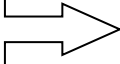




## Questions About Mukwonago High School?



Staff &  
Student Day



### What time are office staff in the building?

The Counseling Department, Main Office, Attendance, and Athletic Department staff are in from 7:00 a.m.-3:30 p.m. Call 363-6200 and follow the prompts to reach the appropriate department.

### What time are teachers in the building?

A typical teacher's day at MHS is 7:15 a.m. - 3:15 p.m.

Teachers can be reached by email or phone and have voicemail. Note that teachers who are coaches may depart earlier than 3:15 p.m. Our staff directory can be found on our school's website.

### When are students in class?

#### Monday, Tuesday, Thursday, Friday,

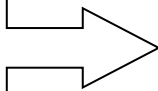
First period begins at 7:30 a.m. Seventh period ends at 2:45 p.m.

#### Wednesday,

First period begins at 7:30 a.m. Seventh period ends at 1:45 p.m.

(School-to-Work students, Honor Pass students, and students with special schedules may have a late start or early dismissal.)

Absences,  
Late Arrivals,  
Early Departures,  
Planned Absences



### What if a student is absent, late, or needs to leave early?

We rely almost exclusively on our 24-hour a day attendance phone line (363-6200, option 1) for parent/guardian reporting of student absences, late arrivals, and early dismissals.

**- Notes are not accepted -**

If calling the attendance line prior to 9:30 a.m., please leave a recorded message. If calling the attendance line between 9:30 a.m. – 3:30 p.m., an attendance clerk should be available.

**Absences** - MHS has a 24-hour a day attendance line (363-6200, option 1). **Please call the attendance line before 8:00 a.m.** the date of an absence whenever possible – leaving a message on the answering machine with the student name, date, grade, and reason for absence. If a call is not placed, the parent/guardian will be contacted by the Attendance Office. **Homework requests** should be made online by emailing the student's teachers from the teacher's link on our school's website.

**Late Arrivals** - MHS has a 24-hour attendance line (363-6200, option 1). **Please call the attendance line as soon as a late arrival is known or before 8:00 a.m. the date of the late arrival.** Give the student name, date, grade, reason for the late arrival, and expected time of arrival. Upon student arrival at school, the student needs to stop at the Attendance window for a pass.

## Early Dismissal –

- **If the student is aware** of the early dismissal, time, and location of pick-up: **Please call the attendance line (363-6200, option 1) as soon as an early dismissal is known.** Leave the student's name, grade, and date of early dismissal, reason, and time of departure. Students should pick up his/her pass to leave from the Attendance office after first period, during passing time, or whenever possible. The student will then be able to leave the building at the scheduled departure time with a pass in hand. Students do not need to check out at the main office or attendance office later in the day nor does the parent need to enter the building for check-out when it's time to leave if the student has already picked up their pass. Students will present the pass to hall monitors as they go to their locker and depart the building. If returning to school, students are to check in at the attendance office before going to class.

Whenever possible, please communicate the outside pick-up location to your student prior to pick-up.

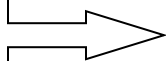
- **If your student is unaware** of an early dismissal time: Please call the main office (363-6200, option 0) as soon as an early dismissal is known. Provide the Main Office personnel with the name of the student, time he/she is leaving, you will then be transferred to the Attendance office voicemail. Provide the student's name, grade, reason, and time for leaving, and any special pick-up directions, and that the Main Office is aware of this early dismissal.

Whenever possible, please communicate early dismissal details with students regarding prior to the beginning of the school day, including location of pick-up. If last-minute arrangements have been made, the Main Office will make every effort to get a message to a student during the school day – contacting a student during gym or lunch may be difficult.

**Recommended Student Pick-up Locations:**  
**Prior to 2:15 p.m.** Front door #2 (frontage road off  
of West Veteran's Way)

**Planned Absences** - In the event of a family vacation, etc., during the school year, you should call the Attendance office or you can complete and return a Vacation Request form available on our website at <http://www.masd.k12.wi.us> under Parents/ Students, Forms or from the Attendance office.

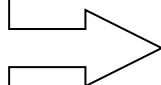
### BEFORE SCHOOL



#### **What do students do when they get to school?**

Students are welcome to go to lockers, buy food, and visit with friends in the commons, or you may go to the library if it is open. Students are not allowed on the second floor before the first tone without a pass from a teacher.

### SCHEDULE CHANGES/ GUIDANCE

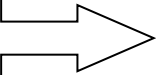


#### **What is the procedure for a schedule change?**

Schedule changes are processed in the Guidance Department. Schedule change forms are available online and in the guidance office. The counselor reviews the request with the student and makes the change in the computer. There is a \$10.00 fee for a schedule change.

See page 26 in Student Handbook for further Schedule Change information.

