



*Mount Horeb High School*

# Student Handbook



305 South Eighth Street  
Mount Horeb, WI 53572  
Phone: 608-437-7200  
Fax: 608-437-4926

Website: <https://www.mounthorebschools.org/schools/high/>

The Mount Horeb Area School District does not discriminate against pupils in its educational programs or activities on the basis of sex, race, religion, national origin, ancestry, creed, color, homelessness status, pregnancy, marital or parental status, sexual orientation, transgender status (including gender expression, gender identity and gender nonconformity), physical, mental, emotional, or learning disability, or any other status protected by state or federal law.

The district encourages informal resolution of complaints under this policy. If any person believes that the Mount Horeb Area School District or any part of the school organization has failed to follow this policy or the law and rules of Statute 118.13 Wis. Stats. and PI-9 Wisconsin Administrative Code or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the following address:

District Administrator  
Mount Horeb Area School District  
1304 East Lincoln Street  
Mount Horeb, WI 53572  
(608) 437-7006

Updated July 18, 2024

MT. HOREB AREA HIGH SCHOOL  
2024-2025 Calendar

July 8-August 9	Welcome Back Online Registration Window
August 21	Freshman Fall Family Night 4:30-6:30pm
August 28	Drop-In 5pm-7:00 p.m
September 2	Labor Day-No School
September 3	First Student Day-Grade 9
September 4	First Student Day-Grades 10-12
September 9	Early Release (12:40 p.m.)
October 14	Early Release (12:40 p.m.)
October 15	Parent/Teacher Conference 4:00-7:45 p.m.
October 24	No School for Students-Teacher Inservice
October 25	No School for Students and Staff
November 11	Early Release (12:40 p.m.)
November 27-29	Thanksgiving Recess-No School
December 9	Early Release (12:40 p.m.)
December 23-January 1	Winter Break-No School
January 2	First day after Winter Break
January 6	Future Freshman Night 4:00-7:30 p.m. @ HS
January 20	Teacher Inservice-No School
January 24	Early Release (12:40 p.m.); End of First Semester
February 10	Early Release (12:40 p.m.)
February 28	No School (Makeup Day if needed)
March 10	Early Release (12:40 p.m.)
March 13	Parent/Teacher Conference-No School (11am-7pm)
March 18	ACT & PreACT Testing
March 24-28	Spring Break-No School
April 14	Early Release (12:40 p.m.)
April 18	No School
May 12	Early Release (12:40 p.m.)
May 26	Memorial Day-No School
June 8	Graduation-3pm
June 11	Last K-12 Student Day-Early Release (11:15a.m. IC/MS/HS) No Lunch Served; Staff Last Day

To view the full district calendar, please visit:  
[2024-25 MHASD District Calendar](#)

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## **INTRODUCTION**

Mount Horeb Area School District is proud of the individual attention and community atmosphere that we provide for our students. Driven to achieve academic excellence through meeting the needs of individual learners, Mount Horeb High School is dedicated to providing a quality education to our students. An expert and dedicated faculty and staff, together with strong community support, enable us to provide academic, social and personal experiences that will benefit our students for a lifetime. It is our goal to maintain a safe environment where every student may learn.

### **PARENT RESPONSIBILITIES**

Parents play a critical role in the education of their children and must act as partners with the school in all areas: academic, social, and co-curricular. Parents are responsible for their children and the school for: reviewing and promoting compliance with school rules, collaborating to improve learning, preventing or resolving discipline issues, promoting prompt and regular attendance, providing prompt explanations for absences and tardiness, attending parent conferences and school activities, and informing the school of changes in emergency contact information.

### **STUDENT RESPONSIBILITIES**

In order to maintain a safe school environment that fosters learning and academic success, students are expected to conduct themselves according to District Behavior Standards.

## **ATTENDANCE AND TRUANCY**

### **REPORTING STUDENT ABSENCES**

*Please call : 608-437-7200, Press 1, and leave a message or email  
mhhsattendance@mounthorebschools.org*

Regular attendance is an important factor in school success. The activities and learning that occur during a class period are not easily made up since the experiences cannot be duplicated; therefore, it is important that absences be kept to a minimum. State Law requires that a student must attend school until the end of the semester in which he/she/they reaches the age of 18.

Students under the Co-Curricular Code should refer to the Code of Conduct for specific ramifications in regards to attendance/tardiness issues and eligibility.

Parents may log into and access their student's attendance and other records through the Infinite Campus Parent Portal: <https://mounthorebwi.infinitecampus.org/campus/portal/mthoreb.jsp>

Please note that attendance may not be completely updated until 4 pm each day. Questions should be directed to the attendance office 608-437-7200.

## Guidelines for School Attendance

A student should remain at home if any of the following apply:

- Vomiting or diarrhea in the last 24 hours and the student cannot tolerate a regular diet.
- A temperature of approximately 100.4 degrees or higher and the student feels ill.
- Ill enough not to be able to participate in class and school activities.
- Uncontrollable cough or runny nose that cannot be cared for in a sanitary manner.
- Untreated contagious disease (strep throat, COVID-19, influenza, bacterial pink eye, etc).
- An injury that causes significant discomfort and distracts from class or activities.

We encourage parents to send students to school each day if injury or illness does not significantly compromise the student's health or the health of others.

### Excused Absences

Students may be excused up to 10 days total per school year without a medical excuse or at the discretion of the school attendance officer. These days may be taken in 1/2 day increments in accordance with Full Day Absence Policy 431.1. Students will be in attendance every period every day that school is in session unless they have a legal excuse, falls under one of the exceptions in state law, or have graduated high school.

All excused absences require parent/guardian/legal custodian permission in the form of either written verification which is to be submitted to the school attendance officer, or designee, in advance of the absence or prior to re-admittance to school or a phone call made to the school attendance office by 9:00 a.m. on the day of the occurring excused absence. Students may not write their own passes unless they:

- a. are at least 18 years old and have transferred attendance responsibilities to themselves by completing the MHHS Adult Attendance Contract.
- b. gain written permission from a parent/guardian to do so: or
- c. gain written permission from the principal and/or his/her designee.

Parent-Excused Absences - A student who is excused verbally or in writing by their parent(s)/guardian(s) will be excused from school. A student may be excused by the parent(s)/guardian(s) under this provision for no more than 10 days in a school year.

District-Excused Absences - The school attendance officer/designee may excuse a student's absence for all or part of a day for any of the following reasons.

1. Illness/Mental Health - The district will request the parent(s)/guardian(s) to obtain a written statement from a physician or a licensed practitioner as proof of the physical or mental condition of the student. Such an excuse will be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.

A school nurse or an individual working under the direction of the school nurse will be able to excuse absences for up to 24 hours should the student develop a fever (temperature of

100.4 or greater) or an episode of vomiting related to an illness was witnessed during school hours.

2. Family emergencies, including funerals
3. Medical or dental appointments that cannot be arranged outside of the school day (*provided written proof is submitted to the attendance officer within 7 days of the appointment.*)
4. A court appearance or other legal procedure which requires the attendance of the student
5. Recognized religious observance or service
6. Parent Request- A student who is excused verbally or in writing by their parent(s)/guardian(s) will be excused from school. A student may be excused by the parent(s)/guardian(s) under this provision for no more than 10 days in a school year.

School attendance officers may exercise discretion and excuse student absences for attending special events of educational value, visiting college campuses or other reasons that serve the educational interests of the child. A College Visit Form is required (printed copy is available in attendance) to be completed by the visiting school and returned to the attendance office.

Absences are excused when students participate in approved school activities such as field trips or attend approved school functions during the day such as plays, practices, school meetings and sporting events.

Absences will be considered unexcused unless a parent or guardian contacts the Attendance Office within 24 hours of the absence (437-7200 ext 1) and provides a legal excuse for an unexcused absence. To avoid possible errors, contacting the office on the day of the absence is preferred. Failure to do so will result in the absence remaining "unexcused." All unexcused absences will count toward habitual truancy.

#### Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The Superintendent/ designee is required to develop these administrative regulations to address unexcused absences.

A student who is absent from school for no particular reason or is truant will be considered unexcused. Credit may not be given for classwork missed during an unexcused absence (See section on make-up course work and assignments for further clarification). However, students still have the obligation to acquire, understand, retain for future reference and use all materials presented during their unexcused absence.

#### Make-up Course Work and Assessments

Credit in a course or subject shall not be denied solely because of a student's unexcused absences from school.

1. Students with unexcused absences shall be permitted to make up any quarterly, semester, or grading period assessments missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up;

2. It is the student's responsibility to contact his/her teachers to determine what course work and assessments must be made up;
3. Teachers shall have the discretion to assign substitute course work and assessments. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours;
4. The time for completing the work shall be commensurate with the length of the absence unless extended by the school attendance officer based upon extenuating circumstances.

