

# MONONA GROVE SCHOOL DISTRICT

## VISION

Monona Grove School District is a student-focused culture that empowers continuous learners to embrace global opportunities and excellence.

## MISSION

**The mission of the MGSD is to enhance achievement for all students by cultivating a desire for learning and instilling social responsibility.**

**We will achieve this by:**

- Building positive relationships among students, staff, parents, and community.
- Working together to inspire and engage students in meaningful learning opportunities by using research-based practices to address individual academic and social/emotional needs.
- Providing a safe and healthy environment that fosters respect and culturally responsive practices.
- Using resources efficiently and effectively.

“BUILDING A COMMUNITY OF LEARNERS”

### 2016 - 2017 CLASS OFFICERS

#### Freshmen:

President: Olivia Vesperat  
Vice President: Mady Davis-Troller  
Secretary: Sylvia Reinbach  
Treasurer: Owen Groth

#### Sophomores:

President: Sophie Wendt  
Vice President: Gabi Arnold  
Secretary: Reed Anderson  
Treasurer: Christian Schuster

#### Juniors:

President: Hugh Counsell  
Vice President: McKenna Doherty  
Secretary: Mary Binzley  
Treasurer: Ben McDade

#### Seniors:

President: Mason Sponem  
Vice President: Zachary Gariti  
Secretary: Ione Dyer  
Treasurer: Maeve Kim

## CALENDAR OF EVENTS 2016 – 2017

September 1	Student First Day of School
September 5	Labor Day – No School
September 6 and 7	Picture Days
September 21	Back to School Night
September 29	Picture Retake Day
October 27	Early Dismissal
October 28	No School
November 3	End of First Quarter
November 4	No School
November 10	Parent Conferences 4:00 - 8:00 P.M.
November 16	Parent Conferences 4:00 - 8:00 P.M.
November 23, 24 and 25	Thanksgiving - No School
December 2	Early Release
December 23 - January 2	Winter Vacation
January 3	Classes Resume
January 16	No School
January 17	Exams
January 18	Exams
January 19	Exams
January 19	End of Second Quarter
January 20	No School
March 3	Early Release
March 16	Parent Conferences 4:00 - 8:00 P.M.
March 22	Parent Conferences 4:00 - 8:00 P.M.
March 23	3 <sup>rd</sup> Quarter Ends
March 24	No School
March 27-31	Spring Break
April 3	Classes Resume
April 14	No School
May 17	Senior Recognition
May 26	Early Release
May 29	Memorial Day - No School
June 4	Graduation
June 6	Exams
June 7	Exams
June 8	Exams
June 8	Last Student Day

\*For updates to the calendar, please go to [www.mononagrove.org](http://www.mononagrove.org)

# MONONA GROVE HIGH SCHOOL HANDBOOK

September 2016

Welcome to the 2016 - 2017 school year! The new school year always comes with feelings of excitement and anticipation. Freshmen begin the high school experience unsure of what is ahead, while seniors now realize how quickly high school flies by.

The administration and staff at Monona Grove High School wants to provide every student with the best possible opportunities for learning. Our primary focus is to maximize your learning in the classroom; however, we also realize the important lessons and skills that are developed through participation in co-curricular activities.

The skills and knowledge that you acquire in high school will be the foundation for your future. We wish for each and every student to maximize his/her academic and emotional growth during the four years of high school. Students should make their best efforts in the classroom and explore the many positive experiences that co-curricular activities provide.

Monona Grove High School is not a building or a place. It is a living organization made up of the collective energy of approximately 1000 students. The quality of our school will depend on your effort, attitude, and behavior. Monona Grove High School has a tradition of high achievement. It will be up to you to meet and exceed these expectations.

This handbook outlines the academic and co-curricular opportunities available to you, as well as the minimum requirements for graduation. In order for approximately 950 students and 100 adults to work cooperatively each school day, we must treat one another with respect. For us to accomplish our learning goals, the environment must be safe, orderly, and respectful. Please read the information in this handbook and become familiar with expectations.

The administration and teaching staff is committed to helping you make the most of your 2016- 2017 school year!

***--The Administration and Staff of Monona Grove High School***

## SCHOOL SONG

We'll fight for Dear Monona Grove with the team that is the best.

With all our hearts we're here to see you win.

Play a good game to the end.

Get out and fight for dear Monona Grove, victory is ours today.

For we are always true to you

The Silver and the Blue.

U! Rah Rah! Monona Grove!!!!

U! Rah Rah! Monona Grove!!!!

U! Rah Rah! Monona Grove!!!!

Yehhhhhhhhhh!

# DAILY SCHEDULE

1 <sup>ST</sup> PERIOD	7:55 AM - 9:30 AM
2 <sup>ND</sup> PERIOD	9:40 AM - 11:18AM
3 <sup>RD</sup> PERIOD	11:27 AM - 1:01 PM
EARLY LUNCH	11:23 AM – 11:53 AM
LATE LUNCH	1:06 PM – 1:36 PM
4 <sup>TH</sup> PERIOD	11:58 AM – 1:32 PM
5 <sup>TH</sup> PERIOD	1:41 PM – 3:15 PM

## MGHS STAFF DIRECTORY

### Administration

Paul Brost, Principal  
Jeff Schreiner, Activities Director

Kristen Langer, Associate Principal  
Jason Kling, Dean of Students

### Student Services

Susan Bishop, Counselor A-G    Scott Groff, Counselor H-O    Melissa Burke, Counselor P-Z  
Melissa Smith, School Psychologist    Jessica Frain, School Social Worker

### Administrative Assistants

Jill Bertera, Michelle Boyde, Teya Engels, Kristi Massey, Lorie Midthun

<b>Art</b>	Lori Nahirniak
Charles Pyng	<b>Physical Education</b>
Bonnie Valley	Sarah Busalacchi
<b>Business &amp; Marketing Education</b>	Brian Storms
Jennifer Dames	Dan Zweifel
Brian Hellenbrand	<b>Science</b>
William Wait	Juan Botella
<b>English</b>	Christy Frontier
Juliet Darken	Leif Gilbertson
Barry DeKemper	Tyler Kuehl
Jeremy Duss	LJ Neumann
Sharon Fritz	Mandi Peterson
Paul Kelley	Chris Watkinson
Renee Radlinger	John Willauer
Jacqueline Shore	Andrea Witt
Kelly Sullivan	<b>Social Studies</b>
Alana Wagner	Scott Gudgel
<b>Gifted &amp; Talented</b>	Brian Jefferson
Scott Cline	Peter Keys
<b>Health &amp; Family Education</b>	Jon Kumm
Kelli Kline	Rich Plier
Amy Magnor	Jason Roth
Amanda Opper	Jeremy Wallace
Becky Personke	Kate Ziegelmaier
<b>IMC</b>	<b>Special Education</b>
Lora Cowell     Assistant: Karen Walters	Annie Bialek
<b>Instructional Coach</b>	Amy Falkner
Nichole North-Hester	Tanya Greene
<b>Mathematics</b>	Paul Marx
Todd Andersen-Goldsworthy	Pat Onsager
Jordan Arneson	Jill Paull
Mary Cummins	Michelle Quednow
Greg Gehrig	Noah Rusch
Nicole Hafele	Alicia Stay
Jim Koski	Julie Theado
Denise Meyer	Tina Wagner
Dan Roberts	<b>IAP (Individual Achievement Program)</b>
Sarah Stangland	Michelle Baxter
David Suominen	Brandon Beckwith
<b>Music</b>	Jordan Schneider
Carl Davick     Janet Heinemann	<b>School-to-Work</b>
Pat Dorn     Jeff Kasperek	Jennifer Macias

<b>Technology Education</b>	<b>Study Hall Supervisor</b>	
Jeff Otto	Linda Briggs	
Ryan Stodola	<b>Food Service</b>	
Don Tupper	Robin Berg	Judy Walsvik
<b>World Languages</b>	Diane Cady	Debby Wienke
Erin Flesch	Vickie Lex	
Allyson Forseth	Mary Munson	
Jan Hagedorn	Terri O'Neil	
Kiley Ramirez	Nancy Powell	
Julie Rodriguez	Signe Thompson	
Jordan Schneider, ELL	Heather Snyder	
Lea Spaay	<b>Maintenance/Custodial/Grounds</b>	
	Dan Bornbach	Estella Salazar
	John Cameron	Marcus Sutter
<b>Blind/Visual Impaired</b>	Ken Entsminger	Tim Roe
Meghan Fredel	Dylan Maier	John Walsh
	Gonzo Ortega	
<b>Aquatic Director:</b> Laura Rudie	<b>Media Director</b>	
<b>Athletic Trainer:</b> Erica Klope	Will Nimmow	
<b>Auditorium Director:</b> Taras Nahirniak	<b>School Nurse</b>	
<b>Educational Assistants</b>	Sarah Hughes	
Lisa Fullerton	<b>Occupational/Physical Therapist</b>	
Ellen Gulickson	Lori Herkert	
Peter Johnson	Jennifer Hedrick	
Debbie Kondrasuk	<b>School Liaison Officer</b>	
Mike Mayfield	Luke Wunsch	
Charlene Parks	<b>Technology Support</b>	
Sherry Parrish	Elizabeth Olicikas	
Kay Prusynski		
Kathy Sullivan		

**Board of Education**

Peter Sobol, President  
Jennifer Smith, Vice President  
Susan Manning, Treasurer  
Keri Robbins, Clerk  
Dean Bowles, Member  
Susan Fox, Member  
Jeff Simpson, Member

**District Office Administration**

Daniel Olson, Superintendent of Schools  
Lisa Heipp, Director of Curriculum & Instruction  
Christa Macomber, Director of Student Services  
Jerrud Rossing, Director of Business Services  
Nicole Thibodeau, Director of Human Resources

## SOAR (Scholarly, Organized, Accountable, Respectful) PHILOSOPHY

Monona Grove High School is committed to providing a safe and healthy learning environment where all participants in the education process are respected and treated with dignity. MGHS has implementing a school-wide Positive Behavioral Intervention and Support structure for teaching and reinforcing expected behaviors. The acronym, SOAR, is the framework around which behaviors are identified. Key components of a Positive Behavior Intervention and Support approach are as follows:

- School-wide expected behaviors are taught and modeled
- Students are acknowledged for exhibiting expected behaviors
- Behaviors are demonstrated across all settings at MGHS
- All students will be treated in a consistent, objective, and non-discriminatory manner
- Data-based decisions will guide intervention planning for students requiring additional support

Behavioral expectations of students and staff of Monona Grove High School are outlined below.