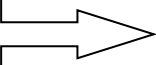
**ACADEMIC ASSISTANCE**



**Is my new schedule effective on the same day I see my counselor?**

No. The student's NEW schedule starts the following day. Students can access their schedule through the Infinite Campus portal.

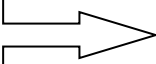
**HOMEROOM**



**How do I get academic assistance if I need it?**

Contact your school counselor to find out what academic assistance opportunities exist.

**REPORT CARDS**



**Is homeroom every day?**

No. We have homerooms periodically to distribute certain information. There will be an announcement to remind you if it's a homeroom day. Homerooms takes place after 1<sup>st</sup> period ends.

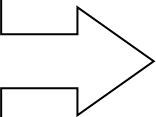
**How are report cards distributed?**

Parent/ Guardians are expected to access Infinite Campus through their parent portal account to view first and third quarter grades.

**Parent Portal Accounts.**

Parents/ Guardians are expected to have an Infinite Campus portal account for viewing grades, updating personal information, paying fees, etc. Request one at [www.masd.k12.wi.us](http://www.masd.k12.wi.us) parents-students, Infinite Campus, request portal account

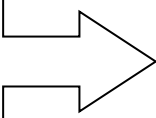
**LOCKER PROBLEMS/ ASSOCIATE PRINCIPALS' OFFICE**



**What do I do if my locker won't open or I forgot the combination?**

Go to the Associate Principal's Office and talk to the Associate Principal's Administrative Assistant. If the locker needs repair, ask for a locker repair form.

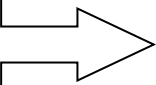
**CAMPUS LIAISON OFFICER / ASSOCIATE PRINCIPALS' OFFICE**



**If I need to talk to the Campus Liaison Officer, where do I go?**

Go to the Associate Principal's Office and ask the Administrative Assistant to notify the Campus Liaison Officer. They will contact the officer and advise.

**PARKING IN FRONT OF SCHOOL**



**Can we park our car unattended in the front of school while just running in for a moment?**

NO!

## LIBRARY SERVICES



### **How can I use the MHS Library during the day?**

The MHS library is available to all students. To use this facility during the school day, you must have a library pass from one of your instructors or have an honors pass. Check the main library doors for hours that the library may be closed or limited due to classroom use.

See page 32 of the Student Handbook for Library Information.

### **How much money will I owe if I return my books late to the MHS library?**

Fines on books are \$.10 per day if late; this does not include weekends or vacation days. Special fines may apply for short-term items. Notices go out to the students every week if they have an overdue item or fine. An additional \$5.00 fee is added if the library has not received payment by the end of each semester.

### **Why should I use anything but Google to find information?**

Google is not the only resource available online. To find alternatives, go to the *Library Tab* and click **ONLINE Databases**. There you will find specific databases, links to other search engines, pathfinders (quality links so you don't **have** to search), as well as online textbooks.

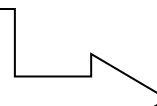
## CAFETERIA



**How do I pay for lunches? Where can I find a lunch menu? How do I apply for free or reduced-price lunch? Can I buy food before school or take food and drink to my classes? See <http://www.masd.k12.wi.us/services/masd-foodservicepay.cfm>**

## MEDICINE/ HEALTH ROOM

(page 41 of the student handbook)



### **What procedure must I follow for medicine administration?**

Medicine administration forms are available in the Health Room and online. They must be filled out and returned to the Health Assistant. Prescription medications must have a physician's signature in order to be administered. Please see page 41 of the Student Handbook for complete information and directions.

## CRUTCHES/ WHEELCHAIRS/ HEALTH ROOM



### **Do you have a pass that I can use if I am in a wheelchair or on crutches?**

Yes, a pass can be issued for the use of the elevator or to leave class early. This pass is obtained from the Health Room.

**PARENT  
CONTACT/  
HEALTH ROOM**

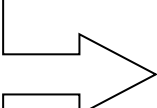


**Can I call a parent regarding a medical concern?**

Yes. In most cases, parents are contacted.

See page 29 of the Student Handbook for more Health Room Information

**SPORTS  
PROGRAM  
QUESTIONS**



**How do I learn about the MHS sports program offerings, schedules, etc.?**

On the Web, go to [www.classic8conference.org](http://www.classic8conference.org). You can also contact the MHS Athletic Office at 262-363-6200, Ext. 25580.

See page 46 in Student Handbook for beginning of Athletic Department Information.

**What do I need to turn in to the Athletic Office before I come out for a sport?**

Prior to the first practice or tryout, an up-to-date sports physical, parent permission, concussion form, and insurance information sheet must be submitted. You must maintain a 1.8 GPA and pay \$100 per sport, \$400 maximum family. All forms can be found on the high school website

**VENDING  
MACHINES/  
ATHLETIC  
DEPARTMENT**



**The vending machine took my money, but the product wasn't dispensed. Where do I get a refund or the item?**

See staff in the Athletic Office near Room 135 for a refund.