#### STUDENT TARDINESS

If a student reports to school tardy, he/she/they must either present a written excuse signed by the parent/guardian stating the reason for tardiness or the parent shall call the school (437-7200 ext 1) to provide a reason for the tardiness. Failure to do so will result in an unexcused tardy or unexcused absence. If a student reports to a class tardy during the day, the attendance will be recorded as "tardy" and will be addressed in the following manner:

- Tardiness to classes will NOT be counted by period, but overall.
- Five (5) times of being Unexcused Tardy, will count as one (1) Unexcused Absence class period and will count towards Habitual Truancy.
- Habitual truancy can be based on a combination of Unexcused Absences and Unexcused Tardiness.

#### STUDENT HABITUAL TRUANCY

"Truancy" means any absence of part, or all, of one or more days from school during which the attendance office has not been notified of the legal cause of absence by the parent or guardian. Section 118.16(1), Wisconsin Statutes.

Unexcused tardiness of fifteen (15) or more minutes is considered an unexcused absence and will count toward habitual truancy. Consequence of Truancy - Referral to police and citation under Municipal Ordinance of Habitual Truancy.

#### WINTER WEATHER INFORMATION

Weather conditions are often unpredictable and decisions must be made very early and based on the best information available at the time. When the superintendent makes a decision to close schools, stations are notified by 5:45-6:00 a.m.

Except in emergencies, please do not call the school. Tune your televisions (TV Websites) or radios to local stations for weather closing information. Whenever possible, school closing information will appear on the district web page. You may sign up through Infinite Campus to get alerts from the school district on delays and cancellations.

## ACADEMIC INFORMATION

### DAILY CLASS LOAD

Students are required to take at least six classes (six credits/year) per semester. We encourage students to enroll in seven classes. A student may enroll in eight classes with the understanding that they will not have a study hall.

### BELL SCHEDULE

Block	Time	A	B	C	D	E
1	8:05-9:10 (65)	1st Period	2nd Period	1st Period	2nd Period	1st Period
STAT	9:15-10:10 (55)	STAT	STAT	STAT	STAT	STAT
2	10:15-11:20 (65)	2nd Period	3rd Period	3rd Period	4th Period	3rd Period
First Lunch	11:25-11:55 (30)					
Block 3A	12:00-1:05 (65)	4th Period A	5th Period A	4th Period A	5th Period A	5th Period A
Second Lunch	12:35-1:05 (30)					
Block 3B	11:25-12:30 (65)	4th Period B	5th Period B	4th Period B	5th Period B	5th Period B
4	1:10-2:15 (65)	6th Period	7th Period	6th Period	6th Period	7th Period
5	2:20-3:25 (65)	STAT 2:20 - 2:45	8th Period	7th Period	8th Period	8th Period
		Advisory 2:50-3:25				

### SCHEDULING

Once the creation of student schedules is complete, changes are difficult to make. Based on the criteria below, schedule changes will be made on a case by case basis for one week prior to the start of any semester.

1. A failed course must be added to meet graduation requirements
2. The student has enrolled in youth options or similar
3. Pupil services Team initiated schedule change
4. Schedule error was found



## STUDENT SERVICES AND COUNSELING

School counselors are available to help you with educational planning, interpretation of test scores, occupational and career information. School counselors and the school psychologist also assist students in dealing with home, school, and social issues. The school district's Social Worker/AODA Counselor is available several days a week to meet with students who may need assistance or counseling.

## COURSE CREDIT REQUIREMENTS

The District has established standard credit requirements for high school graduation. To graduate from Mount Horeb High School, a student shall complete a minimum of 24 credits that includes the following courses and sequencing:

<b>English/Writing Composition</b>	<b>4 credits</b>
English I	1 credit
English II	1 credit
American Literature	0.5 credit
Writing Elective Course	0.5 credit
English Elective Course	1 credit
<b>Social Studies</b>	<b>3 credits</b>
Modern U.S. History	1 credit
World History or AP World History	1 credit
Social Studies Elective Course	1 credit
<b>Mathematics</b>	<b>3 credits</b>
<b>Science</b>	<b>3 credits</b>
Life Science Course	1 credit
Physical Science Course	1 credit
Science Elective Course	1 credit
<b>Physical Education</b>	<b>1.5 credits</b>
<b>Health Education</b>	<b>0.5 credits</b>
<b>Personal Financial Literacy*</b>	<b>0.5 credits</b>
<b>Additional Elective Credits</b>	<b>8.5 credits</b>
<b>Total Credits for Graduation</b>	<b>24 credits</b>

## EARLY GRADUATION

Candidates for early graduation shall be considered on a case-by-case basis and must make an application to the High School Principal. Students who wish to graduate after seven semesters must apply no later than the first week of the seventh semester. Students who wish to graduate after the sixth semester must apply no later than the first week of the fifth semester.

The principal and school counselor will hold an interview meeting, within 2 weeks of the application deadline, with the parent and the student requesting early graduation to clarify the student's intent to graduate early.

Once a student declares his/her/their intent to graduate early and the principal approves the request, the decision is final for the purpose of assigning the student the grade level status that will be used to determine class rank and all scholarship eligibility. Early graduates are encouraged to participate in graduation ceremonies with their class, but no special early graduation ceremony will be held. Early graduates may not participate in any school-sponsored activity, nor be on campus during the school day without the permission of the main office.

#### CIVICS TEST REQUIREMENT

In addition, in order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. A student with a disability for whom an individualized education program (IEP) is in effect must also take the civics test, however, his/her/their graduation shall not be conditioned on the successful completion of the test.

#### PARTICIPATION IN GRADUATION CEREMONY

Students participating in the graduation ceremonies must meet both of the following criteria:

- The student must complete all graduation requirements toward a diploma by the day of graduation per school board policy 345.6.
- The student must not have met or exceeded the statutory definition of "habitual truant" in the semester immediately prior to graduation.

#### GRADING

##### Progress Reports

Progress reports are prepared three times per semester (5 week, 9 week, and 14 week mark), although teachers may contact parents/guardians at any time during the semester if a student seems to be having academic difficulty. Parents may log into their Infinite Campus account to view their student's grades and homework at anytime

##### Report Cards

Report cards are prepared at the end of each quarter; parents may log into their Infinite Campus account online to view their student's grades. Any questions or concerns regarding Infinite Campus access should be reported to the school office. Parent Portal login:

<https://mounthorebwi.infinitecampus.org/campus/portal/parents/mthoreb.jsp>

## GRADING SCALE

Grade	Percent Range
A	100% - 93.5%
A-	93.49% - 89.5%
B+	89.49% - 86.5%
B	86.49% - 82.5%
B-	82.49% - 79.5%
C+	79.49% - 76.5%
C	76.49% - 72.5%
C-	72.49% - 69.5%
D+	69.49% - 66.5%
D	66.49% - 62.5%
D-	62.49% - 59.5%
F	<59.49%

## ACADEMIC INTEGRITY

Academic work submitted for the purpose of meeting course requirements must be the individual student's original work and represent the individual efforts of the student. Student use of generative AI technology for submitted work is prohibited, except with direct permission of the teacher, in which case the use of AI must be cited by the student. Unauthorized use of AI on submitted academic work by the student may be treated as academic misconduct and subject to disciplinary action

## ACADEMIC RECOGNITION

### Honor Roll

The Honor Roll is announced at the end of each semester. Honor Roll status is based on a student's quarter grade-point average. Honor Roll students have their names published in the local newspaper and the high school newsletter.

Honor Roll Categories	GPA Criteria
Summa cum laude	3.90 - 4.00
Magna cum laude	3.75 - 3.89
Cum laude	3.50 - 3.74

## ACADEMIC AWARDS

The Mount Horeb Area School District recognizes the efforts and accomplishments of our students in the classroom. Recognition will be awarded to high school students who consistently achieve high academic success in all coursework. In recognition of these accomplishments, the following guidelines have been established for Academic Awards Recognition:

Students will earn points by achieving honors status each semester. Total accumulated points:

- ★ 8 Points = Academic Certificate
- ★ 12 Points = Academic Letter
- ★ 18 Points = Academic Pin
- ★ 26 Points = Academic Medallion

Students will earn 4 points per semester for GPA of 3.9 – 4.0

Students will earn 2 points per semester for GPA of 3.75 – 3.89

Students will earn 1 point per semester for GPA of 3.5 – 3.74

Recognition of students will occur through the newsletter following each semester, with the exception of seniors. Seniors will only accumulate points through their seventh semester (the first semester of their senior year). The distribution of awards will be administered by the High School Principal.

## STUDY HALLS

Study hall attendance is mandatory for students in 9th and 10th grade. Students may get a pass to go to the LMC or to another teacher's classroom. These passes must be obtained before students are allowed to leave their assigned study hall for attendance to be updated.