Expectations	Settings Hall	Commons	Bathroom	Community
<b>Be a Scholar</b>	<ul style="list-style-type: none"> <li>• Use locker between classes</li> </ul>	<ul style="list-style-type: none"> <li>• Use the time before and after school to seek out your teacher</li> <li>• Do your work and only your work</li> <li>• Get a pass if meeting with a teacher during lunch</li> </ul>		<ul style="list-style-type: none"> <li>• Bring all supplies with you from your car in the morning</li> <li>• Make school work a priority</li> <li>• Take pride in doing well</li> </ul>
<b>Be Organized</b>	<ul style="list-style-type: none"> <li>• Keep locker neat</li> <li>• Bring all materials with you to class</li> </ul>	<ul style="list-style-type: none"> <li>• Be prepared with your ID, or cash to move quickly through the lunch line</li> </ul>	<ul style="list-style-type: none"> <li>• Find the closest bathroom</li> </ul>	
<b>Be Accountable</b>	<ul style="list-style-type: none"> <li>• Move to class when the two minute bell rings</li> <li>• Leave hat in locker, home, car</li> <li>• Wear clothing appropriate for school</li> </ul>	<ul style="list-style-type: none"> <li>• Join the end of the line when you arrive in the cafeteria</li> <li>• Use only the lunch period identified on your schedule</li> <li>• Do your work and only your work.</li> <li>• Stay in the Commons until the bell rings during lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Use the restrooms during passing times</li> <li>• Leave no trace in the restroom; dispose of garbage properly</li> </ul>	<ul style="list-style-type: none"> <li>• Allow time for safe parking and travel to the building</li> <li>• Support your team by attending school events</li> <li>• Represent MGHS well</li> <li>• Park in your own parking space</li> </ul>

Be Respectful	<ul style="list-style-type: none"> <li>• Keep halls open for others to pass</li> <li>• Keep hands to yourself</li> <li>• Hug and release</li> <li>• Use indoor voice and respectful language</li> <li>• Seek out teacher at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>• Use your cell phone in the commons only</li> <li>• Pick up after yourself and dispose of garbage properly</li> <li>• Invite others to join your group</li> <li>• Remember your manners and thank the lunch staff for their efforts</li> <li>• Use voice levels for the benefit of your table only</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the bathroom clean and free of graffiti</li> <li>• Flush and then wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>• Keep parking lot clean</li> <li>• Drive at safe, respectable speed levels</li> <li>• Stand during the school song and national anthem</li> <li>• Practice good sportsmanship</li> <li>• Communicate appropriately with other drivers</li> </ul>
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## ACADEMIC GUIDELINES

### GRADUATION CREDIT REQUIREMENTS

- A. Twenty-four (24) credits are required for graduation.
- B. For transfer students, the credit requirement for transfer students will be evaluated on an individual basis.

### GRADUATION COURSE REQUIREMENTS

- A. All students are required to register for a minimum of 6 credits per school year. Students must also be enrolled in a minimum of 3 credits (6 classes) each semester.
- B. The following specific credits must be successfully completed in order to receive a diploma:

English	4 credits
Social studies	3.5 credits
Math	3 credits
Science	3 credits of biology, chemistry and physics
Physical education	1.5 credits (unless medically excused*)
Health	.5 credit
Financial Literacy	.5 credit

*\*Physician statement, parent, physical education instructor, administrator, and counselor signatures required.*

- C. The following credits will be accepted by Monona Grove High School:
  1. All courses offered by Monona Grove High School and alternative programs approved by the Monona Grove School Board.
  2. Approved courses transferred from other public and private high schools.
  3. Monona Grove Summer School courses taken for remediation after the student failed the course in the regular curriculum.
  4. Correspondence or on-line courses for remediation of a required course that was attempted and failed in the regular curriculum. The correspondence or on-line course must be pre-approved by the high school administration and Student Services and must be paid for by the student. The course must be completed and a grade provided by May 15 in order for the class to count toward graduation of that school year.



5. Courses provided by post-secondary institutions as part of the Youth Options Program. 12<sup>th</sup> grade students may enroll in a university course through this program if the student has exhausted the curriculum opportunities available in a particular department. Students must request approval for a course in writing to the principal prior to enrollment in the course.

## **GRADUATION RESPONSIBILITY OF SENIORS**

In order to be certified for graduation and participate in the commencement ceremony, seniors must complete all of the following:

1. complete courses;
2. take final exams;
3. take care of all obligations, including fines and disciplinary / detention time;
4. meet the 24 credit and specific course requirements; and
5. attend graduation practice.

If a student must take a correspondence course in order to fulfill the graduation requirements, all coursework and tests must be completed and verified by May 15, 2016.

## **SENIOR PARTICIPATION IN GRADUATION EXERCISES**

All seniors are expected to participate in graduation exercises, including graduation practice and the commencement ceremony. If both the senior and his/her parents determine it is not their desire or intent to do so, however, a statement declaring his/her intent not to participate must be presented to the principal before May 1. No refund of the cap and gown fee will be made, and the decision not to take part in the ceremony is final. If a student orders a cap and gown and does not fulfill the graduation requirements, a refund will not be given. A senior may be suspended from the graduation ceremony if his/her behavior warrants a suspension.

## **EARLY GRADUATION**

A student wishing to graduate from Monona Grove High School after completing seven semesters must make a written request to the principal by April 1 of his/her junior year. The principal shall approve or reject each request on an individual basis. The 24-credit requirement for graduation from Monona Grove High School is a MINIMUM, and students are strongly encouraged to complete eight semesters of high school to be as prepared as possible for their post-secondary plans. Minimum requirements for approval of early graduation include:

- A meeting with the student, parent, guidance counselor, and principal.
- A plan to complete all course requirements for a MGHS diploma by the end of the seventh semester.
- Verification of enrollment in a post-secondary institution or military service beginning immediately after the completion of the seventh semester.

## **GRADING POLICY**

Grading at Monona Grove High School is based on the school district's philosophy that grades should reflect how well an individual achieves learning goals.

Student grades are based on the evaluation of two categories: Knowledge and Skills (K & S) and Effort (E).

### **Knowledge and Skills (K & S)**

In keeping with the philosophy that grades should reflect achievement, 75% of a student's grade is based on K & S. After students have received instruction and had time to practice, their level of mastery will be assessed through completion of quizzes, tests, essays, speeches, presentations, or projects. These "summative" assessments will be included in the K & S grade.

*\*Note - Semester Exams make up 15% of a student's Final Grade and are part of K & S.*

### **Effort**

The other 25% of a student's grade is based on effort. The district believes that learning is a process and students learn through practice. This practice occurs through class discussions and the completion of assignments such as homework assignments, guided readings, exercises, worksheets, and practice assessments. These assignments serve to monitor and guide student learning and provide teachers and students with feedback on their mastery of skills and content. They are "formative." This formative work will be graded for task completion and participation. Students may receive feedback on the accuracy of formative work, but accuracy may not be graded.

**Deadlines/Late Work**

\*Note - Project/assignments that are known in advance of an absence are expected to be submitted on time. Absences for school-sponsored activities do not extend deadlines.

A summative assessment is late under the following circumstances:

- Students are present for class, but fail to turn in work the day it is due.
- Students who are excused from school fail to turn in work after the two days allotted for every excused day.
- Students are unexcused from class the day a summative assignment is due.

When a summative assessment is "late" the student will:

- Receive a deduction of one letter grade if the missing assessment is submitted within 10 school days after the due date.
- Earn a maximum of 59% if submitted after the 10-day allowance.

Teachers may set a deadline prior to the end of a grading period (quarterly) for all late work. For example, the deadline for all late work (even those which will receive "F's") may be two weeks before the quarter or semester ends.

**SEMESTER EXAMS**

At the end of each semester, final exams or a culminating assessment will be given in all classes. A typical final exam schedule is outlined below.

Day 1	Day 2	Day 3
Period 1A	Period 5A	Period 3/4
Period 2A	Period 1B	Period 5
Period 3/4 A	Period 2B	Make-up period

No student will be excused from taking the final assessment for any course which requires it unless given pre-approved permission by an administrator. Exam days are considered a normal school day for attendance purposes. Students will not be excused to go to work. Because of the need to create a positive testing environment, students who arrive late for a final exam will not be allowed into the classroom and will be required to complete their final exam during the designated make-up period with their teacher.

**INCOMPLETE POLICY**

When a student has met the minimum requirements for the course but extenuating circumstances, such as a medically documented problem, hospitalization, or a death in the family, prevent the student from completing coursework, the student will be given an Incomplete and will have two (2) weeks from the last day of that semester to complete all work. **These extenuating circumstances must be approved by the principal.** If the work is not completed by the two-week time frame, the student will receive a grade based upon work recorded.

**INFINITE CAMPUS**

Infinite Campus allows parents and students access to students' information, attendance, and academic performance. Parents and students will be provided a secure ID number and PIN code to access student information such as individual class performance, future assignments, missing assignments, test scores, homework completion, and grade-to-date. It is recommended that students and

parents monitor classroom performance regularly.

## **PROGRESS REPORTS AND REPORT CARDS**

Progress report grades are shared with parents during the 5th week of each quarter via their Infinite Campus accounts to offer an up-to-date reflection of students' performance at that point. Approximately five school days after the end of each quarter and semester, report cards are posted in Infinite Campus. The principal shall communicate these dates with parents via Infinite Campus messaging.

## **HONOR ROLL AND ACADEMIC AWARDS**

Grade Point Averages (GPA's) for first and third quarter and each semester determine eligibility for Honor Roll. A minimum GPA of 3.3 is required to be on the Honor Roll and a minimum GPA of 3.6 is required for the High Honor Roll. Any student receiving an "F" in any quarter or semester is ineligible for either Honor Roll.

In addition to participating in the core academic areas of the regular curriculum, a student must be enrolled at Monona Grove High School at least two full semesters to qualify for class-rank determined awards such as Badger Conference Top Ten or Academic Excellence Scholarships. Class rank for all academic awards is determined at the end of the first semester senior year.

## **ACADEMIC HONESTY**

It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. All forms of academic dishonesty will make a student subject to disciplinary action. The following are examples of academic dishonesty:

- Cheating on quizzes, tests, exams (giving or receiving unauthorized aid)
- Plagiarism (using someone else's words or ideas and calling them your own)
- Copying someone else's homework or other work
- Allowing your work to be copied
- Fabrication of data and/or citations
- Group work on individual assignments
- Forging information and presenting it to administrators, teachers, or other staff members
- Turning in the same work in multiple classes without teacher approval
- Parents completing student's school work
- Purchasing of papers/assignments online
- Cutting and pasting information into assignments without proper citation
- Using notes or reference materials in an unauthorized manner
- Translating to another language

### **Responsibilities of Parents, Students, Staff, and Administrators**

Parent Responsibilities: The parent will adopt the guidelines, accept the enforcements of this policy, and encourage students to practice academic honesty throughout the school year.

Student Responsibilities: Students will adhere to the guidelines for the policy by completing ALL assignments honestly and of their own accord.

Staff Responsibilities: During the first week of the school year and other times during the year as deemed appropriate, all teachers will review with the students the Academic Honesty Policy constituting what is cheating and what is acceptable and unacceptable behavior. The teacher is also expected to enforce the policy in all instances of academic dishonesty as listed above.

### **Procedures for dealing with alleged academic dishonesty on *Effort/Practice Assignments*:**

### First and Second Violation on an Effort/Practice Assignment in Same Class

1. The letter grade "F" (zero) will be issued for the assignment in cases of verified academic dishonesty and record the violation on Infinite Campus.
2. The teacher who observes the alleged dishonesty will discuss the concern with the individual student, preferably not in the presence of other students and permit the student to respond by providing a verbal statement. The teacher will contact the parents/guardians about the violation if deemed necessary by the teacher.

