\(mailto:rabcor@sdmfschools.org\)](#)

[Golf / Coach Tony Pritchard / \[pritto@sdmfschools.org\]\(mailto:pritto@sdmfschools.org\)](#)

## BOYS' FALL SPORTS

[Cross Country/Coach Matt Thull/ \[thullmatt@hotmail.com\]\(mailto:thullmatt@hotmail.com\)](#)

[Football / Coach Dan Lutz / \[dkiklutzer@sbcglobal.org\]\(mailto:dkiklutzer@sbcglobal.org\)](#)

[Soccer / Coach Scott Stein / \[steisco@sdmfschools.org\]\(mailto:steisco@sdmfschools.org\)](#)

[Volleyball / Coach Todd Smith/ \[fallsboysvb@gmail.com\]\(mailto:fallsboysvb@gmail.com\)](#)

## GIRLS' WINTER SPORTS

[Basketball /Coach Derek Woelffer / \[woelder@sdmfschools.org\]\(mailto:woelder@sdmfschools.org\)](#)

[Bowling / Coach Walter Wright / \[kosskar@sdmfschools.org\]\(mailto:kosskar@sdmfschools.org\)](#)

[Alpine Ski/ contact Dave Kessen \[mkessen@wi.rr.com\]\(mailto:mkessen@wi.rr.com\)](#)

[Gymnastics /Coach Jasmyn Bensley / \[jasmynbensley@gmail.com\]\(mailto:jasmynbensley@gmail.com\)](#)

[Hockey / Coach Jacob Haury / \[hauryj22@gmail.com\]\(mailto:hauryj22@gmail.com\)](#)

[Cheer / Coach Gabrielle Buege / \[mfhsscheercoaches@gmail.com\]\(mailto:mfhsscheercoaches@gmail.com\)](#)

[Dance / Coach Chelsea Bushman / \[mfhdance@yahoo.com\]\(mailto:mfhdance@yahoo.com\)](#)

## BOYS' WINTER SPORTS

[Basketball / Coach Jason Hallenbeck / \[jahallen33@gmail.com\]\(mailto:jahallen33@gmail.com\)](#)

[Bowling / Coach Walter Wright / \[kosskar@sdmfschools.org\]\(mailto:kosskar@sdmfschools.org\)](#)

[Alpine Ski / Contact Dave Kessen / \[mkessen@wi.rr.com\]\(mailto:mkessen@wi.rr.com\)](#)

[Hockey /Coach Greg Copeland / \[brookfieldstarshockey@gmail.com\]\(mailto:brookfieldstarshockey@gmail.com\)](#)

[Swim & Dive / Coach Chris See / \[chris.d.see@gmail.com\]\(mailto:chris.d.see@gmail.com\)](#)

[Wrestling /Coach Andy Rutke / \[rutkand@sdmfschools.org\]\(mailto:rutkand@sdmfschools.org\)](#)

## GIRLS' SPRING SPORTS

[Softball /Coach Lou Sanicola. / \[mfhsoftball@gmail.com\]\(mailto:mfhsoftball@gmail.com\)](#)

[Soccer /Coach Scott Stein / \[steisco@sdmfschools.org\]\(mailto:steisco@sdmfschools.org\)](#)

[Track & Field /Coach Jenny Retzlaff / \[pro5461@yahoo.com\]\(mailto:pro5461@yahoo.com\)](#)

# BOYS' SPRING SPORTS

**Baseball** / Coach Tim Gotzler / [gotztim@sdmfschools.org](mailto:gotztim@sdmfschools.org)

**Golf** / Coach Tony Pritchard / [prittton@sdmfschools.org](mailto:pritton@sdmfschools.org)

**Tennis** / Coach Matt. Andreshak / [andrmatt@sdmfschools.org](mailto:andrmatt@sdmfschools.org)

**Track & Field** / Coach Bobby Regent-Smith / [regerob@sdmfschools.org](mailto:regerob@sdmfschools.org)

## CHEERLEADING

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

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

## DANCE

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

The group is selected in April each year through a tryout process. The group comes under the Athletic Department for regulations and guidelines.

The girls provide their uniforms, poms, shoes, socks, tights, and jackets.

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

## GREATER METRO CONFERENCE

### Brookfield Central High School

16900 W. Gebhardt Road  
Brookfield, WI 53005-5199  
Nickname – Lancers  
Colors – Columbia Blue & Silver

### Menomonee Falls High School

N80 W14350 Titan Dr.  
Menomonee Falls, WI 53051  
Nickname – Phoenix  
Colors – Burgundy & Gray

### Brookfield East High School

3305 N. Lilly Road  
Brookfield, WI 53005-7697  
Nickname – Spartans  
Colors – Navy Blue, Scarlet & White

### Marquette High School

3401 W. Wisconsin Avenue  
Milwaukee, WI 53208  
Nickname – Hilltoppers  
Colors – Blue & Gold

<p><b>Divine Savior Holy Angels</b>  4257 N. 100th Street  Milwaukee, WI 53222  Nickname – Dashers  Colors – Red, Gold &amp; White</p>	<p><b>Wauwatosa East High School</b>  7500 Milwaukee Avenue  Wauwatosa, WI 53213-2299  Nickname – Red Raiders  Colors – Cardinal &amp; White</p>
<p><b>Germantown High School</b>  11501 N. River Lane  Germantown, WI 53022  Nickname – Warhawks  Colors – Blue &amp; Gold</p>	<p><b>Wauwatosa West High School</b>  11400 W. Center Street  Wauwatosa, WI 53222  Nickname – Trojans  Colors – Forest Green &amp; White</p>
<p><b>Hamilton High School</b>  W220 N6151 Townline Road  Sussex, WI 53089-3999  Nickname – Chargers  Colors – Red &amp; White</p>	<p><b>West Allis Hale High School</b>  11601 W. Lincoln Avenue  West Allis, WI 53227-1096  Nickname – Huskies  Colors – Green &amp; White</p>

## SCHOOL SONG

We're loyal to you Falls High  
We know you're true blue Falls High  
We know you're the best  
Of all the schools east and west  
And we'll back you with zest  
Fall High, U RAH, RAH  
Stand up for rights Falls High  
Plunge onward with might Falls High  
As time surely lengthens  
Our loyalty strengthens  
We're loyal to you Falls High.

## PARENT/COMMUNITY ORGANIZATIONS

### **BAND BUNCH / SUPPORTING MUSIC IN THE FALLS**

The Band Bunch assists band and orchestra programs in Menomonee Falls by organizing volunteers for music related events and raising funds for scholarships, guest instructors, and needed supplies. To support the program, we encourage you to become a patron.

### **BOOSTER CLUB**

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

The Booster Club hosts an annual corn roast in fall and a formal Spring Gala for parents and supporters. It provides refreshments at all award nights and sends letters of recognition to all students earning outstanding achievement in their sport, music, and/or club activities.

Monies are given to a variety of causes throughout the year, such as Post Prom, scholarships, Peer Leadership, coaches' clinics, etc. Boosters usually meet the 2nd Wednesday of the month.

### **MENOMONEE FALLS SCHOLARSHIP AND EDUCATIONAL FOUNDATION**

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

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