Students in 11th and 12th grade are allowed to go off campus for study hall if a student does not have an F. An attendance report will be run every Friday and notification will go out to students and their guardians about required attendance for the following week of study hall.

## LIBRARY MEDIA CENTER (LMC)

Open 8:00 am to 4:00pm Daily (Friday's until 3:30)

The Library provides resources and services to support students. The Library also provides a wide variety of materials for recreational reading. Library books may be checked out for two (2) weeks and magazines for one (1) week. All materials can be renewed. Inappropriate use of the LMC will result in loss of privileges and/or suspension from school.

## COMPUTER POLICY

The use of school computers and all peripherals is a privilege, not a right. Students who intentionally damage computer hardware or software, who misuse such material/equipment, or introduce unauthorized elements into program/ equipment (i.e. viruses) will be subject to suspension and/or expulsion.

Students may not install programs downloaded from the Internet or otherwise onto any school computer. School computers are intended for the academic benefit of students and are to be used for educational purposes only.

More information about Digital Learning and device information can be found at:  
<https://www.mounthorebschools.org/district/1-1-device-information.cfm>

## STUDENT POSSESSION AND USE OF PERSONAL ELECTRONIC DEVICES

*MHASD Policy #443.5*

The Mount Horeb Area School District (MHASD) believes the use of personal electronic devices by students for educational use is beneficial to learning and is therefore encouraged. Personal electronic devices include, but are not limited to, laptops, netbooks, tablets, mobile phones, and wearable technology. Student educational use is defined as the use of personal electronic devices for district-identified courses, educational projects, and any other instructional purposes where the use of personal electronic devices is permitted by authorized district staff for educational purposes.

Students are prohibited from using any personal electronic devices:

- To violate an expectation of privacy, such as in restrooms, locker rooms, shower facilities, and any other area where students or others may disrobe or change clothes. Authorized district staff may identify areas where personal electronic devices are strictly prohibited.
- Except as permitted by authorized district staff, to capture, record and/or transmit audio, pictures or video of an individual without proper consent.
- To distract others or interfere with the operations of the school or classroom, including any rules established by the District Administrator or building principal.
- To engage in bullying, harassment, abuse, intimidating or threatening behavior.
- To share or post personal information about, or images of, any other student or staff member without permission from an authorized district staff member.
- To take, disseminate, transfer, view, or share obscene, pornographic, lewd or otherwise illegal material.
- To utilize district provided networks or accounts for anything other than student educational use or to access and/or view Internet websites that are otherwise blocked to students at school.
- To create their own personal hotspots (wifi access) or use cellular connections.
- To engage in cheating or academic dishonesty.

Exceptions may include medical, emergency or safety concerns of students or staff.

Students are responsible for all personal electronic devices brought into the district. This includes ensuring devices are used in an appropriate manner that is consistent with the intent of allowing use for education and taking care to ensure the devices are serviceable for use when required and otherwise stored properly when not.

A student who violates this policy shall be disciplined, which may include loss of privileges, suspension and/or possible referral for expulsion. The device shall be immediately surrendered to a school authority or other authority as may be appropriate. The device may later be returned to the student, student's parent(s) or legal guardian(s) or may be turned over to law enforcement if illegal activity is suspected.

Students who possess personal electronic devices do so at their own risk to possible loss, theft, damage or liability. The MHASD is not responsible for costs associated with personal electronic devices to include accrued data charges, loss, theft, damage, repairs or misuse of any device. District staff may examine personal electronic devices and search their contents if authorized District staff determine that a search or examination is required to ascertain whether a student violated the law or other school rule or policy. Any search and/or examination will be conducted in accordance with state and federal law.

Technology support, with the exception of accessing district provided networks, is not provided by district staff.

The use of personal electronic devices is subject to the Internet Use policy, all procedures, and guidelines set forth in student handbooks, and all other applicable rules established by authorized district staff.

Authorized District Staff is Superintendent or designee.

#### STUDENT USE OF PERSONAL COMMUNICATION DEVICES

**RATIONALE** With the unending advancement of digital technology, there is an opportunity to advance student learning through its use. On the other hand, digital technology may also be used in ways that detract from student learning, academic integrity, and positive student interaction.

In an effort to increase student engagement and address the growing student mental-health needs the use of personal communication devices and headphones will not be allowed during instructional times.

Based on nationwide research around the impact of cell phones and other personal communication devices, it is imperative to refocus our efforts around engagement by tightening our rules and expectations around these devices.

The Academic Impact Research shows a 6.4% increase in academic achievement when cell phones are limited or banned in the classroom. 8th graders who are heavy users of social media have a 27% higher risk of depression than kids who exceed the average time playing sports or hanging out with friends. These are just a few of the statistics that provide a clear case to rethink and change our habits and practices around cell phones.

**EXPECTATIONS:**

- Personal communication devices/Headphones (e.g. AirPods, Beats, etc.) will be off and away in a designated location from “bell to bell” during instructional time.
- Personal communication devices and earbuds/headphones are allowable during Lunch/Recess ONLY.
- Teachers will remind students that personal communication devices must be OFF and AWAY in a designated location on a regular basis.
- Personal communication devices may never be used in a locker room, restroom, or other places where privacy is expected.
- Students may not capture photographs or video footage of any student or staff without their permission.
- During STAT, each teacher will have the discretion to set the expectations policy in their room on any given day. (HS Only)
- Personal communication devices and earbuds/headphones are allowable during Study hall. (HS Only)

*\*These expectations may not apply in emergency situations.*

*\*At no time should a staff member go through or look in a student's cell phone.*

## ENFORCEMENT

If a student is found using a cell phone and other personal communication devices without authorization, the student will turn off the device and place it in a designated location without objection or hesitation, failure to do so will result in removal from the classroom and an additional referral for insubordination.

1st- Staff members will remind the student of the expectation and require that the device be placed in a designated location in the classroom, and returned to the student at the end of the period.

2nd- Referral in Infinite Campus, student will turn off device and place in designated location. Student picks it up from the office at the end of the day.

3rd- Referral in Infinite Campus, student will turn off device and place in designated location. Parent/caregiver will pick it up from the office and the device must be turned into the main office upon arrival to school for up to 5 days of school.

4th- Referral in Infinite Campus, student will turn off device and place in designated location. Parent/caregiver will pick up device from the office. Potential for detention and phone must be turned into the main office upon arrival to school for up to 20 days of school.

5th- Referral in Infinite Campus, student will immediately report to the main office to turn in the device. Parent/caregiver will pick up device from the office. Potential for in-school suspension from school and an individual cell phone improvement plan will be developed.

*\*Additional consequences may occur at the discretion of an administrator*

*\*Failure to give up phone or your name will result in an additional referral for Insubordination*

*\*Personal Device infractions may result in an Activities Code violation that could jeopardize participation in an activity or athletic competition.*

*\*The District shall not be responsible for the safety or security of personal electronic equipment that students choose to bring to school. Students who bring any personal electronic device(s) to school do so at their own risk to possible theft, damage, misappropriation of data/equipment, or other loss.*

Student Possession and Use of Personal Electronic Devices 443.5  
Personal Communication Device Flowchart

TECHNOLOGY ACCEPTABLE USE AND SAFETY

MHASD Policy #735

The District understands the importance of technology in education for purposes of learning, collaborating, innovating, evolving, and engaging our students, staff, parents/guardians and other school community members. Providing internet access is an important part of preparing Mount Horeb Area School District students for the future. The District is committed to providing technology and information resources to support the educational and professional needs of its users, defined as students, staff, board members, and guests. Users are provided with access to the internet for limited educational and research purposes only and online educational services/apps to enhance the instruction delivered to students and to facilitate the staff's work. The District's computer network and internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

While the use of technology, whether owned by the District or the user, comes with many benefits, users are reminded that use of technology also involves personal responsibility and accountability. The District expects that all users will use technology in a responsible and ethical manner within the guidelines of the district policies, handbook and all applicable laws. The District reserves the right to restrict or revoke access at any time.

Students and parents/guardians should be aware that some materials available on the internet could be objectionable, illegal, defamatory, inaccurate, or potentially offensive to some people. While the District believes that the benefits to users from access to the internet outweighs the risk of access to such material, the employer and parents/guardians are responsible for setting and conveying the standards that a user should follow when using media and information sources.

A staff member who elects to supplement and enhance student learning through the use of apps and/or services is responsible for verifying/certifying to the principal, District Administrator or designee that the app and/or service has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

The District shares responsibility for control over access of inappropriate content over the internet. In light of that responsibility and federal law, the District has protection measures in place that utilizes hardware and software designed to protect against (filter and block) inappropriate sites and high risk activities on District-provided devices on and off-campus. The District reserves the right to block sites that do not enhance classroom activities or other material that may be considered inappropriate for staff or students to access. This filtering will at a minimum meet the requirement, as defined by the Children's Internet Protection Act (CIPA) to provide protection to



pictures that are obscene, child pornography, and other content considered harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254 (h)(7)).