### Third Violation on an Effort/Practice Assignment in Same Class

1. Penalties and procedures as in first and second offense.
2. The Third Violation will be recorded as a Major Offense (see below)

### **Procedures for dealing with alleged academic dishonesty on Knowledge and Skills Assessments:**

#### First Major Offense in Any Class

1. The teacher who observes the alleged dishonesty will discuss the concern with the individual student, preferably not in the presence of other students, and permit the student to respond by providing a written or verbal statement of his or her viewpoint.
2. The teacher will contact the parent/guardian by phone.
3. The teacher will submit a copy of the disciplinary report to an administrator via an Infinite Campus referral.
4. If the matter is not resolved, the teacher will refer it to the building administrator.
5. If the assignment is a summative assessment, the assignment must be redone to teacher satisfaction for course credit.

The letter grade "F" (zero) will be issued for the assignment in cases of verified academic dishonesty.

- (a) Test / Quiz / Non-final exam assessment - The student will lose credit on that test or quiz and may receive a grade reduction for the marking period.
- (b) Marking Period or Semester Exam - The student will lose credit on the exam and may receive a grade reduction for the marking period or semester.

#### Second Offense in Any Class (\*Within 12 Months of First Offense)

1. Penalties and procedures as in the first offense.
2. The letter grade "F" (zero) may be recommended for the course in case of verified academic dishonesty.
4. The administrator will contact the parent/guardian by phone and will be asked to participate in a conference to discuss possible disciplinary action.

#### Third Offense in Any Class (\*Within 12 Months of Second Offense)

1. Penalties and procedures as in first and second offense.
2. The student
  - a. will be ineligible for membership in the National Honor Society.
  - b. will be ineligible for any scholarships controlled or sponsored by the district.
3. Penalties for the third offense will remain in effect for the student's entire high school career.

### **Resources:**

All students have access to Turn It In, an on-line submission program that determines the level of academic originality of students' writing and that catches instances of academic dishonesty in their work. This program also contains tutorials for identifying and remedying plagiarism. Students should consult this program prior to submitting work to their teachers.

**Purdue Online Writing Library (OWL):** <http://owl.english.purdue.edu/owl/resource/589/01/>

## ATTENDANCE REGULATIONS

### ATTENDANCE

Regular school attendance is important to success in school. A student's attendance in school becomes part of his/her permanent school record and is often the subject of inquiry by employers. In addition, regular school attendance is required by Wisconsin compulsory attendance statutes 118.15 and 118.16 which hold parents responsible for seeing to it that students are in school on a daily basis. If the number of absences, whether excused or unexcused, becomes excessive, a parental conference will be requested by the counselor and/or associate principal or dean of students to discuss the student's academic progress.

### EXCUSED ABSENCES

Parents may excuse, in writing, a student for any reason **PRIOR** to the day of the absence. (Wis. Stats. 118.15(3)(c). If an excuse is not given prior to an absence, the school, not a student's parent, excuses an absence. Monona Grove High School will excuse a student from school for the following reasons:

- personal illness;
- illness in the family for which the student is required at home;
- funerals and weddings;
- religious holidays;
- legal obligations;
- dental, medical, and orthodontic appointments;
- family vacations that cannot be scheduled during non-school times or other family approved vacations or school visits with **prior approval**; and
- an emergency situation which must be reviewed by the Associate Principal or Dean of Students.

Parents are required to call the school Attendance Office (316-1393) prior to 10:00 A.M. on the day of the absence. Parents should be prepared to give the name of the student, reason for the absence, and a name and phone number where he/she (the parent calling) can be reached. **Students must have absences excused within 24 hours after they return, or the absences will be considered unexcused.**

**For appointments, parents are asked to send a note to the Attendance Office ahead of time to excuse the student prior to his/her leaving.** Upon returning to school, the student is to check in with the Attendance Office. **A note from the attending doctor, dentist, orthodontist, attorney/court, etc. may be required to excuse an absence/appointment. Monona Grove High School will not excuse an absence if a student leaves the building without permission.**

### PLANNED ABSENCES AND VACATIONS

Occasionally a student will know in advance that he/she will be absent from school. This can be excused if, and only if, a planned absence form is completed prior to the absence. This requires that the student notify his/her teachers of the planned absence so that school work missed during the absence can be given to the student. This must be done at least three days prior to the planned absence. Planned absence forms are available in the Attendance Office and are required for absences of 2 or more days. **If forms are not completed and returned before the student leaves, the absences will be unexcused.**

### UNEXCUSED ABSENCES

The school will not excuse an absence for any reason other than those listed above. When a student fails to report to the nurse or attendance secretary for a single period absence, it will not be excused. Absences related to vehicle problems during the school day will not be excused. Oversleeping will

also result in an unexcused absence for the school time missed. Absences due to working on other school work will not be excused unless it's a school-sponsored field trip. Parents will be notified of unexcused absences by phone or email. Students with unexcused absences from classes or study halls will be assigned one, two-hour after school detention per period missed. **Any student who has an unexcused absence for any period may not attend extra-curricular events on that day.**

### **LEAVING SCHOOL DURING THE SCHOOL DAY**

Monona Grove High School is a closed campus except for the following occasions: lunch, cooperative education programs, medical/dental appointments, sudden illness, or open campus students. During passing times students must remain on school grounds. All students wishing to leave school must obtain permission from their parent, a building administrator, or the attendance secretary in case of illness. Students will not be allowed out of class for illness unless they are going home. At that time, the student must sign out in the Attendance Office and receive an out pass. If he/she plans to return to school, he/she must sign in upon returning. Students are not allowed to have other students drive them anywhere during the school day.

### **UNEXCUSED TARDIES**

Students are expected to be in class on time all the time. Tardies will be dealt with primarily by the classroom teacher. For the second and any subsequent tardies during a semester, students will be assigned a one-hour detention.

### **HOMEWORK**

Homework may be requested after a student has been absent for two or more days. The request should be made to the student's counselor. The counselor will then contact the student's teachers and homework may be picked up in the Main Office after 3:30 P.M. of the following day. Students may also request homework from their teachers via email.

### **ADDITIONAL INFORMATION ON ATTENDANCE**

Forgery (the act of written or spoken misrepresentation of truth) on notes, parental signatures, telephone calls, or any other misrepresentation to school staff will result in disciplinary action.

In the event of problematic attendance (i.e., the parent or guardian does not follow the above guidelines, more than ten excused absences per semester, or the validity of excuse), the Associate Principal or Dean of Students will notify the parent or guardian in writing of an additional condition to excuse absences. In order for an absence to be excused, it must be validated in writing by a medical professional, a mental health provider, a police officer, a social worker, a probation officer, a lawyer, or a judge.

Students will be held accountable for their attendance. In the event that a student becomes habitually truant, the Associate Principal or Dean of Students will contact the parents and the Monona Police Department.

Upon entering the building after 8:15 A.M., **ALL** students must report to the Attendance Office prior to going to class. If arriving before 8:15 A.M., students should go directly to class.

A student may be excused in writing for any reason by his/her parent or guardian **before an absence** for no more than a total of ten (10) days in the school year. A student so excused must complete all course work missed according to the school guidelines for the absence to be excused. **All absences after the ten days will be unexcused unless accompanied by a doctor's note.**

## **SCHOOL SERVICES**

### **STUDENT SERVICES**

Students are encouraged to come to the Student Services Center. Office hours are 7:45 A.M. to 3:45 P.M.

Each student has been assigned a counselor for his/her high school experience. It is important to point out that, although students are assigned to a certain counselor, a student may seek assistance

from the counselor of his/her choice.

- Ms. Bishop      A - G
- Mr. Groff        H - O
- Ms. Burke        P - Z

Information, such as college requirements, college programs, and college costs, is handled through the Student Services Department. Interviews with college representatives are scheduled throughout the year. Representatives explain about the school and answer any questions. Information concerning scholarships, grants in aid, and other financial assistance in attending college is available. Scholarship notices are posted on the website. Applications may be obtained from the counselors. Some materials may be checked out; others may be used in Student Services. Student Services also assists students in registering for classes. In addition to the counselors, Student Services includes a school psychologist who is available to meet with students.

## **SCHEDULE CHANGES - DROPPING AND/OR ADDING A COURSE**

### Course Selection/Registration - January/February Each Year

Students and parents should carefully consider post-secondary plans and make certain that the courses selected meet the long-term needs of the student. **Students should assume that the courses selected will be scheduled and should not expect to make changes at a later time.** School counselors will notify students of courses that were selected that will not be offered due to low enrollment or budget constraints. Staffing and budgeting decisions for the following school year are made based on the courses selected by students. Moreover, the master schedule is developed to accommodate student course selections as possible, and to create balanced classes.

Student schedules will be finalized in August. Parents will be e-mailed when schedules are available in Infinite Campus. No courses may be dropped prior to the start of the school year unless there is an error in the student's schedule. Courses may be added if there is room in the course.

### Course Drops After Classes Begin

In general, students will not be allowed to drop courses unless there are extenuating circumstances approved by the School Counselor.

**Days 1-4:** During the first four days of classes, no courses may be dropped

**Days 5-14:** Students must have a Drop Form signed by the instructor, counselor, parent, and administrator in order to drop a class. There will be no record of the course on the student's transcript.

**Days 15- Last day of Quarter 1 or 3:** Students must have a Drop Form signed by the instructor, counselor, parent and administrator in order to drop a class. The student will receive a "WP" on his/her transcript if earning a passing grade in the course; a "WF" if failing the course. Neither notation will impact a student's GPA. Post-secondary institutions may ask for an explanation of a "WP" or "WF" on a transcript.

**After 1st or 3rd Quarter Ends:** If a course is dropped, an "F" will be reflected on the student's transcript and this grade counts toward the student's GPA. The only exceptions to this policy are made for documented medical conditions or extenuating circumstances approved by student services and the administration.

### Course Adds After Classes Begin

Students may add a course within the first 14 days of a semester if there is room in the course and with written approval of the instructor.

## **LIBRARY / INSTRUCTIONAL MATERIALS CENTER**

Hours: 7:30 A.M. - 3:45 P.M. School Days

*Open additional hours through the Overtime Program*

Website: <http://libguides.mononagrove.org>

Students may check out up to five items at any given time. Due dates vary according to material type. Students who have any overdue materials will not be permitted to check out additional materials until these are returned. Unreturned materials will be billed at full replacement cost, plus processing, at the end of each school year.

Our library website is the hub of our 24/7 service model and offers access to an online catalog, databases, and ebooks. Featured library guides are designed to support classroom projects and individual learning. The library staff is available to assist users in locating, selecting, and using any of these resources. Passwords needed for home access to any of our virtual materials are located at <http://libguides.mononagrove.org/whatsthepassword>. Enter the password “silvereagles” when prompted.

When visiting our common space, please observe the following courtesies:

#### Bring your pass and an ID

Students wishing to use the library during their independent study hall or open-campus must present a pass from the library. Library passes are available at the circulation desk any period of the day, on the day before and of desired use. Student IDs are collected to help identify independent student use. Students coming to the library from a class or resource center must have a pass issued by a teacher.

#### Respect the needs of others

Use quiet voices when involved in collaborative learning. Help maintain an independent learning atmosphere when listening/viewing/producing audible media by wearing headphones. The library has two collaboration rooms available for students who are engaged in learning activities likely to disturb users in the central space. There are also tables located in the library but away from the center that are appropriate to quiet group study. Don't use personal devices to communicate with other students who are engaged in a class. If you need to make a call, please request access to an appropriate place to do so.