#### Children's Internet Protection Act Compliance

1. Parents/guardians are responsible for setting and conveying standards that children should follow when using the internet.
2. A K-12 objective is to educate students on safety and appropriate use for online activities.
3. All staff shall strive to supervise and monitor usage of the online computer network and access to the internet.
4. Technology protection measures shall be used to block or filter access to inappropriate information on the internet or through other forms of electronic communications.

The use of filtering hardware and software is not infallible. Objectionable material may be accessed notwithstanding our efforts to block such content. The use of an internet filter does not diminish the user's personal responsibility to use the network in conformance with the standards in this policy.

Users are responsible for the ethical and educational use of their own internet account. These accounts are to be used only by the authorized owner of the account for the authorized purposes. Students, staff, and Board members will be educated about ethical use and informed of prohibited uses, including but not limited to the following:

- Downloading, displaying, viewing, accessing or attempting to access, storing or transmitting any images, cartoons, messages or materials which are obscene or sexually explicit;
- Downloading, displaying, viewing, accessing or attempting to access, storing or transmitting any images, cartoons, messages or material which that may be construed as threatening, harassing, offensive or intimidating to others based upon gender, race, national origin, age, disability, religion, sexual orientation or any other basis protected by applicable law;
- Unreasonable personal use or personal use that interferes with the employee's or other district user's performance of his/her duties or which otherwise disrupts the operations of the district;
- Use of the network for bullying, commercial, political or advocacy purposes;
- Use which is illegal, including the violation of copyright or software licensing agreements, defamation, gambling and pornography laws;
- Damaging any component of the District's computer hardware or software; will not make deliberate attempts to degrade or disrupt system performance, equipment or software;
- Intentionally wasting limited resources including access time, paper or occupying excessive file storage space and bandwidth;
- Unauthorized accessing or attempting to access confidential District information, including personnel records, medical records and financial information pertaining to the district or any of its employees or students;
- Unauthorized accessing or attempting to access another user's password, data, messages or other electronic communication materials;
- Posting private information about anyone, including but not limited to addresses, telephone numbers, identification numbers, account numbers, passwords or access codes.

Access to the network is a privilege, not a right. Violations of this policy may result in any or all of the following actions (interventions may not be progressive):

1. Access restrictions to one or all of the following
  - a. Network
  - b. Email
  - c. Internet access
2. Building Level Disciplinary Action
  - a. User notification
  - b. Conference with an administrator/principal
3. District Level Disciplinary Action
  - a. Expulsion (student user)
  - b. Termination (staff user)

The District's computer network is the sole property of the District. All electronic communications transmitted by, received from or stored in the District's network are owned by the District. Except as to any privacy rights that independently exist under state or federal law, users should have no expectation of privacy with regard to the use of the District's network or information, messages, files and other data stored on these systems. The District may access, search, monitor and/or disclose to appropriate authorities any communication at any time without prior notice being given. Nothing residing in the network system or files or the District's e-mail system will be deemed personal, private or confidential.

If a user inadvertently becomes connected to a site that contains any material with prohibited content, the user must disconnect from that site immediately and inform a staff member or supervisor of the incident. All users are encouraged to report if another user is accessing or has accessed prohibited material.

#### DISTRICTWIDE STUDENT DRESS CODE

*MHASD POLICY #443.1*

The District Dress Code policy applies to all students in Mount Horeb grades PK-12.

The School Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians. The District has the responsibility to address violations of this code in any school related setting.

#### Allowable Dress & Grooming

- Students must wear clothing that includes a top and bottom.
- Shoes are required.
- Shirts and dresses must have fabric in the front, back, and on the sides.
- Clothing must cover undergarments; waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- In grades 3-12, hats and hoods must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.

- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- If Public Health Madison Dane County or any governing body requires face coverings due to a pandemic, it is a requirement that they are worn.

#### Non-Allowable Dress & Grooming

- In grades PK-2, hats or hoods are not permitted in the classroom.
- Clothing shall not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing shall not depict pornography, nudity or sexual acts.
- Clothing shall not depict profanity, innuendo, or hate speech targeting individuals or groups based on race, ethnicity, gender, citizenship, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing shall not include any gang identifiers.
- Clothing must not be used to threaten the health or safety of any other student or staff Clothing that adversely impacts or disrupts the learning environment

If the student's attire or grooming violates this policy, then discipline for dress or grooming shall be consistent with discipline policies for similar violations. The district shall not discriminate in instances in which the student's attire or grooming is required by or displays an expression of his or her sincerely-held religious beliefs or non-beliefs, or disability, or based on a student's health condition as verified by a medical professional

#### LOCKERS

The school provides a student locker for the convenience of the student to be used exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his/her/their exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in a locker will be removed and held by an administrator. At the discretion of an administrator, items may be returned to a parent, unless the item is illegal or dangerous and turned over to the police.

A school purchased lock must be used on all hall lockers. Other locks will be removed. Replacement locks can be purchased in the office. Mount Horeb High School is not responsible for any items stolen from lockers. It is in the student's best interest to use their lock appropriately at all times.

#### DISTRICT ADMINISTRATION OF PRESCRIPTION/NON-PRESCRIPTION DRUGS

The Board of Education directs District staff, in consultation with the Superintendent, to obtain the following information before the District administers prescription and/or over-the-counter, non-prescription medication to students in school:

1. The student's name, date of birth, and grade level;

2. Name of medication and dosage, route, and time interval to be given;
3. Reason for medication
4. For prescription medication, prior written authorization from the student's parent(s) or guardian and student's health care provider (including name and phone number of the health care provider) accompanied with written instructions from the student's health care provider is required. The prescription medication must be in its original pharmacy-labeled container and the pharmacy-labeled container must specify the date, the student's name, the name of the

prescriber, the name of the prescription drug, the exact dosage to be administered, and the directions in a legible format.

5. For over-the-counter, non-prescription medication, prior written instructions and written authorization from the student's parent(s) or guardian is required. The over-the-counter, non-prescription medication must be provided directly to appropriate District staff by the

parent(s) or guardian, in the original manufacturer's container with a legible list of ingredients, and a legible notation of the recommended dosage. Any deviation from the recommended dosage requires prior written instruction and approval from the student's healthcare provider and written authorization from the student's parent(s) or guardian.

Authorized school district personnel, in consultation with the Superintendent, will ensure that:

6. All prescription and over-the-counter, non-prescription medication will be properly stored in a secure location.
7. All consent forms, including written instructions for the administration of prescription and non-prescription medication to students, will be reviewed periodically in accordance with the District's guidelines by the school nurse or by a healthcare professional with the required license in accordance with State law.
8. Any and all documentation authorizing District staff to administer prescription and non-prescription medication, including documentation pertaining to the administration of each dose and errors, shall be kept and maintained by the District in accordance with the District's guidelines for record keeping.

## STUDENT SELF-ADMINISTRATION

The Board of Education permits students in grades 6-12 to self-carry and self-administer over-the-counter, non-prescription medication and prescription medication (except for controlled substances) under the following conditions:

1. Students in grades 6-12 may self-carry and self-administer over-the-counter medication with written authorization from the student's parent(s) or guardian so long as the possession of such medication by the student in school is not prohibited by State and Federal law. Parent and/or Guardian will provide written attestation indicating the Board of Education, the District, and District staff shall not be held liable for any medical reaction, overdose, illness, or other condition resulting from the misuse, act, or omission in self-administering or self-carrying of said medication.

2. Students in grades 6–12 may self-carry and self-administer prescription medication (except for controlled substances) with written instructions from the student’s health care provider accompanied by written authorization from the student’s parent(s) or guardian and health care provider, so long as the possession of such medication by the student in school is not prohibited by State or Federal law. Student possession of drugs not intended for the individual listed on the prescription label is not permitted. The Board of Education, the District, and District staff shall not be held liable for any medical reaction, overdose, illness, or other condition resulting from the misuse, act, or omission in self-administering or self-carrying of said medication.
3. Students are not permitted to possess, share, provide, distribute, or sell any type of over-the-counter, non-prescription, or prescription medication to another student in school, on school grounds, or at any school-sponsored activity or event. Failure to comply with this provision may result in student discipline up to expulsion.
4. Students are not permitted to possess, share, provide, distribute, or sell any type of over-the-counter, non-prescription, or prescription medication, even products that are not intended for medicinal purposes including, but not limited to, dietary supplements, CBD products, etc. in school, on school grounds, or at school-sponsored activities or events. Failure to comply with this provision may result in student discipline up to expulsion.

A copy of this policy will be published in the [Mount Horeb Mail](#) at the beginning of each school year.

### SCHOOL LUNCH

The lunch period will be designated on your student schedule as period 4 or 5. Your period 4 or 5 teacher will inform you whether you eat 1st or 2nd lunch. Lunch assignments may change based on the number of students in a lunch period. A student’s lunch may be at a different time depending on which day on the rotational schedule it is. Students may use their school-ID barcode or 4 digit PIN at the register to pay for their lunch.

The District uses a computerized lunch program. Students are assigned a lunch account number and purchases will be deducted from their account. Their PIN number does not change while they are in school. New this year we are switching to LINQ. All money that was in their myschoolbucks account will be transferred to LINQ. If you wish to pay by check, you may bring it to any school office or mail it to the School Nutrition Department at the High School, 305 S. 8th Street, Mount Horeb, WI 53572. Please indicate that the check is for lunch fees and for which student account(s) the money is for.

You may also pay online at [LINQ Connect](#). The fee for online payments will be waived from July 10 to August 9. For menu, allergen and nutrition information, please visit [LINQ Connect](#) (menus coming soon...). Please note that the menu is subject to change based on product availability.

Please note that school lunch and breakfast are not free. Breakfast costs \$1.65 (K-5) and \$1.85 (6-12). Breakfast is free for those on free or reduced priced meals (students must take 3 items with one being a fruit to be reimbursed for free or reduced). Lunch costs \$2.75 (K-5), \$2.85 (6-8), and \$2.95 (9-12). Lunch is \$0.40 for reduced price meals and free for those who qualify for free meals (students must take at least 3 items with one being a fruit or vegetable to be reimbursed).

If you think your family may qualify for Free or Reduced Price School Meals, you may apply by completing the application found on [LINQ Connect](#). Once completed, you are welcome to email your application to [denkmichelle@mounthorebschools.org](mailto:denkmichelle@mounthorebschools.org) or return it to any school office. Paper applications are available at all school offices. Please remember that you will need to complete a form annually as it may qualify you for other services (e.g. Optional Chromebook device protection insurance).

Use of [LINQ Connect](#) to view student accounts, pay for meals online, apply for free and reduced price lunches and view menus:

- a. To set up an account, click on "Register" to create a new account. You will need the following information to successfully link your student(s) to your account:
    - i. First name (as registered with the school)
    - ii. Last name (as registered with the school)
    - iii. Grade
    - iv. School
    - v. Date of birth (MM/DD/YY)
  - b. Additional meals, extra portions and other a la carte options are available at market prices to secondary students in grades 6-12. Parents/guardians of secondary students must notify food service staff if they want to limit this spending.
2. Account Deposits
- a. Online payments may be made using credit cards or checking accounts. The district is utilizing [LINQ Connect](#) to process online transactions with the assistance of a secure third party payer.
  - b. A standard transaction fee is charged to the parent and paid to the secure third party payer for using the online payment option. The district does not benefit from this service. There is no limit on the amount you can deposit on LINQ Connect.
  - c. Parents may make payments at any school office at no cost to them. Payments may also be mailed to MHASD High School, 305 S. 8th Street, Mount Horeb, WI 53572.
3. Insufficient Student Accounts
- a. Unless they have opted out, parents will be notified by district email for each student. Please check your spam to make sure these emails are not delivered to spam. Students will not be allowed any a la carte, extra portion, or extra milk charges if they do not have sufficient funds in their account. You may also set up low balance alerts on LINQ Connect and monitor their purchases or transfer money between your student accounts.
5. Refunds and Other Credits to Lunch Accounts
- a. Any funds remaining in a student meal account shall carry over to the next school year.

- b. If a student graduates and they have siblings, their funds will be divided among their accounts.
  - c. If a student graduates and they do not have siblings, they will receive a refund automatically.
  - d. All refunds or other credits to a student account shall be requested by the parent/guardian. Checks are then issued within the next six to eight week period utilizing the Business Office.
  - e. Any refunds not issued will go into a fund to assist with unpaid meal charges. Parents may also wish to donate their balances to this fund.
6. Family Assistance Fund
- a. The Family Assistance Fund was created to assist families in paying for additional school expenses regardless of their financial situation.
  - b. Funds shall be voluntarily obtained from any interested donors.
  - c. To qualify for assistance from this fund, families must meet one of the following guidelines:
    - i. The family is directly referred to the Assistance Fund by the District Student Services Staff or
    - ii. On an as-needed basis determined by the Food Service Staff in consultation with the Food Service Director and Student Services Director.
  - d. Funds may be distributed to resolve existing negative balances that meet the assistance guidelines.

#### OPEN CAMPUS FOR LUNCH

9th and 10th graders must remain on campus in the cafeteria for lunch. If students leave campus, there may be disciplinary action taken.

11th and 12th graders may leave campus during lunch. Students may not loiter or congregate in the neighborhoods near the school. Students are expected to conduct themselves appropriately while off-campus. If school officials determine that you are driving recklessly, loitering, littering, or otherwise disrupting the community while off-campus, off-campus parking privileges may be revoked and/or you may be suspended, and/or referred to the police.

#### FIRE DRILLS AND ALARMS

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone clears the building by the prescribed route as quickly as possible. Students who interfere with the school's fire-fighting equipment and/or intentionally set off a false alarm will be suspended pending an expulsion hearing and referred to the Mount Horeb Police.

#### TRAFFIC ON SCHOOL GROUNDS

If you drive onto school grounds to park in a purchased parking spot, you must drive carefully. Reckless driving and failure to follow parking regulations may result in suspension from school, suspension/revocation of parking privileges and referral to the police.

## PARKING PERMITS

Each car that is parked in the parking lot must display the authorized Mount Horeb High School parking permit and be parked in an assigned spot. Applications and permits may be obtained from the Associate Principal. A fee of \$40 will be charged for each permit. Students may only park in designated areas. Students who park in a spot other than his/her/their assigned spot may be ticketed, towed (at the owner's expense), booted and/or have their parking privileges suspended or revoked. Students who park in the lots may have their vehicles searched by administration if there is reasonable suspicion to believe that a search will produce evidence of a violation of a particular law, school rule, or condition that endangers the safety or health of students, staff or others.

## POSTING OF SIGNS & NOTICES

No signs may be placed anywhere in the high school except specially designated bulletin board areas or on the digital announcements. All signs must be approved by administration prior to posting. No signs/ balloons etc. may be taped to lockers. Please email Kelly Richardson or Kim Zahler with your digital announcement.

## **BEHAVIOR AND DISCIPLINE**

### DISTRICT BEHAVIOR STANDARDS

*MHASD Policy #443.0*

The District has a legal duty to make its schools as free as possible from the dangers of violence, weapons, drugs, harassment, and other behavior harmful to the educational environment.

The District follows a code of conduct for all school programs inclusive of co-curricular and school-sponsored activities. Each school shall publish their code of conduct at the start of each school year.

The day-to-day operations of the school(s) follow a Positive Behavior Intervention and Support (PBIS) model. PBIS is a complex, multi-tiered system of support for students. As part of the PBIS model each building does the following:

- Foster an environment where students and staff thrive in a positive school climate;
- Create a Behavior Matrix that defines behavioral expectations in all school settings, reviewed annually at a building level;
- Establishes a common language that staff and students use in all school settings;
- Provides instruction in expected student behaviors each year with repeated and supported practice provided when behaviors warrant intervention;
- Collects and analyzes data using our student information system that includes the number of behavior referrals, type of behavior, time of day and location of behavior occurred, students with referrals, staff involved in referrals and consequences to determine patterns and develop a plan to increase positive choices of students at the school, teacher, and/or student level;
- Creates a program of support for students that include incentives, repeated and supported practice with an adult, series of interventions, analysis of behaviors to determine student needs and access to supports available; and



- Uses data from staff and the building PBIS team to determine readiness and effectiveness of PBIS implementation.

The District shall not unlawfully discriminate in standards and rules of behavior, including student harassment, or disciplinary actions on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

### MHHS PBIS Framework

#### ATHLETIC EVENT BEHAVIOR

Crowd behavior is designed to provide participants, coaches, officials, and spectators with respect and to ensure their safety. Spectators not following established expectations will be asked to leave and may face disciplinary action in school, including the privilege of attending future events.