#### Use resources responsibly

When available, laptop computers may be checked out for in-library use. These are intended for research and other school appropriate activities. A limited number of mini-laptops are available for out-of-library use and overnight checkout. Students are welcome to bring their own devices for use on our guest wireless network. The opportunity to use one of the library's media creation stations is available by reservation. Please remember that your independent use of any computer in the library assumes compliance with all district acceptable use policies (available in this handbook). Misuse of these policies will result in loss of independent library privileges.

Students who do not have the appropriate pass, disregard the needs of others, or use resources irresponsibly will be asked to leave the library and return to their class or study hall. In the case of chronic misuse, students may be denied access to the library, for an appropriate period of time, unless they have a written note from a classroom teacher identifying need.

### **OVERTIME**

Overtime is an opportunity for students to get additional help from teachers or have access to school resources after the school day ends. Overtime occurs after school, Tuesday through Thursday, from 3:30 - 4:30 and typically at least two teachers are available to help students. Students can drop into overtime or be assigned by teachers. All students, drop in or assigned, must check in with the overtime supervisor when arriving.

### **STUDY HALL**

**Attendance in study halls is mandatory.** Students may choose to go to a resource center and/or the IMC by obtaining a pass from a teacher prior to the hour they choose to go. Students in the re-



source center and/or IMC must have academic work to complete while there. Teachers, administration, or parents may request that a student be assigned to a specific resource center or study hall to monitor his/her academic progress. Failure to attend assigned study halls will result in disciplinary action.

## **ANNOUNCEMENTS**

Announcements are made over the public address system daily at the beginning of the second block. All announcements must be approved by the Assistant Principal at least 24 hours in advance. In addition, the announcements can be accessed through the Monona Grove High School Home Page.

## **MESSAGES**

Parents and students are requested to make arrangements with one another regarding personal issues before the beginning of the school day. School personnel are not responsible for delivering personal messages to students except for emergency situations.

## **MEDICINE AT SCHOOL**

Any medications that are given by school personnel must be provided by the parent/guardian in a pharmacy container labeled with the student's name, name of physician, name of medication, dosage and its frequency, and name of pharmacy. School personnel will not provide aspirin or any other medication to students.

Prescription medication: If administered and/or stored by school personnel, it must be accompanied by a form containing written orders from the physician and written permission from the parent/guardian. Non-prescription medication: If administered and/or stored by school personnel, it must be accompanied by written parent/guardian permission and directions.

## **LOST AND FOUND**

Books and other articles that are found are to be turned into the Main Office.

## **IDENTIFICATION CARDS - STUDENT (ID)**

Monona Grove High School will provide one student ID card for each student at the beginning of the year. This is a picture ID which students are required to carry with them at all times since the ID card will be used as a means of identification and will be used as debit cards for purchasing lunch. If a student loses or defaces his/her ID card, he/she must replace it as soon as possible. There is a \$5.00 charge for replacement ID's. Students without permanent ID cards are subject to appropriate disciplinary action. The ID will also serve as the student's bus pass or library card. If a staff member requests that a student show his/her ID card, the student is obligated to present it.

## **WORK PERMITS**

Students requesting work permits should visit the Main Office. To obtain a work permit, students will need to present the following:

1. A letter on letterhead from the employer (containing address and phone number) stating the nature of the work the student will undertake
2. Permission note from a parent/guardian
3. Social Security card
4. \$10 in cash or check

## **LUNCH**

Students may leave the school campus for lunch, but each student is expected to be back to school in time for his/her next class. If students stay at school for lunch, they may bring their own lunch, go through the a la carte line, or the hot lunch line. Students are expected to eat only in the designated lunch area unless permission is granted for a specific reason. Students are responsible for cleaning the area in which they eat. Students may not sit and eat in the hallways.

## **FOOD SERVICE ACCOUNTING SYSTEM**

The Silver Eagle Eatery uses the meal management and online payment system called Infinite Campus(IC) Food Service and Online Payments. Each student is issued a customized ID card with a unique bar code. This ID card serves as a debit card. Payments are made into a student's food service account and then food service purchases are deducted from the student's account. All checks and cash for Food Service Accounts should be dropped off at the main office before the start of the school day to ensure payments are entered into food service accounts before lunch that day. This prevents the breakfast and lunch lines from slowing down while deposits are entered by the cashiers. If a student forgets to drop off the payment at the main office, cashiers can accept deposits at the registers during meals but not during the mid-morning break. Online student(s) food service account payments can be also be made when logged into IC. Cash can also be used to purchase food. Charging in the food service line is prohibited.

Students must have their ID scanned to purchase food items. If your ID is lost or stolen please report this to someone in the main office and to one of the cashiers. A new card may be purchased for \$5.00. Students cannot borrow another student's ID debit card to purchase food.

The cost of a student lunch is \$2.90 and the cost of a student breakfast is \$1.45. Students eligible for reduced price meals pay \$.40 for a lunch and \$.30 for a breakfast. A la carte items and extra portions are available at a la carte prices. If a student is eligible for the Free/Reduced Meal Program, this information is automatically entered into the food service accounting system. At the point of sale, the student's ID debit card is scanned and the total amount of the purchase is deducted from the student's food service account.

## **SAFETY AND SECURITY**

### **ACCIDENTS**

If an accident occurs during the school day or in an extra-curricular activity, students should immediately do the following: (1) report all accidents to the teacher if injured in the class, (2) report to the Associate Principal or Dean of Students any other injuries, and (3) report athletic injuries to the coach. If medical attention is needed, parents will be immediately notified and medical attention given.

### **SCHOOL LIAISON OFFICER**

Monona Grove High School and Glacial Drumlin School share a Monona police liaison officer. The liaison officer is available for educational purposes and for law enforcement when necessary. The liaison officer is available to help students with problems such as thefts, physical threats or harassment, legal problems, drug and alcohol issues, gang concerns, or other related issues. In many of these cases, it may also be appropriate to talk with someone from Student Services, the Principal, Associate Principal, or Dean of Students.

### **SNOW DAY/EMERGENCY CLOSING INFORMATION**

The decision to close school will be made by the superintendent. In the event that school would be canceled, delayed, or dismissed early due to inclement weather, please check our website at [www.mononagrove.org](http://www.mononagrove.org) or listen for the announcement on your local radio or tv stations. Messages will also be delivered to parents through our automated call system and through Infinite Campus messaging.

### **CRISIS PLAN DRILL**

Periodically, staff and students will participate in a crisis drill. Students are to do exactly what is asked of them by the supervising staff member. These drills address a variety of crisis situations, including violent intruders.

### **FIRE/TORNADO DRILLS**

Fire and tornado drills will be conducted periodically. It is essential that, when either of these signals

is given, everyone obeys orders promptly by following teacher directions and meeting in the area designated by the teacher as quickly as possible. Directions for drills will be given to students by classroom teachers. In the case of fire drills, the first students exiting the building should hold the doors open until all are out. Please move as rapidly as possible without running and move to the designated area, well away from the building and remain there until attendance is taken and the recall bell is sounded.

## **INTERNET POLICY**

### **Benefits, Risks, and Policies Reducing Risk**

Monona Grove School District offers students access to the district computer network and the Internet, which gives students access to educational resources around the world. Many classes incorporate the Internet as a primary research resource. Although there is a national consensus among educators that the benefits of Internet access outweigh the risks, parents should know that because anyone can publish on the Internet, many sites contain material that is illegal, defamatory, inaccurate, or offensive. Although it is impossible to eliminate the risk that students might be exposed to such material, Monona Grove students' risk is reduced by the following rules and policies:

1. No student may use any district computer unless a supervising adult is in the same room.
2. Student use is electronically monitored, so that students can be held accountable for Internet sites they have visited. (See below for guidelines on acceptable sites.)
3. Monona Grove School District may filter Internet traffic coming into its network to restrict access to inappropriate sites.

Despite these risk-reducing policies, determined students might still be able to access inappropriate sites, and Monona Grove School District does not guarantee that such access will be impossible on the District computer system. Ultimately, students are responsible for where they choose to go on the Internet. Parents who are concerned about risk to their children because of Internet access should contact their child's principal.

### **Policies Governing Student Use of the Monona Grove School District Computer Network**

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. In general, school rules for behavior and communications apply to computer use as well.

Use of the Monona Grove School District computer system is a privilege, not a right. Failure to abide by the rules governing student computer use may result in a forfeiture of that privilege. The rules listed below provide specific examples of inappropriate and prohibited use, but those examples are not intended to be comprehensive.

1. All use of the district's computer system must support learning appropriate for school.
2. No one may use a district computer unless a supervising adult is in the same room.
3. No one without an active user account may use the computer system, and no one may log onto the system using someone else's account, even with his/her permission.
4. No one may access or attempt to access any material stored in another user's designated network storage space. No one may access or attempt to access material that is not available using his or her system name and password. No one may access or attempt to access unauthorized areas of the system.
5. No one may use the system in such a way as to disrupt, or threaten to disrupt, the ability of others to use the system. Disruption may, but need not, include damage to equipment or stored data.
6. Threatening, hateful, harassing, insulting, defamatory, or offensive communication using the system is prohibited.
7. No one may use the system to obtain or transmit any material inappropriate for school.
8. No one may waste limited network resources, including bandwidth and storage space.
9. No student may download software without a teacher's permission.

10. Any use of the district's computer system for illegal or commercial purposes is prohibited.

Students suspected of inappropriate or prohibited computer use will be investigated. Students and parents are advised that students' use of the network including which computers they use, which Internet sites they visit, what e-mail they send and receive, and what material they save on the network, will be monitored and sometimes accessed. Students should not expect privacy in any work they do, any communication they make, or any material they save.

**Students found to have violated the rules above, or other school rules governing behavior and communication, may lose computer privileges, even if this leaves them unable to complete required assignments. They might also be subject to other discipline including suspension, expulsion, and/or criminal prosecution.** Decisions about punishment, and whether to involve the police, will be made by the building and district administration.

## **ONLINE SAFETY/PRIVACY REMINDERS**

- Once you post something, you cannot remove it - even deleting an item will not erase it from some servers/computers.
- Sharing information (address, phone number, credit card number, etc.) is risky. Once this information is online it is out of your control.
- You cannot control your audience. Potential employers, university officials, law enforcement officials and others may have or ask for access to any/all of your information.
- Do not share your passwords with anyone. You are responsible for any negative activity on your accounts.
- Communicating with anyone that you do not personally know, is risky. The stranger danger of your childhood exists online and is very hard to identify.
- Error on the side of caution. If you had any suspicious or inappropriate contacts, report them to a school official.

## **BUILDING RULES**

### **PERSONAL TECHNOLOGICAL DEVICES**

**Students may use personal technological devices (cell phones, tablets, MP3 players, laptops, etc.) in instructional settings and during instructional time for educational purposes under the supervision and discretion of a staff member.** Classroom teachers and supervisors have the authority to create and enforce their own specific policies involving technological device usage for their specific learning environment.