1. Fans are expected to be in attendance to watch the event/game. Stay in the designated spectator area. High School students have an assigned seating area for all events.
2. No footballs, soccer balls, kick balls, tennis balls, etc are allowed at any game; they will be confiscated by event supervisors.
3. No costumes, masks or any items that are not allowed at school during the school day are allowed. School dress code also applies to events.
4. Always exhibit good sportsmanship.
5. Be respectful during the National Anthem, school songs & player introductions.
6. Never boo, yell negative comments or call out opposing players or officials.
7. Cheer for your Viking players in a positive manner.
8. Represent Mt. Horeb in a positive manner at all times. Home or away.
9. No taunting, unsportsmanlike or abusive language or gestures will be tolerated.
10. Use or possession of any controlled substance, alcohol or tobacco is prohibited. (State Statute 120.12 (20)).
11. Any cheers that ridicule, insult, or use profanity are prohibited.
12. All types of noise makers are prohibited.

#### MHASD TRANSPORTATION EXPECTATIONS

1. Food or drink is not allowed on the bus.
2. All food must be in sealed containers.
3. Be courteous and respectful to the driver and other students.
4. Remain seated at all times until the bus stops.
5. Keep your hands and head inside the bus at all times.
6. All route buses have video cameras for your safety.
7. Report any bus incidents to the driver immediately.

#### MOUNT HOREB AREA SCHOOL DISTRICT FIREARMS AND WEAPONS

*MHASD Policy 443.6*

The Mount Horeb Area School District is committed to providing a safe and healthy working environment for all of its employees, students and visitors. As part of that commitment, and

subject to state and federal law, the District has established a policy prohibiting the possession, use, or storage of all firearms or other weapons by students, employees, and other visitors on school property, in or on school vehicles, and at school-related activities. Although the Wisconsin Carrying Concealed Weapon (CCW) Law generally allows individuals with training and registration to carry concealed weapons in some public places, there are specific laws that make such concealed carry illegal when it occurs in or around schools where the education of children occurs and on other property owned or operated by the District. Law enforcement officers meet the legal definition of “qualified” and may possess a weapon on school grounds whether on or off duty. Signs are posted on school buildings and school property.

District employees are also prohibited from possessing or carrying weapons while in the course and scope of performing their jobs, and, to the extent permissible by law, when they are performing their jobs while away from District property. Employees who have questions about whether an item is covered by this policy should contact Human Resources. Employees are responsible for making sure that any item in their possession or on school property is not prohibited by this policy. Individuals who volunteer for any school-related function shall also be prohibited, unless specifically authorized by law, from possessing or carrying weapons in the course of their volunteer activities.

Exceptions to this policy include, but are not limited to, the following:

1. Weapons under the control of on or off duty law enforcement personnel.
2. Items approved by a principal/administrator/supervisor as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved.

## ANTI-BULLYING/HARASSMENT/INTIMIDATION POLICY

*MHASD Policy 443.71*

The Mount Horeb Area School District subscribes to the philosophy that bullying, harassment or intimidation in any fashion is unacceptable behavior. The School District sets high expectations for students. Bullying, harassing and intimidating behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision. This policy includes interactions between students and other students, parents, community members, or other Mount Horeb Area School District employees.

### DEFINITIONS

**Bullying:** According to [www.stopbullying.gov](http://www.stopbullying.gov), “Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Individuals who bully use their power—such as physical strength, access to embarrassing information, or social status—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.”

Harassment – Any behavior motivated by an actual or perceived distinguishing characteristic protected under state or federal law, such as, but not limited to: age; national origin; race; ethnicity; religion; sexual orientation; physical or mental ability or disability. Harassment may also be motivated by distinguishing characteristics not protected under law (e.g., gender, gender identity, physical attributes, social/economic/family status, except for federal food service programs, etc.).

Intimidation – means to frighten into submission, compliance, or acquiescence and or implying the presence or operation of a fear-inspiring force.

Bullying, harassment, and intimidating behaviors can be:

1. physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. indirect – (e.g. communication including frequent face-to-face contact, e-mails or phone calls, spreading cruel rumors, intimidation through gestures, veiled threats, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying); and/or between students and students or students and adults.

What is not bullying/harassment/intimidation Perceptions of rudeness, criticism, “not getting your way,” healthy peer conflict, isolated and unintentional physical contact, or lack of consideration are examples of conduct that is unlikely to constitute bullying, harassment, and/or intimidation.

Procedure for reporting All school personnel, volunteers, parents, and students are responsible for maintaining a safe, healthy school environment. All schools will prominently publicize how to report an incident. A District-wide reporting form will be available on each school’s website, in each school’s front office, and is attached to this document. All submitted reports will be carefully reviewed and will be addressed in accordance with the following process. Anonymous complaints will not be acted upon. Students who allege such behaviors have occurred with another student or adult should directly inform the offending party to stop. If that cannot resolve the matter, the aggrieved student shall report the act(s) to a trusted adult (This might be the first step in the event a student alleges a perpetrator is an adult). This may be done verbally. In instances where this does not stop the problem, the aggrieved student shall complete the reporting form and submit it to the Building Principal or his/her/their designee. Individuals who observe or become aware of acts of bullying, harassment and/or intimidation shall adhere to this process as well.

Investigating reports of bullying When it is determined an investigation is warranted, it will take place in a timely manner. A maximum of 10 school days shall be the time limit from the initial filing of an incident to completion of the District investigative procedural steps unless extenuating circumstances preclude closure. When appropriate, affected individuals’ parents will be notified that a report has been made and the steps taken to address the concern. The following steps will be considered when investigating a complaint:

1. Initially, the alleged victim and perpetrator should not be interviewed together.

2. Interviews of the alleged victim, perpetrator and any witnesses will be conducted privately and separately when possible. In the event of a joint interview, the interview will be conducted by an administrator or their designee.
3. Where appropriate, students may be asked to provide a written explanation of his/her/their version of events.
4. The investigator shall collect and evaluate facts, which may include:
  - a. description of the incidents: nature of the behavior and context in which the alleged incident took place; the actions of all involved parties; etc.
  - b. how often the conduct occurred;
  - c. any past incidents or continuing patterns of behavior;
  - d. the relationship between the parties involved (e.g. inconsistent friendships)
  - e. characteristics of the parties involved (age, grade, etc.); and/or
  - f. identity and credibility of all individuals involved in an incident.
5. A determination of policy violation is made based on the facts presented.
6. Remedial steps to stop the bullying and/or harassment behavior are recommended (for victim and/or perpetrator).
7. A completed Bullying Report of the investigation and outcome is submitted to the principal. If the principal is the investigator, he/she will maintain a written report.
8. The school will report violations of the policy through reports in the student information system.

Sanctions and Supports If it is determined a student participated in bullying, harassing, and/or intimidating behavior, lied, or retaliated against anyone due to the reporting of bullying behavior, the school district administration may take disciplinary action. This may include actions up to and/or including suspension, referral to the board for expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s) and aggressor(s) as appropriate.

Proactive efforts to avoid bullying, harassment, and/or intimidating behaviors As part of the District's ongoing efforts to mitigate these behaviors, administration and pupil services staff will routinely and formally/informally notify students, school staff, parents, and others responsible for the welfare of students of the District's bullying prevention policy and steps that may be taken to alleviate bullying (social skills management, cyber-bullying, etc.). This can be done through the District's Code of Student Conduct, community newsletters, Parent/Teacher Association meetings, and/or other reasonable means. All school employees are mandated reporters of any known bullying or harassment incidents. Each school year, principals will:

- Provide all employees and volunteers with instruction in methods of reporting and investigating claims of bullying and harassment, and on the District bullying prevention policy and procedures.
- Explain where copies of the Reporting Form may be found.
- Develop a process for discussing the District's policy with students in a reasonable format such as guidance courses, public service announcements, parent and student handbooks, PBIS assemblies, and morning meetings.
- Display reminders of the policy and bullying prevention messages such as posters and signs in each school.

Counseling referrals When bullying or harassment is suspected, or a bullying incident has been reported, a teacher or parent/guardian may request an informal consultation with school personnel – teachers, counselors, administrators – to determine the severity of concern and appropriate steps to address the concern. A referral may also be made directly to the school’s Problem Solving Teams (PST). If a formal discipline report or a formal complaint is made, the principal or designee may refer the involved student(s) to the PST for the determination of interventions and counseling support. Parent/legal guardian involvement is required at this point. As a result of the referral, the PST may, among other things:

- address any counseling and support needed to address the needs of the victim of bullying or harassment;
- determine if research-based counseling /interventions need to be implemented to address the behavior of students who bully or harass others
- provide research-based counseling/interventions to parents/guardians if needed or appropriate. If school-based expertise is not available, referral to outside agencies may be provided.

Confidentiality The highest level of confidentiality possible is to be upheld regarding the submission of a complaint or report of bullying, harassment or intimidation, and the investigation that follows. Parent notification is to be consistent with student privacy rights under FERPA regulations.