#### Consequences of Misuse

1<sup>st</sup> incident—Staff member conferences with student and offers warning

2<sup>nd</sup> incident—Staff member confiscates device and returns at the end of the period and conferences with student before returning device

3<sup>rd</sup> incident—Staff member confiscates device and submits to Associate Principal or Dean of Students; s/he conferences with student and/or parent and enacts appropriate disciplinary consequences

### **STUDENT DRESS**

It is the responsibility of the school to redirect students when their personal appearance or attire interferes with the instructional purpose or distracts from the normal operation of the school environment. Students are prohibited from wearing apparel containing any of the following:

- Profanity / offensive language
- Sexually explicit or provocative imagery
- Drug, alcohol, or drug references or sponsorship
- Gang affiliation

Tops must have a strap on each shoulder no less than one inch in width and cannot expose the bare midriff or back. Low-cut, spaghetti strap, or halter tops are examples of inappropriate tops. Pants and shorts must cover all undergarments. Clothing with holes or that indecently expose the body are also prohibited. The administration has the right to deem any top “too revealing” and/or inappropriate based on their professional judgment.

Hats and head gear need to be removed before entering the building. Coats are also not to be worn during the school day. These articles of clothing are to be kept in the student’s locker during school hours and may not be worn until the conclusion of the school day.

Any student failing to meet any of the criteria above will be asked to remedy the situation by either changing his/her clothing, or wearing something over the article of clothing that is offensive or inappropriate. Students failing to comply will be sent home.

## **BACKPACKS**

Students may carry a small bag to contain their pencils, pens, calculators, and other small items to class. In addition, students may carry their binders and textbooks to class. Any accessory item large enough to carry or conceal a standard textbook, notebook, or binder is not allowed to be carried in the school from the start of school until the end of the school day. Backpacks, purses, gym bags, and briefcases fitting the above description are to be placed in the student’s locker throughout the school day. Students who are in possession of a backpack, gym bag, or other large carrying device during the school day without permission from the administration or the school nurse will be subject to disciplinary action.

## **LOCKERS**

A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. The lockers (hall and physical education) assigned to a student are not the student’s private property or under his/her exclusive possession and may be opened and inspected by school authorities at any time.

Students should not give the combination to someone else, store valuables or large sums of money, or leave the locker unlocked. Students may not change lockers or share lockers with another student. Each quarter students will participate in an all-school locker clean-out. At this time, school staff will check each locker for vandalism. Vandalism which occurs within a student’s locker will be his/her responsibility. Appropriate fines and/or discipline will be administered.

## **SKATEBOARDS/NUISANCE ITEMS**

Skateboards are not allowed to be ridden on school property for any reason. Students found to be riding them on school property will have the skateboard confiscated and will not be allowed to bring the skateboard to school in the future. Any other items determined by the school administration or staff to be a disruption of the learning environment will also be confiscated.

## **HALL PASSES**

Students are not permitted in the hallway during a class period without a pink hall pass or a teacher’s permanent hallway pass. Students are permitted in hallways during class periods only if a pass has been approved by the teacher. The pass must be countersigned by the person whom the student has seen and returned to the original teacher. Students should plan ahead and obtain passes to the Student Services by stopping in the Student Services Office between classes or before or after school.

## **HIGH SCHOOL STUDENT FEES**

The Student Fee is \$50.00. Included in this fee is textbook rental and supplies. (The year-book is no longer included in the Student Fee). If desired, payment can be submitted in two installments with the first installment due at the time of registration and the second due the

first day of the second semester. Athletic Participation-\$80.00 per sport, Athletic Pass-\$30.00, Driver's Education-\$400.00-\$425.00, Senior Parking-\$110.00, and Yearbook-\$45.00.

## **FINES**

Students may acquire fines for a variety of things including lost textbooks, unpaid course fees, or fees not paid from extracurricular activities. A master list of fines can be found in the main office, and fines should be paid during the year it's incurred. **All fines must be paid by students prior to graduation.**

## **OPEN CAMPUS**

The primary purpose of Open Campus is to provide eligible senior students with the privilege of leaving the high school campus during one of his/her study hall periods. Another purpose is to provide an incentive for senior students to achieve good grades and behave appropriately at school and school-related events. Criteria for open campus is available from the Associate Principal or Dean of Students.

## **PARKING LOT**

Students, beginning with the senior class, who pay a fee of one hundred ten dollars (\$110.00) per year will have assigned parking spaces. In the event that there are more seniors wanting a reserved space than there are available spots, a lottery will be held. If spaces remain once the period for assigning senior parking has passed, a lottery for those spaces will be held for any juniors seeking a reserved spot. Permits will be issued in the Main Office.

This system of reserved parking demands that the lot be kept clean and students learn to regulate their behavior. Failure to do so will result in the termination of the MGHS student parking reserve-space program. Parking privileges can also be revoked for those students who have excessive disciplinary issues within the school including attendance issues. Refunds will not be given. Any student who does not comply with parking rules can have his/her parking privileges revoked for the future for failure to comply with parking rules whether or not they have a pass. Parking spots may not be rented out to other students. Violators will have their privileges revoked.

A student may not go to his/her vehicle during the school day unless he/she has received a pass from the Attendance Office to leave school.

## **SMOKING**

Pursuant to Wisconsin Statute 120.12(19) prohibiting the use of tobacco on school property, the use of tobacco products or any smoking-related paraphernalia on premises owned or rented or under the control of the Monona Grove School Board is prohibited. This includes the smoking of cigarettes, pipes, hookah pens, vaporizers, e-cigarettes, or any other device used to inhale tobacco, e-liquids, or other stimulants. Students are subject to suspension and/or police citation. See section F. of the Student Code of Conduct and Discipline Policy for more information.

## **STUDENT VISITORS**

Students are not encouraged to bring visitors to school. However, under special circumstances, students from other high schools will be permitted to visit classes for one day. Visitors from other schools may not miss a school day at their school to visit Monona Grove High School. The student must obtain a visitor pass from a counselor at least one day prior to the visit. No visitors will be allowed on examination days or on days immediately prior to or after a vacation period. All visitors must check into the main office.

## EXTRA-CURRICULAR ACTIVITES

### KEY CONTACT INFORMATION

High School Phone Number	(608) 221- 7666
Activities/Athletics	(608) 316 -1395
High School Fax	(608) 221- 7690
District Web-page	<a href="http://www.mononagrove.org">www.mononagrove.org</a>
WIAA Web-page	<a href="http://www.wiaawi.org">www.wiaawi.org</a>
High School calendar and sport schedules	<a href="http://www.badgerconference.org">www.badgerconference.org</a>

### BADGER CONFERENCE ROSTER

BADGER NORTH		BADGER SOUTH	
Baraboo	Reedsburg	Edgewood	Monroe
DeForest	Sauk Prairie	Fort Atkinson	Oregon
Mt. Horeb	Waunakee	Milton	Stoughton
Portage		Monona Grove	

### KEY ATHLETIC DATES

Start Dates	(2016-17)	(2017-18)
<u>Sport</u>	<u>Date</u>	<u>Date</u>
<i>(Fall)</i>		
Dance	May 2	May 1
Cross Country (Boys & Girls)	Aug. 15	Aug. 14
Football	Aug. 1-2	July 31-Aug. 1
Girls Golf	Aug. 8	Aug. 7
Boys Soccer	Aug. 15	Aug. 14
Girls Swim	Aug. 9	Aug. 8
Girls Tennis	Aug. 9	Aug. 8
Volleyball	Aug. 15	Aug. 14
<i>(Winter)</i>		
Dance	Nov. 14	Nov. 13
Boys Basketball	Nov. 14	Nov. 13
Girls Basketball	Nov. 7	Nov. 6
Gymnastics	Nov. 7	Nov. 6
Hockey (Boys & Girls)	Nov. 7	Nov. 6
Boys Swim	Nov. 14	Nov. 13
Wrestling (Co-op McFarland)	Nov. 14	Nov. 13
<i>(Spring)</i>		
Baseball	Mar. 20	Mar. 19
Boys Golf	Mar. 27	Mar. 26
Girls Soccer	Mar. 20	Mar. 19
Softball	Mar. 13	Mar. 12
Boys Tennis	Mar. 27	Mar. 26
Track (Boys/Girls)	Mar. 6	Mar. 5

## REGISTRATION NIGHTS

<b><u>Fall Season</u></b>	<b>(2016-17)</b>	<b>(2017-18)</b>
5:30pm MGHS Commons – All Fall Sports Athlete Registration Grades 9-12	<b>Aug. 1, 2016</b>	<b>July 31, 2017</b>
6:30pm MGHS Auditorium followed by meeting coaches in various classrooms by sport		
<b><u>Winter Season</u></b>	<b>Nov. 7, 2016</b>	<b>Oct. 30, 2017</b>
6:30pm MGHS		
Meet Coaches in classrooms by sport		
<b><u>Spring Season</u></b>	<b>Feb. 27, 2017</b>	<b>Feb. 26, 2018</b>
6:30pm MGHS		
Meet Coaches in classrooms by sport		

## RESPONSIBILITIES

All students have the privilege of participating in Monona Grove High School extra-curricular activities if they are willing to assume certain responsibilities. Participants are expected to abide by the following academic and conduct rules to maintain the privilege of participating in activities.

## REGISTRATION

All students participating in athletics or activities must have all registration information on file in the main office or with the Activities Advisor before they will be allowed to practice or compete during any season. For athletics, students will be given a clearance pass "Blue slip" from the main office when all information is completed properly.

## ELIGIBILITY

Participants in activities shall not receive any failure grades at the end of any quarter. When considering academic eligibility, only grades reflecting academic performance during the most recent grading period will be considered.

Participants who receive one failing grade in any grading period will be suspended from all activities for a minimum of fifteen (15) consecutively scheduled school days and nights.

### **Fall Sports**

Ineligibility extends 21 consecutive calendar days as of the first date of competition (if before the first day of school). It shall not, however, extend over more than three (3) football games, (8) soccer games, (5) Volleyball meets, (4) cross country meets, (5) golf meets, and (5) tennis meets, and (5) swim meets.

- The student-athlete will be allowed to practice but not compete with the team during this time of ineligibility.
- The student-athlete will be allowed to participate in a scrimmage with the team during this time of ineligibility.

### **Winter / Spring Sports**

Ineligibility extends the lesser of 15 school days or 21 calendar days from the date grades are distributed to students.

- The student-athlete will be allowed to practice but not compete with the team during this time of ineligibility.



- The student-athlete will be allowed to participate in a scrimmage with the team during this time of ineligibility.

### **Payment**

Payments made in advance for participation may not be refunded and you may be obligated to pay any remaining balance due in the event the student becomes ineligible for participation in an event/or sport. Students will not be allowed to participate in events that occur during periods of ineligibility despite having paid fees for participation that are non-refundable. A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

### **Incompletes**

Participants who receive one or more grades of incomplete will be ineligible for participation until they document that all incomplete work has been completed and that he/she is passing all courses. The school will provide a form that the student will complete and give to his/her advisor, coach, or director.

### **Withdrawals**

There is no penalty for receiving a grade of WD-P (Withdrawal/Pass). Students who withdraw from a class and are receiving WD-F (Withdrawal/Fail) will be ineligible for 15 days or 21 days from date of withdrawal.

### **School Attendance**

Unless an absence has been pre-arranged (doctor/dental appointments, etc.), a student must be in school for the entire school day to participate in practice, rehearsals, club activities or athletic contests, etc. on that given day. Additionally, a student who has an unexcused absence on a Friday may not participate in a scheduled weekend event.

Students who develop a pattern of tardiness will not be eligible to participate in the next athletic contest or club activity, etc. This pattern is described as every fourth reported tardy in a semester.

It is the responsibility of the parent/guardian to notify the Monona Grove High School attendance office at (316-1393) either on or before 10:00 A.M. of the day that a student will be absent from school due to an appointment. Failure to do so will result in a student being restricted from participation that day. A student may not be excused from any part of the school day retroactively (after 10:00 A.M. the day of the absence) by anyone for athletic participation purposes.

### **CODE OF CONDUCT**

The code of conduct shall be in effect twelve (12) months of the year.

The Activities Director has the responsibility to interpret the code rules to make a reasoned judgment in the event that an incident is not clearly covered or is not mentioned in the code.

Students desiring to be eligible for participation in offerings during their 9<sup>th</sup> grade year will be encouraged to sign the code of conduct when completing their 9<sup>th</sup> grade orientation.

### **Violations**

Penalties for major violations are cumulative within category and increased penalties are imposed for multiple offenses. Minor penalties are cumulative within category and increased penalties are imposed for multiple offenses. Minor violations are not cumulative with major penalties.

Any student involved in athletics or activities that is convicted of a felony, will be suspended from participation (practice and competition/performance) for a minimum of (1) calendar year. Restriction from participation shall be effective from the date of the violation.

## **BEHAVIOR EXPECTATIONS**

Students and staff at Monona Grove High School come from diverse cultures and racial backgrounds. Each individual has the right to be treated with respect and understanding, regardless of race, color, gender, religion, ethnic background, handicap, creed, mental status, sexual orientation, or physical, mental, emotional, or learning disability. Incidents of bias or discrimination cannot be tolerated in a school system which seeks to promote harmony, mutual understanding, and respect for every individual. Students should understand that insensitivity should be avoided whether it be verbal, written, or physical. The administration and staff will respond to situations of insensitivity with a range of consequences listed in the "Code of Conduct and Rules" section of this handbook

### **PUPIL HARASSMENT**

The Monona Grove School District will not tolerate any form of pupil harassment and will take all necessary and appropriate action to eliminate it, including expulsion from the school district. It is the desire of the Monona Grove School District to maintain and ensure an environment free of intimidation, hostility, or any form of harassment.

Pupil harassment refers to behavior toward pupils based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive environment. Harassment can be verbal, nonverbal, and/or involve physical contact.

### **WHAT TO DO IF HARRASSED**

Students should remain calm and be direct with the offensive person. Students should let responses be known promptly by telling the offender that his/her activities are unwelcome and should stop. If the behavior continues, the offender's name should be reported to the Assistant Principal or Dean of Students, and students should be prepared to give all the facts surrounding the incident(s).

### **BUS EXPECTATIONS**

In cases when a student fails to conduct him/herself properly, the bus driver notifies an administrator at the student's school of the misconduct. Where continuing or extremely serious problems exist, the student's bus-riding privileges may be suspended. The following rule applies to any school-sponsored transportation by bus:

#### **Loading/Unloading**

1. Students shall ride on their assigned buses.
2. Students shall get on and off the bus at their assigned stop for am/pm routes.
3. Riders are expected at the bus pick-up point five minutes prior to the schedule pick-up time and shall help keep the bus on schedule. The bus will stop only if the students are at the designated pick-up point.
4. Riders should stay off the roadway at all times as well as practice safe and courteous behaviors to other riders and to passerby's vehicles while waiting for the bus. Students shall walk on sidewalks and if no sidewalk is available the student shall walk on the side of the road facing traffic to get to the bus stop.
5. Riders should wait until the bus has come to a complete stop and the driver has signaled them before moving towards the bus. The riders should be in single file before entering the bus. If children must cross the roadway to get to the bus, they may cross the road only after the bus driver

has signaled that it is safe to cross.

6. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving the signal from the driver, riders may cross the road. Riders should cross the road 10 feet in front of the bus so that the driver can see them cross and for other safety reasons. Riders should be alert to the danger signal, a steady blast of the horn, from the driver. Should that danger signal be sounded, the students should return to curbside (the right hand side/door side of the bus).
7. Students shall be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.
8. Guest ridership is prohibited.

### **Conduct While on the Bus**

1. Students shall respect and follow the direction of the driver. All school rules apply on the bus.
2. Students shall assist in keeping the bus safe and sanitary at all times.
3. Students shall sit and remain seated while the bus is in motion. If applicable, students will be seated in their assigned seats.
4. Students shall not throw anything inside the bus or out of the bus windows and should keep hands and head inside the bus at all times.
5. Students shall never tamper with the bus or any of its equipment. Damage shall be paid for by the offender.
6. Riders should keep the volume of their talking and laughing at conversational levels. Loudness and unnecessary confusion could divert the driver's attention and result in an accident. When approaching a railroad crossing stop, riders shall remain silent.
7. Students shall remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
8. Transporting animals or glass articles, are prohibited.
9. Transporting rollerblades, skates, scooters or skateboards are prohibited, unless fully enclosed in a backpack.
10. Students shall keep personal items out of the aisles.
11. Disrespectful, obscene or vulgar language and gestures are not allowed.
12. Food or beverages are not to be consumed on the bus, and use of tobacco is prohibited.
13. Students on trips must respect the instructions of the chaperones who have been appointed by school officials to accompany the bus drivers.

### **Disciplinary Procedures**

Since safety is a prime concern, appropriate behavior is the expectation. Students not following expectations shall be subject to disciplinary procedures which may include: written warning, student conference, parent conference, restorative practices, suspension of riding privileges, suspension in school, suspension out of school, law enforcement referral, expulsion, other .

### **LOITERING**

Students are not to be in the halls except before school, during the passing periods, during lunch, or after school. Students are not to loiter in the halls, the Student Services Office, the Attendance Office, or the Main Office. Failure to report to the appropriately assigned room will result in an in school truancy. Students not under the supervision of a coach/advisor need to be out of the building by 3:45 P.M. each day.

### **PUBLIC DISPLAYS OF AFFECTION**

Excessive demonstrations of affection are inappropriate on school grounds and at any school-sponsored activity. They are a distraction from an educational setting. First time violators will be asked to discontinue such displays. Repeated violators will be referred to administration for discipli-

nary action up to and including suspension.

## **STUDENT ATTENDANCE AT AFTER SCHOOL OR EVENING EVENTS**

All school policies are in effect during after school or evening events (i.e. athletic, music, drama, dance). No student will be allowed to reenter any school event after he/she has once left the building or arena. The student's ID will be necessary in order to enter each of these events.

## **DANCE RULES AND PROCEDURES**

The following dance rules and procedures were developed jointly by the administration and a committee of Student Council representatives:

1. Students who plan to attend a dance must agree to the following procedures:
  - a. Purses will be opened by the owner and contents shown to teachers.
  - b. Any contents of coat pockets and pant pockets shall be shown to teachers.
  - c. Anything suspicious looking must be explained.
  - d. Any student not agreeing to this check at the door will not be allowed to enter.
  - e. This check will also be in effect for any guests brought to the dance.
  - f. The student must present the student ID upon request. Unauthorized people will be asked to leave the premises.
  - g. All non-Monona Grove High School students attending a dance must be approved prior to the dance by administration, or they will not be allowed to enter.
2. After this initial check at the door, students will move on to the next table and pay admission. Another visual check will be made for students who might be under the influence.
3. If a student is caught consuming, having consumed, possessing, or harboring drugs and/or alcohol, he/she will be dealt with through normal school rules and procedures. Parents will be notified. In addition, the student in question will not be allowed to attend any school dances for one calendar year (including Homecoming and Prom).

Regarding the above behavior, a guest of a Monona Grove student is expected to follow the same standards. Not doing so will result in the Monona Grove student losing the privilege of bringing a guest to any future dances or activities.

## **MONONA GROVE HIGH SCHOOL CODE OF CONDUCT AND DISCIPLINE POLICY**

In order to establish the opportunity for learning, which is a responsibility and a privilege, it is necessary to take corrective action when disruptive or inappropriate\* behavior occurs.

\*Including tardiness and absenteeism

### **RESPONSIBILITIES & RIGHTS**

**School personnel have the responsibility to accomplish the following:**

1. provide classroom guidelines, regulations, and expectations for students;
2. prepare and implement lesson plans and learning activities which provide an effective educational program for each student;
3. respect students, parents, fellow staff;
4. deal with discipline problems reasonably, fairly, patiently, and unprovoked;
5. serve as appropriate role models for the students, in accordance with the standards of the profession;
6. notify parents of the student's progress and any significant changes in achievement and/or behavior; and
7. participate in helping identify and resolving school-related concerns.

**Administrators and teachers have the responsibility to do the following:**

1. ensure that the rights of students and teachers are protected;
2. establish guidelines for student discipline; and
3. establish and maintain a positive school climate which provides frequent, realistic opportunities for students, staff, and parents to participate in the identification and resolution of school-related concerns.

**Students have the responsibility to do the following:**

1. obey all school rules;
2. obey city, state, and federal laws;
3. respect the rights of fellow students and school personnel;
4. be punctual and attend school regularly;
5. follow the educational process;
6. attain the best possible level of academic achievement;
7. respect authority both in school and at school-sponsored activities;
8. be responsible for their own actions;
9. conduct themselves in each class in ways that contribute to the learning environment in a positive manner;
10. seek counseling for personal and educational problems;
11. read and obtain an understanding of all rules of behavior regulating their conduct in the school environment.

**Staff and students have the right to expect the following:**

1. a well balanced, appropriate educational program;
2. freedom from physical and verbal threats;
3. freedom from physical and verbal harassment;
4. use of school facilities and programs according to established school regulations and procedures;
5. personal property free from theft or damage.
6. courteous behavior from students, parents, and school personnel;
7. Determination of his/her own dress that is not distracting, inappropriate, or indecent as noted in school guidelines;
8. confidential help regarding drugs or alcohol;
9. formation, holding, and expression of opinions and beliefs which do not disrupt the normal operation of the school;
10. due process in the application of the rules and regulations of the school; and
11. a classroom and school climate conducive to learning.

**POLICIES AND PROCEDURES**

All students and parents should read and be familiar with the handbook and discipline policy. The development of responsible behavior and self-discipline among students occurs at two levels within a school. Since students spend the greatest amount of time during the school day in the classroom, classroom teachers must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully planned approach to classroom discipline and administer it with a sense of fairness and consistency.

At other times, disciplinary problems occur which are beyond the usual scope of the classroom teacher's primary area of responsibility (i.e., between classes, lunch time, before and after school) or are serious enough to require referral to a principal. Through administration of the school-wide disci-  
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pline program, the principal and the assistant principals set the tone for acceptable behavior throughout the school and campus. The program must be operated from a carefully developed set of rules and consequences and must ensure fair treatment, consistency, and due process.

**Definitions of the consequences of misbehavior follow:**

Suspension is the act of prohibiting a pupil from attending classes (generally for a period of no more than five (5) school days).