Disclosure and public reporting The policy will be available to all students enrolled in the school district, their parents and/or guardians. The school district will post the policy and these Administrative Regulations on the District’s website. An annual summary will be provided to the school board including information about maintained records on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy. The summary will also include trends in bullying behavior, programming intended to curb bullying behaviors, and recommendations on how to further reduce bullying behavior.

Retaliation Students engaging in retaliatory behavior will be subject to disciplinary action up to and including a recommendation for expulsion; moreover, the same disciplinary action may also be appropriate if it has been verified that an individual has made a report for malicious purposes. Anyone, other than the perpetrator(s) who report to the appropriate school official in good faith, an alleged violation of the Board’s policy, is immune from disciplinary action arising out of the reporting itself.

#### STUDENT ALCOHOL AND/OR OTHER ILLEGAL DRUG USE

*MHASD Policy #443.4*

It is the policy of the Mount Horeb Area School District that students and employees have the right to attend school and work in an environment that is free from the use of alcohol, illegal drugs and controlled substances. These substances interfere with the learning environment of students and the performance of students and employees.

The use, possession, sale, intent to sell or transfer of illegal drugs, drug paraphernalia or alcohol, or having illegal drugs, chemicals or alcohol in a person’s system in or on school property, in any district owned or contracted vehicle or at school-sponsored events is prohibited. Having

chemicals in one's system is defined for purposes of the policy as having any amount of the substance in one's body system(s).

## Guidelines for the Implementation of this Policy

### 1. Referrals, Disciplinary Procedures and Roles of Staff Members

Professional and non-professional staff shall make referrals to the principal and/or his/her designee when reasonable suspicion exists that a student is in a violation of this policy. If a staff member suspects that illegal drugs or alcohol are part of the reason for erratic or exaggerated behavior, he/she may indicate his/her suspicion to the student and shall refer the student to the principal.

Disciplinary action taken as a result of a violation of this policy shall be based upon behavior observed in the situation. This means that disciplinary action will be taken based upon a student's performance in class or through viewing patterns of behavior of the student in school or on school property or at school-sponsored activities. Students will be disciplined for using or having in their system alcohol or other illegal drugs on school property or at school functions where there is evidence, reasonable suspicion, or admission that such use occurred. The principal may request the consultation of other staff members to determine if there is reasonable suspicion that a student is in violation of this policy.

Upon determination of alcohol or other illegal drug use, the principal, and/or designee, shall tell the student that the evidence shows a violation of this policy, that the behavior is inappropriate or illegal, and that consequences will be invoked.

### 2. Inclusion of Parents in Disciplinary Actions

Parents shall be notified as soon as practicable any time a student is suspected of being in violation of this policy. The principal or designee shall indicate as soon as possible to the parent that they have or have had reasonable suspicion to believe that the child is in violation of this policy. The principal shall suggest to the parents and may require that a witnessed drug or alcohol chemical test be given to determine not only the presence or absence of a chemical, but the level of the chemical in the student's system. The principal or designee may take disciplinary measures at that time.

### 3. Consequences for Violations

When it is determined that a student is suspected of using alcohol or other illegal drugs, the principal and/or his/her designee shall contact the police or other law enforcement agency to conduct an investigation and to obtain a breathalyzer test if appropriate.

- a. Any student who is involved in the use, possession, sale, intent to sell or transfer of illegal drugs, drug paraphernalia or alcohol, or has illegal drugs, chemicals or alcohol in his/her system in or on school property, in any district owned or contracted vehicle or at school-sponsored events, may be subject to the following measures:
  - i. Immediate police involvement;
  - ii. Suspension from school;
  - iii. Parents shall be informed of the availability of a witnessed chemical test for their child;

iv. Possible referral to the Board of Education for expulsion.

4. Student Assistance Program

An administrator, teacher, or other staff member may refer the student to the student assistance program. No administrator, teacher, or other staff member shall suggest to a student that the utilization of the student assistance program shall substitute for appropriate consequences for an illegal drug or alcohol violation. Since the student assistance program is voluntary, no student shall be punished for failure to utilize the student assistance program.

5. Assessment

An assessment is defined as a fact-finding interview(s) conducted by a mental health or alcohol or other drugs professional. The purpose of an assessment is to define the extent of the student's usage pattern with alcohol and/or other illegal drugs. The assessment is most appropriate in determining the needs of the student related to program involvement (education and/or treatment programs). District employees do not conduct formal assessments; however, they do screen students to determine which students need assessments. Assessments are always voluntary.

6. Prescription Medications

When a student is using a prescription medication and the student believes that his/her behavior may be affected by such medication, the person should let his/her principal know to avoid any misunderstandings.

7. In-Service

The District shall develop periodic in-services for staff and students that shall include:

- the signs and symptoms of drug use in adolescents and adults;
- types of drugs and their effects;
- laws, rules and regulations relating to drug use;
- the use and reliability of drug tests;
- School District policy relating to alcohol and/or other drug abuse;
- resources available to individuals.

STUDENT USE AND/OR POSSESSION OF TOBACCO

*MHASD POLICY #443.3*

The Mount Horeb Area School District is committed to the health and well-being of students and staff. The use, consumption, display, possession or sale of any tobacco product, tobacco-related devices, or electronic cigarettes by students in school buildings, in school vehicles, and on other property owned, rented by or under the control of the District is prohibited.

DEFINITIONS:

The term "tobacco product" means any product containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means. Examples include but are not limited to, cigarettes, cigars, little cigars; dry snuff, moist snuff/chewing tobacco; snus; dissolvables; hookah; and blunt wrap.

The term “electronic cigarettes” means any oral device that provides a vapor of liquid nicotine, lobelia and/or other substances, and use or inhalation of which simulates smoking. The term should include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product or descriptor.

The term “tobacco-related devices” applies to cigarette papers, pipes for smoking or any component, parts, or accessories of electronic cigarettes, including cartridges.

All students will be provided with education through age-appropriate curriculum on the health risks associated with tobacco, nicotine and alternative smoking products. This will include instruction in emotional regulation, healthy choices and problem-solving skills. The administrative staff shall inform students about this policy and its enforcement procedures annually through the student handbook and co-curricular policy.

Students violating this policy shall be subject to disciplinary procedures outlined in student handbooks and/or through legal action through applicable no smoking laws or ordinances. In addition, students will be offered cessation education and /or counseling by school staff.

#### DISCIPLINARY ACTIONS

Disciplinary actions will depend upon the nature of the behavior, the past history of the individual, and the degree to which the student is willing to correct inappropriate behavior.

These actions may include but are not limited to:

1. Student Conference
2. Parent Contact
3. Parent Conference
4. In-School Suspension
5. Community Service
6. Suspension
7. Expulsion
8. Referral to law enforcement

#### In-school suspension

Students may be required to remain in the in-school suspension room for one period to several days depending on the reason for the removal from classes. During this time, students are required to complete classwork. Parents are often notified when this option is used for more serious behaviors.

#### Community service

Community service to be served in the school may be assigned. This may include working with other students or performing a general service such as light cleaning, picking up trash, or assisting school personnel in the setup or clean-up of school activities.

#### Out-of-school suspension

“Suspension” means an action taken by an administrator prohibiting a student from attending school for a period of not more than five consecutive school days. The suspension period may be extended an additional ten days when an expulsion hearing has been set. Suspension removes the student from the school environment and provides time for the professional staff,



parent/guardian, and student to discuss the matter and bring about an agreement on future conduct. Students may complete any coursework missed during a suspension. Additionally, during the suspension, the student is NOT to be on school grounds and cannot attend school functions or events. Being on school grounds will result in being cited for trespassing.

#### Referral to police or juvenile authorities

If a student's behavior is a violation of the law, police will be contacted. Every reasonable effort will be made to notify parents. If the officer indicates that he/she/they is arresting the student, that officer shall have complete jurisdiction and responsibility in the matter in regard to the student's removal from the building and in the notification of parents/guardians.

#### STUDENT RIGHTS AND GRIEVANCE

The grievance procedure provides students and the District an opportunity to air grievances and make changes where appropriate. The following guidelines are established for the presentation of student grievances:

1. The student will meet with the person against whom he/she/they has the grievance in an effort to resolve the problem within ten (10) school days. The student's parents/guardians may be involved.
2. If the grievance is not resolved to the satisfaction of the student, the student must request a conference with the appropriate principal within ten (10) school days. The principal shall schedule this conference within five (5) school days with the student. All statements concerning the grievance and any information previously obtained shall be reviewed objectively by administration. The student's parent/guardian may be involved. The decision of administration shall be delivered, in writing, within five (5) school days to the student and/or his/her/their parents/guardians, if appropriate.
3. If the grievance remains unresolved to the satisfaction of the student, the student may appeal to the Superintendent by submitting his/her/their grievance and all reasons for the grievance in writing with specific details within ten (10) school days of the administrator's decision. The Superintendent, or his/her/their designee, shall review the written documentation of the preceding steps and conduct interviews as he/she deems appropriate. The Superintendent shall inform the student and his/her/their parent or guardian of his/her/their decision, in writing, within five (5) school days.
4. Except to the extent prohibited by law, a student may be excluded from school during the pending of any appeal. If the student files a grievance, the records will be kept in a grievance file in the Superintendent's Office and not be a part of the student's other records.

#### SEXUAL HARASSMENT GRIEVANCE

*MHASD Policy 512*

It is the policy of the Mount Horeb Area School District to maintain a learning and working environment that is free from sexual harassment. No individual including, but not limited to

students, employees, substitutes, volunteers, or visitors of the District shall be subjected to sexual harassment.

## I. THE POLICY

- A. It shall be a violation of this policy for any student, employee or substitute of the Mount Horeb Area School District to harass another individual through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in Section II.
- B. Each administrator and supervisor shall be responsible for promoting, understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within his/her/their school, office or area of responsibility.
- C. Violations of this policy or procedure could be cause for disciplinary action, including termination of employment.

## II. DEFINITION

- A. Prohibited sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
  - 1. Submission to such conduct either explicitly or implicitly in exchange for a benefit (i.e. a term of condition of a person's employment or advancement; quid pro quo) by someone who is in a position of power or authority over another; and/or
  - 2. Submission to or rejection of such conduct by an employee, student or substitute is used as the basis for decisions affecting the individual; and/or
  - 3. Such severe or pervasive conduct has the purpose or effect of unreasonably interfering with any individual's performance or creating an intimidating, hostile or offensive work or learning environment.
- B. Prohibited sexual harassment, as set forth in Section II-A, may include, but is not limited to the following:
  - 1. Unwelcome sexual advances or requests for sexual favors;
  - 2. Unwelcome verbal or physical conduct of a sexual nature;
  - 3. Making submission to (or rejection of) such conduct a factor in employment decisions affecting the employee;
  - 4. Permitting such conduct to interfere with an employee's work performance, or to create a hostile, intimidating or offensive work environment; and
  - 5. Making submission to (or rejection of) such conduct a factor in academic or co-curricular decisions affecting the student.

## III. PROCEDURES

- A. Any person who alleges sexual harassment by an employee, student or substitute in the school district may use the procedure detailed in the Mount Horeb Area School District Sexual Harassment Complaint Procedure or may complain directly to their immediate supervisor, building principal, or Human Resources.

## IV. FILING OF A GRIEVANCE OR OTHERWISE REPORTING SEXUAL HARASSMENT WILL NOT REFLECT UPON THE INDIVIDUAL'S STATUS NOR WILL IT AFFECT FUTURE EMPLOYMENT, GRADES, OR WORK ASSIGNMENTS.

- A. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the School District's legal obligations, and with the

necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

V. DISCIPLINE

- A. A substantiated charge against an employee or substitute of the School District shall subject such employee or substitute to disciplinary action, up to and including termination of employment.
- B. All employees have a responsibility to promptly report violations of this policy including alleged sexual harassment. Failure to make a timely report or initiate purposefully misleading or inaccurate reports, could be subject to disciplinary action.
- C. A substantiated charge against a student in the School District shall subject the offending individual with disciplinary action, up to and including expulsion.

MHASD SCHOOL USE OF SURVEILLANCE EQUIPMENT

*MHASD Policy 734*

Purpose

Mount Horeb Area School District Board of Education has authorized the use of video and audio surveillance equipment in district buildings and vehicles in which students are transported for the primary purpose of enhancing a safe and secure environment for all students, staff and visitors.

Placement

- 1. Cameras may be placed only in public areas such as hallways, offices, vehicles transporting students, parking lots, entrances, athletic areas and other areas where individuals have no expectation of privacy. The District will vigorously respect the privacy rights of individuals while implementing this policy. Cameras may not be used in areas where students and staff have a reasonable expectation of privacy such as locker rooms or restrooms.
- 2. In buildings where video surveillance equipment is installed, signs will be posted in main public entrances.
- 3. No "dummy" or non-functioning cameras will be placed on District properties.

Use

- 1. Only individuals authorized by the Superintendent or his/her/their designee may monitor and/or review live or recorded video and auditory surveillance information (e.g. including, but not limited to, police, fire, and/or contracted transportation). Media requests for release of recordings shall be made to the Superintendent or his/her/their designee.
- 2. Release of any video or auditory recordings shall be done in compliance with the District's "Access to Public Records" policy (#823) and state (19.32(2) and 118.125) and federal laws. Release of recordings must be authorized by the Superintendent or his/her/their designee and meet the guidelines established by the Family Education Rights and Privacy Act (FERPA). Recordings shall only be disclosed for the purpose of any investigation into violations of school policy. Only the persons connected to an investigation, who may serve as witnesses, or may provide other relevant information will be the parties to whom the disclosure may be made.

3. Any unauthorized use of images/sounds by District employees shall be considered grounds for disciplinary action up to and including termination of employment and may be referred to authorities for investigation.
4. Recordings may be used as part of an investigatory process. Retention of any recordings for the purposes of disciplinary action will be in accordance with Board policy and state and federal laws.

## SCHOOL SEARCHES

## *MHASD Policy 446.1*

The Mount Horeb Area School District has a responsibility to provide an environment that maintains the safety and well-being of the students entrusted to their care. In furtherance of this responsibility, school authorities may search school or personal possessions as permitted by law. School property (items like lockers, desks used by students), the person, or personal possessions (items like vehicles, backpacks, purses, etc.) of a student are in accordance with this policy.

## SCHOOL PROPERTY

The Board acknowledges that in-school storage (including but not limited to lockers and desks) is necessary for student possessions. Lockers, desks, and other school property are public property, and school authorities may make reasonable regulations regarding their use. The school provides these items to students for their convenience, but lockers, desks, and other school property regardless of type, remain the sole property of the school district at all times. The school district retains ownership and possessory control of all lockers, desks, and other school property. Lockers, desks, and other school property may be searched as determined necessary or appropriate at any time, without student consent, without notifying students and without a search warrant. Students should have no expectation of privacy with regard to items stored or kept in lockers, desks, or other school property.

A search of lockers, desks, or other school property may be conducted by the superintendent, assistant superintendent, principals and assistant principals and other employees designated by the principal such as, but not limited to, teachers, coaches and custodians. Searches may also be conducted by the police school liaison officer at the request of the building principal or superintendent.

The principal may decide to conduct searches of lockers, desks, or other school property whenever there is suspicion that alcohol, drugs, material of a disruptive nature, stolen property, weapons, explosive devices or other items which pose a danger to the health and safety of students and staff in the school is present. Any unauthorized item(s) found may be removed.

## PERSON AND POSSESSIONS

Searching personal possessions or searching a student's person (clothing, backpack, pockets, etc.) must be "reasonable", that is, the principal must have reasonable grounds to suspect that the search will reveal evidence of violations of either the law or school rules, and the way in which the search is conducted must be reasonably related to the objectives of the search. Strip searches by school personnel are expressly prohibited in Wisconsin.

The school may arrange for a breath test for blood-alcohol to be conducted on a student whenever there is a reasonable suspicion to believe that the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. The student may refuse the breath test. If a breath test is conducted and the results indicate a violation of school rules, disciplinary sanctions may be imposed.

#### PARKING LOTS

The search of a vehicle and all containers inside the vehicle by a school administrator may only be conducted with reasonable suspicion that the search will produce evidence of a violation of a particular law, school rule, or a condition that endangers the safety or health of the student driver or passenger(s). An administrator may contact the police liaison officer or law enforcement for assistance.

#### CANINE SEARCH

School officials are authorized to allow the use of trained dogs on school property to detect the presence of drugs and other devices, such as bombs, on school property under the following conditions:

1. The presence of canine units on school property is authorized in advance by the Superintendent, except in emergency situations, or is pursuant to a court order or warrant.
2. Canines may be used without prior notification of students and/or school personnel.
3. When canines are present, a "hold" must be implemented. Students will be restricted to their classrooms while canines are in use. Student possessions in the classroom may be placed in the hallways for canine inspection.
4. The canine must be handled by a law enforcement officer or certified organization specifically trained to safely work with the dog and must be capable of completing the designated tasks.

#### General

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to a person deemed appropriate by the administrator if the items may be lawfully possessed by the owner. Seized items that may not be lawfully possessed by the owner shall be turned over to law enforcement.

Principals will include a copy of this policy in student handbooks that are distributed annually to each student enrolled in the school district or may hold an assembly to read this policy to the student body or may read the policy to all students over the school's public address system. A copy of this policy will be published in the Mount Horeb Mail at the beginning of each school year.