Saturday School is where students are assigned when they miss a previously assigned detention or for other infractions as determined by a school administrator. Students serving Saturday School will attend from 9 A.M. -12 P.M. in a designated area on their assigned Saturday. Failure to serve an assigned Saturday School will result in an Out of School Suspension for two days. The two-day suspension may be reduced to one day if the parent attends a re-admittance meeting before school begins on Tuesday.

Out of School Suspension (OSS) is a suspension served away from the school building and grounds. Students serving OSS are the complete responsibility of their parents during this time.

Administrative probation is given to students who habitually violate the same type of rule or advance to step 8. Students may be placed on administrative probation after all resources have been attempted. Administrative probation is given in lieu of a referral to the school board for an expulsion hearing. The process would include a meeting with the student, the student's parents, a school administrator, and the superintendent in which a behavioral contract with specific behavioral expectations would be established. Failure to fulfill the contract may result in a referral for expulsion.

Expulsion is an action taken by the school board to prohibit an enrolled pupil from further attendance. A student may be expelled from school for: (s.120.13)

- A. Repeated failure to follow school rules.
- B. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
- C. Conduct while at school or while under the supervision of a school authority that endangers the property, health, or safety of others.

**School and Campus Discipline are governed by the Step System**

When incidents occur outside of the classroom, when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incidents shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two (2) factors:

- 1. the seriousness of the offense and
- 2. the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences (the Step System) has been adopted. A student who is referred for violating a rule contained within this code may receive the consequence that corresponds to the entry level step for that offense. With each successive referral the student may be advanced up the Step System one or more step(s) depending upon the seriousness of the infraction.

Educational Component to Step System: Some violations may result in a student being required to do additional assignments that have a direct correlation to the inappropriate behavior exhibited (i.e., harassment, alcohol/drugs, weapons). These violations are indicated by an (\*). The minimum disciplinary consequences for each step are in the following list:

- Step 1: conference with a principal and notification of a parent by telephone or mail,
- Step 2: after school detention of one or two hours to be determined by the assistant principal and notification of parent by phone or mail,
- Step 3: four (4) hours after school detention and notification and invitation to parents for a conference by phone or mail,

Step 4: Saturday School assignment,

Step 5: Out of school suspension of one (1) or more days and notification of parent by phone or mail,

Step 6: three to five (3-5) day out of school suspension and reentry conference with parent,

Step 7: five (5) day out of school suspension mandatory and parental conference required with discussion of future educational options (i.e., EEN referral and referral to other agencies),\* and

Step 8: ten (10) day out of school suspension pending expulsion hearing before the Board of Education.

**\*This conference must include the assistant principal and/or principal.**

### **Provisions for the Use of the Step System**

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation and the Step assigned will be maintained.
2. A parent or guardian will be notified in writing of all violations.
3. After a student has been placed on a Step, the next infraction may result in the student's being advanced to the next Step. Steps may be "jumped" if the infraction calls for a higher entry level Step. For example, a student who is on Step 1 and commits a Step 3 violation can be advanced to Step 3. Normally, a student will be advanced up the Step System with each successive violation; however, the principal may exercise discretion as to whether a student on Step 2 or over should be advanced for a very minor violation.
4. After a period of 15 school days without an additional infraction and with all detentions and suspensions served, the student will be removed from the Step System.
5. The principals shall be responsible for seeking assistance of counselors, teacher advisors, the school psychologist, the social worker, and other professionals to help students correct their behavioral problems.

### **AFTER SCHOOL DETENTION PROCEDURES**

Students will be assigned after school detention in accordance with the attendance policy and/or the Step Discipline System as defined in the Student Handbook. After school detentions will run for one (1) or two (2) hours depending on the infraction in Room 250. Students are allowed to do homework, and a silent atmosphere is required. Detentions must be served on the date they are assigned or a Saturday School may be issued. If assigned a detention, you may not practice or participate in an athletic, club, or co-curricular activity until the detention has been satisfactorily completed.

### **SATURDAY SCHOOL PROCEDURES**

Students will be assigned a Saturday School in accordance with the student discipline system or for repeated violations of the attendance and/or detention policy. Saturday school will begin at 9:00 A.M. SHARP and lasts until noon. Students must be in the assigned location by 9:00 A.M. or they will not be admitted and will be considered as not meeting the requirement. Students who do not fulfill their Saturday School requirement will be suspended out-of-school for the following school day. Students will be expected to have school work to work on. There will be no listening to headphones, sleeping, or talking during Saturday School.

### **SUSPENSION PROCEDURES**

1. Students serving out of school suspension are the total responsibility of their parent or guardian, and they are not permitted to be at school or on the school campus. Students may not attend extracurricular activities. Trespassing tickets will be issued.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except when it appears that the pupil will create an immediate and substantial danger to him/herself or to persons or property around the student.
3. Notice of the grounds for suspension, a brief statement of the facts, and length of suspension shall be given to the student at the time the suspension is made. Parents shall be notified of this infor-

mation by telephone whenever possible.

4. Mandatory out of school suspension may begin at any time at the discretion of the administrators. Parents will be notified.
5. Students serving any type of suspension or after school detention are ineligible to attend or participate in any extracurricular activity taking place on the date(s) they are actually serving the suspension. This includes a weekend or holiday if a day of suspension directly precedes and follows it. The student is not to be on the premises if suspended out of school.

## **UNACCEPTABLE BEHAVIOR**

Disciplinary action may be taken as a result of any behavior which is disruptive or which violates the rights of others. Rules and guidelines have been established for all curricular and extracurricular activities in order to create a favorable educational environment. Wisconsin state statutes permit the suspension of students (s.120.13(1)(b)). The following may result in suspension and other disciplinary action which may involve the Monona Police Department if necessary. In addition, the administration may recommend expulsion.

**IGNORANCE OF RULES DOES NOT EXCUSE VIOLATION.** The administration retains the right to deal with any action not covered by these rules. Administrators may vary from the discipline offense procedures whenever the act deems necessary.

## **DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

(When there is an "s" followed by a number, a Wisconsin State Statute is referenced.)

### **A. School Attendance**

**Right:** Within the Monona Grove School District, all students who are under the age of 21 are entitled to a free public education through the twelfth grade.

**Responsibility:** Students are to attend school on a regular basis.

**Policy:** Students will attend school (all classes, assemblies, required meetings) unless properly excused by a parent (or guardian) and principal as explained in the High School Attendance Policy. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by an administrator or designee. Students are to begin serving detentions assigned by a principal the following day.

A-1 An *Unexcused Absence* is being absent from classes or all of a school day without parental or administrative permission. Truancy is an absence without a valid excuse. Steps: 1-3.

A-2 An *Unauthorized Leaving of Campus* is leaving campus without permission of administrator or designee and failure to follow procedures is an infraction. Step: 3.

A-3 An *In-School Truancy* occurs when a student is not in the appropriate classroom, IMC, or Resource Center. Step: 3.

A-4 Excessive tardiness is unacceptable.

### **B. Student/Student Relationships**

**Right:** Each student has the right to attend school and school activities without fear of threats against his or her feelings, property, and physical well-being.

**Responsibility:** Each student shall respect the feelings, property, and physical well-being of other students and staff.

**Policy:** Students will refrain from physical and verbal abuse directed at other students and any damage or theft of the property of a fellow student.

B-1 *Horseplay* is a disruption. Step: 1

B-2 *Disrespect* is to insult, call derogatory names, use obscenity toward, dishonor, or in any other manner abuse any member of the student body. Abusive Language directed at any adult involved in the operation of the school is an offense (s947.01). Steps: 1-6 (\*)

B-3 *Endangering the health or safety of any adult or student by any means* carries consequenc-



es. Physically attacking any adult involved in the operation of the school is an offense (s940.19) Assault and Battery is a student's causing bodily harm to another by an act done with intent to cause bodily harm to that person; the offending student is guilty of a misdemeanor (s940.19). Steps: 2-6.

- B-4 *Theft* is stealing from another student or the school. Steps: 2-6. Special Provisions: Restitution is required through parental contact. Referral to police occurs when appropriate.
- B-5 *Fighting* is mutual combat in which both parties have contributed to the situation by verbal and/or physical action (s940.19). *Fighting* is the act involving hostile bodily contact in or on school property or en route to or from school, including any activity under sponsorship. Steps: 5-8 Special Provision: Referral to police occurs when appropriate.
- B-6 *Threatening or Intimidating Acts* are verbal or gestured acts which threaten the well-being, health, or safety of any student on school property or en route to or from school. Steps: 4-6(\*). Special Provisions: Slander/Libel - The statutes (s942.01) prohibit intentionally defaming another, whether a student or staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in his/her line of work. (\*) Slander will automatically be considered a Step 6 offense.
- B-7 A *Shake Down* is the act of extorting things of value from a person in the school. Steps: 5-6. Special Provisions: Referral to police occurs when appropriate.
- B-8 *Property Damage* is destruction of another's or staff's property. Steps: 5-6. Special Provisions: Restitution is required through parent contact. Referral to police occurs when appropriate.
- B-9 A *Physical Attack* is the act of physically battering or in some manner attempting to injure any student on school property or en route to or from school or at any school sponsored activities. Steps: 7-8. Special Provisions: Referral to police occurs when appropriate.
- B-10 Slander/libel is covered in the statutes (s942.01) which prohibit intentionally defaming another, whether a student or staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in his/her line of work.

### C. Student/Staff Relationships

- Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free and responsible inquiry and expression while being mindful of the responsibilities listed below.
- Responsibility: Students have the responsibility to respect authority, feelings, physical well-being, and property of members of the school staff.
- Policy: Students shall refrain from disobedience, insubordination, disrespect, threats, or attacks directed at members of the school staff, and damages to or thefts of property belonging to school staff members. Disorderly conduct consists of students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance; offending students are guilty of disorderly conduct (s947.01).
- C-1 *Insubordination* is the willful failure to respond or carry out a reasonable order or request by authorized school personnel. It is the refusal to follow school rules and the direction of an adult engaged in the operation of the school. Steps: 2-6.
- C-2 *Failure to Report to the Office When Sent from a Classroom* is an infraction. Steps: 3-4.
- C-3 *Failure to Serve Teacher Assigned Detention* is an infraction. Step: 3.
- C-4 *Disrespect for the Property of a Member of the School Staff* is an infraction.
- C-4a *Damage*. Steps: 4-6. Special Provisions: Repair or restitution is required through parental contact at discretion of administration. Referral to police occurs when appropriate.
- C-4b *Theft*. Steps: 4-6. Special Provisions: Referral to police occurs when appropriate. Restitution is required through parental contact.
- C-5 *Disrespect* is to insult, call derogatory names, dishonor, sexually harass, make gestures, or in any other manner abuse any member of the school staff. Steps: 5-7. (\*)
- C-6 *Threatening or intimidating acts* are verbal or gestured acts which threaten the well-being,

health, or safety of any member of the school staff. Step: 8. Special Provisions: Notification of police when appropriate.

C-7 A *Physical Attack* is the act of physically assaulting any member of the school staff on school property at any activity under school sponsorship or en route to and from school. Step: 8. Special Provisions: Notification of police is definite. (\*)

#### **D. School Property**

Right: Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment.

Responsibility: Each student is to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft, and abuse of the school property buildings and grounds are prohibited.

It is a student's responsibility to keep his/her locker clean. Even if he/she is not responsible for writing on his/her lockers, it is his/her responsibility to clean it off. He/she should inform the office staff of any incident.

D-1 *Littering* is an infraction. Steps: 1-3. Special Provisions: Assignment to work detail may be given.

D-2 *Vandalism* is the act of willful destruction of public property. Vandalism is intentionally causing damage to or defacing school premises or property or willful damage to property of staff members and others (s943.01).

D-2a *Abuse of printed material or AV materials* is an infraction. Steps: 2-5. Special Provisions: Restitution is required.

D-2b *Defacing* is damage requiring cleaning or repair. Steps: 3-8. Special Provisions: Restitution is required.

D-2c *Destruction* is to render unusable. Steps: 5-8. Special Provisions: Restitution is required through parental contact and police referral.

D-3 *Theft* or possession of stolen property is an offense.

D-3a *Minor theft* is not serious enough to be reported to the police. Steps: 3-5. Special Provisions: Restitution is required through parental contact.

D-3b *Major theft* is considerable enough to be reported to the police. Steps: 5-8. Special Provisions: Restitution is required through parental and police contact.

#### **E. Protection of the Public Safety**

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

Policy: The infractions listed below and any other act that poses a threat to the health and safety of students and/or staff are strictly prohibited.

E-1 *Improper Use of Motor Vehicles* involves the following:

E-1a *Entering parked cars during school day.* Occupying a parked vehicle in the parking lot, road or perimeter road between the campus hours of 7:55 A.M. and 3:13 P.M. except during lunch is prohibited. Step: 1.

E-1b *Parking in unauthorized areas or improper parking.* Steps: 2-5. Special Provisions: Referral to police when appropriate.

E-1c *Unauthorized driving during school day.* Steps: 3-6.

E-1d *Reckless driving on or around campus.* Driving recklessly or imprudently on school property is an offense (s941.01). Steps: 4-5. Special Provisions: Report to police and parental contact occur

when appropriate. Parking privileges revoked.

E-2 *Fire* is covered below:

E-2a *Unauthorized use of matches, lighters, or other flammable devices.* Steps: 5-6.

E-2b *Arson* is the willful and malicious burning of/or attempt to burn any part of any property of the school or of its staff and students. Step: 8.

E-3 *Detonation or Possession of firecrackers or other nuisance devices* are prohibited. Steps: 6-8. Special Provisions: Referral to police occurs when appropriate.

E-4 *False Alarms* or bomb threats made to the school or to a school-sponsored event are a felony (s941.13/s947.015).

E-4a *The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.* Steps: 7-8. Special Provisions: Referral to police is definite.

E-4b *Bomb threats.* Step: 8. Special Provisions: Referral to police is definite.

E-5 *Weapons* in school or school activities are prohibited. Possessing, concealing, or storing a weapon on one's person, in a locker, vehicle, or anywhere on the premises is an offense (s941.20) (s948.61) (s948.605).

E-5a *Possession of a weapon.* Selling, distribution, possession or use of firearms, weapons, air-powered weapons, firecrackers, smoke bombs or any form of fireworks in school, on school grounds or at school sponsored events is an offense (s941.20/s948.605/s948.61). Steps: 7-8. Special Provisions: Referral to police is definite. Follow weapons policy.

E-5b *Threats involving a weapon.* Step: 8. Special Provisions: Referral to police is definite. Follow weapons policy.

E-5c *Use of a weapon.* Step: 8. Special Provisions: Referral to police and parental contact are definite in all instances. Follow weapons policy.

## **F. Alcohol, Tobacco, and Drugs**

**Right:** Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

**Responsibility:** Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

**Policy:** The use or sale of any illicit non-prescription drugs, alcoholic beverages, or tobacco is prohibited on school grounds and at or before school-sponsored activities.

F-1 *Tobacco:* (\*) All smoking possession and use of all tobacco products is prohibited by state law (s120.12(19)) and school policy on school grounds, in school buildings, or at school functions. Steps: 4-6. Special Provisions: Any use or possession of tobacco products or paraphernalia on premises owned or rented by or under the control of a School Board shall be considered disorderly conduct and prohibited. Violation of this ordinance will result in a citation in which the students could be fined according to the following:

F-2 *Alcohol and Drugs -* (\*) All possession and use of illegal drugs, alcohol, or look-alike drugs constitutes grounds for recommendation of expulsion (s125.01)

F-2a Possession of alcohol or drug paraphernalia. Step: 7. Referral to police is definite.

F-2b *Noticeably under the influence of alcohol or drugs as indicated by obvious behavior and mood changes and/or the smell of substance on the person.* Steps: 7-8. Special Provisions: Follow district alcohol/drug policy. Notify the police and parents in all instances.

F-2c *Possession of alcohol and/or drugs or look alike.* Step: 7-8. Special Provisions: Full day out of school suspension is definite. Follow district alcohol/drug policy. Notify police.

F-2d *Selling or transmitting alcohol or drugs.* Step: 8. Special Provisions: Five (5) day out of school suspension is definite. Follow district alcohol/drug policy. Notify police.

## G. Other Disciplinary Infractions

- G-1 *Removal from class for violation of classroom behavioral rules.* Disruptive behavior consists of actions in the classroom, halls, or at school events which interfere with effective operations of the school. Step: 2-5. Special Provisions: 1. All staff must develop, distribute, and display reasonable classroom rules. 2. Rules will be submitted to administration for approval. 3. Student may return to class after teacher or administrator/student conference. 4. Students may be permanently removed from a class by the administration for gross and/or repeated violation of classroom behavioral rules. If this occurs, students will receive an "F" grade; and parents will be notified.
- G-2 *Disruption of School Events, Games, Meetings and Assemblies* is a serious matter. Steps: 2-6. Special Provisions: Removal from event is ensured and possible exclusion from other events recommended.
- G-3 *Cheating* is the attempt to advance a student's or another student's performance in an unfair and deceitful manner. Special Provisions: Grade will be affected. The results are as follows:
- G-3a *In class.* Step: 5. "F" grade on task.
- G-3b *Outside of class* (tampering with grade books, tests, or copying.) Steps: 5-7.
- G-4 For *Inappropriate Attire*, see Handbook for further description. Steps: 1-5. Special Provisions: A student will be asked to remove or change inappropriate clothing.
- G-5 *Possession of Communication Device.* Steps: 1-4. Special Provisions: Parents must come to school to reclaim possession of the device after the second offense.
- G-6 *Forgery* is unacceptable. Deceiving school authorities by forging passes, excuses, phone calls, etc. is a violation. Step: 4 (for each forgery). Special Provisions: After school detention is given for each hour missed.
- G-7 *Harassment.* Harassment involves a person who strikes, shoves, kicks, or has other physical contact or threatens to do the same (s947.013). Steps: 1-8. Behavior toward pupils or staff based, in whole or in part, on sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, or emotional, or learning disability which substantially interferes with a person's school performance or creates an intimidating, hostile, or offensive environment. Harassment can be verbal, non-verbal, and/or involve physical contact.
- G-8 *Public Displays of Affection* are inappropriate. Steps 1-4
- G-9 *Sexual Harassment.* Unwelcome sexual advances, requests for sexual behaviors, and other verbal or physical conduct of a sexual nature. Steps 1-8.
- G-10 Trespassing is physically present on a school campus or at a school activity after being requested to leave by school principal or other person lawfully responsible for the control of said premises (s.943.14). This includes students who are suspended.
- G-11 Student attire includes the manner of dress or personal grooming which is deemed inappropriate. Headwear, caps or bandannas, are not to be worn during the school day. They are an outdoor covering and are not necessary inside the school.
- G-12 Eating and/or drinking outside the cafeteria/commons is prohibited.
- G-13 Card playing or gambling is unacceptable.

## STUDENT HARASSMENT

Board Policy 411.1 The Monona Grove School District is committed to providing a healthy learning and working environment within the MGSD environment. Therefore, harassment within the MGSD environment including bullying, hazing and/or intimidation will not be tolerated, including but not limited to harassment on the basis of race, sex, color, creed, religion, ancestry, national origin, handicap, physical, mental, emotional or learning disability, arrest or conviction record, pregnancy, marital status, parental status, sexual orientation, homeless status, membership in the military service or other

characteristics protected by law. This includes sexual harassment and electronically transmitted acts of harassment which directly affect the school environment.

This policy applies to MGSD students. All of whom have an obligation to promote, monitor, and maintain a District-wide harassment-free learning and working environment.

Harassment of students in the school setting will not be tolerated by the Monona Grove School District. For purposes of this policy, "school setting" includes schools, school grounds, school buses, school-sponsored social events, trips, sports events, or similar school-sponsored events and functions and travel to and from school and/or school sponsored events.

The Monona Grove School District is committed to the prevention of harassing behavior and to redirect these behaviors in a manner that will provide intervention for both victims and instigators or perpetrators of harassment. Intervention may include professional development, counseling, classroom activities and instruction. School climate must discourage all harassment whether among students, staff, employees, administration or other community members.

## **DEFINITION**

### **Harassment**

Harassment is defined as any physical, verbal, or written conduct and/or electronic transmissions that interferes with a person's work or school performance, or that creates an intimidating, hostile, or offensive school or work environment. Actions that are deliberate, repeated, or if occurring only once, when sufficiently severe to interfere substantially with one's in school performance or to create an intimidating hostile in school environment will be considered harassment and will not be tolerated.

### **Sexual Harassment**

Sexual harassment is a form of harassment and it will not be tolerated. Sexual harassment includes unwelcome and unsolicited sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Sexual harassment also includes, but is not limited to, unwelcome sexual advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

No student within our school communities shall threaten or insinuate, either explicitly or implicitly, that a student's, employee's, applicant's or volunteer's refusal to submit to sexual advances will adversely affect the person's academic standing, employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career or educational development.

### **Bullying**

Bullying is another form of harassment and will not be tolerated. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or attacks on the property of another. It may include, but is not limited to, action such as verbal taunts, spreading rumors, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Bullying may include the use of a computer or other telecommunications such as PDA's, cell phones, and other electronic communication devices to send embarrassing, slanderous, threatening, or intimidating messages.

### **Hazing**

Hazing is defined as any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, or that results in property damage or theft, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in (collectively called "initiation activities"), or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District. Hazing is prohibited by the Monona Grove School District.

### **Dissemination of Policy**

This policy will be disseminated to students of MGSD.

### **False Accusations**

The Monona Grove School District prohibits any student from falsely accusing another. The consequences and appropriate remedial action for anyone found to have falsely accused another person of harassment or bullying will be processed in accordance with district policies, procedures, and agreements.

### **Retaliation Prohibited**

The District prohibits retaliation against anyone who reports an incident of harassment, files a complaint of harassment or assists in an investigation. Students who retaliate shall be subject to discipline.

The school staff or administrator will support students making such reports and protect against any potential retaliation for making such a report.

Additional procedures for Harassment Reporting, Complaint, Investigation and Discipline processes are delineated in the Administrative Rule 114 Student Harassment.

### **NON-DISCRIMINATION POLICY**

It is the policy of the Monona Grove Public Schools that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, Wis. Stats. and P19. This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).