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2023-2024 MONROE HIGH SCHOOL STUDENT HANDBOOK

WELCOME TO THE MONROE HIGH SCHOOL

The policies and procedures in this document, commonly referred to as the student handbook, are in effect for all students of Monroe High School. These are some, but not all, of the expectations for our students. During the school year it may be necessary to make changes to policies and procedures on an as-needed basis.

MHS SCHOOL SONGS

Here's to Monroe High School

Here's to Monroe High School
Crimson and white
Here's to our fellows
Fight with all your might.
Cheer them on to victory
With this glad song.
Let's give a U-RAH-RAH
To help them along.

Alma Mater

Monroe High School, Monroe High School
Heed our parting song
Honor, truth and joy attend thee
We have loved thee long.
Monroe High School, Monroe High School
Ever wise and true
Once again with grateful voices
We, our vows renew.

2023-2024 DATES TO REMEMBER

Friday, September 1	<i>Freshmen only</i> First day of classes	8 am
Tuesday, September 5	First day of classes for all other students	8 am
Wednesday, September 13	MHS Picture Day	All Day
Friday, September 22	Homecoming- Parade/ Football Game	2pm/7pm
Saturday, September 23	Homecoming Dance	7-10pm
Wednesday, October 18	Parent-Teacher Conferences	4-7 pm
Monday, November 27	No School- Teacher Inservice Day	
Friday, December 1	End of 1st Trimester	
December 25-January 1	Winter Break	
January 2, 2024	Classes Resume	
Wednesday, January 17	Parent-Teacher Conferences	4-7 pm
Wednesday, January 31	Course Information Night	5:30-7:30 pm
Friday, February 23	No School- Teacher Inservice Day	
Friday, March 1	End of 2nd Trimester	
March 25-29	Spring Break	
Tuesday, April 9	State Pre-ACT & ACT Testing (9-11 grades)	All Day
Wednesday, April 17	Parent-Teacher Conferences	4-7 pm
April 25-26	Fine Arts Festival	All Day
Saturday, May 4	Prom	7-11:00 pm
Wednesday, May 8	MHS Senior Awards Night	7-9 pm
Friday, May 10	MHS Day of Service	All Day
Friday, May 24	Graduation	6:00-8:00 pm
Friday, May 31	Last Day of School(Half Day)	Release at 11:31am



Annual Notifications

Attendance - Each student enrolled in district schools must be provided with a copy of the established school attendance policy. See chapter on Attendance. They also have the right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1) (d) of the state statutes.

Student Locker Searches - School lockers remain the property of the school and may for any reason at any time, without notice, be opened and inspected by school authorities or law enforcement officials at the request of school authorities. See section on Student Lockers. [See School District of Monroe Policy 5571](#); this policy is also located in the policy section at the end of this handbook.

Start New College Program - Information on this program is made available in the summer mailing sent to 9th, 10th and 11th grade students. More information may be obtained from school counselors.

Use or Possession of Personal Communication devices - [See School District of Monroe Policy 5136](#); this policy is also located in the policy section at the end of this handbook and page 28 in this handbook.

Title I Requirements - Parents are to be notified of their right to obtain information regarding:

(1) The professional qualifications of their child's classroom teachers, including the following: (a) whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught; (b) whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; and (c) the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

(2) The professional qualifications of paraprofessionals providing instructional-related services to their child.

Programs for English Language Learners - These programs are available in the district. Information for eligible students will be provided to families when the students are identified.

Human Growth and Development - Courses covering human growth and development issues are described at the high school level in the [MHS Program of Studies](#) book, and is available in printed format upon request.

Child Nutrition Programs - Information about and an application for free or reduced price meals/milk are included in the summer packet, mailed to each enrolled student and parent.

Recruiter and Higher Education Access to Students and Records - Districts receiving federal education funds are required to notify parents of secondary school students:

(1) That a secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and

(2) That the district must comply with such a request.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined above. Federal guidelines issued to implement this requirement states that if a school district does not designate student names, addresses and/or telephone listings as directory data it must still provide all three items to military recruiters and institutions of higher education upon request.



Monroe High School Schedules

Regular Schedule	
Period 0	6:40 to 7:47am (Optional)
Period 1	8:00 to 9:05am
Nutrition Break	9:05 to 9:13am
FLEX TIME	9:13 to 9:43am
Period 2	9:48 to 10:55am
Period 3A	Lunch 10:55 to 11:25am Class 11:30am to 12:36pm
Period 3B	Class 11:00 to 11:33am Lunch 11:33 am to 12:03pm Class 12:03 to 12:36pm
Period 3C	Class 11:00am to 12:06pm Lunch 12:06 to 12:36pm
Period 4	12:41 to 1:46pm
FLEX TIME	1:51 to 2:21pm
Period 5	2:25 to 3:31pm

Friday Schedule	
Period 0	6:40 to 7:47 (Optional)
Period1	8:00 to 8:46am
Homeroom	8:51 to 9:21am
Period 2	9:26 to 10:12am
Period 4	10:17 to 11:03am
Period 3A	Lunch 11:03 to 11:33am Class 11:38 am to 12:39pm
Period 3B	Class 11:08 to 11:39am Lunch 11:39 am to 12:09pm Class 12:09 pm to 12:39pm
Period 3C	Class 11:08 am to 12:09pm Lunch 12:09 to 12:39pm
Period 5	12:44 to 1:31pm

2-Hour Delay Schedule	
Period1	10:00 to 10:46am
FLEX/Homeroom	10:51 to 11:21am
Period 3A	Lunch 11:21 to 11:51am Class 11:56 to 12:57pm
Period 3B	Class 11:26 to 11:57pm Lunch 11:57 to 12:27pm Class 12:27 to 12:57pm
Period 3C	Class 11:26 to 12:27pm Lunch 12:27 to 12:57pm
Period 2	1:02 to 1:48pm
Period 4	1:53 to 2:39pm
Period 5	2:44 to 3:31pm



Academics

MINIMUM GRADUATION REQUIREMENTS (25 Credits)

English	4 Credits	Social Studies	3 Credits
Science	3 Credits	Math	3 Credits
P.E.	1.5 Credits	Health	.5 Credits
Financial Lit.	.5 Credits	Electives	9.5 Credits

Students are required to enroll in a minimum of **3** contact hours of class per trimester. "Class" does include work experience, internships and youth apprenticeship.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5460 - Graduation Requirements

M.H.S. GRADING PERIODS:

Report cards will be issued every twelve weeks/Trimester. Trimester grades will be recorded on the cards. It should be understood that any course dropped after three (3) days will result in failure of that class for the trimester, unless otherwise approved by administration. Report cards are available within ten (10) school days after a grading period.

FAMILY ACCESS:

Family Access is a web-based program allowing parents to have access to their students' school related information. The purpose of providing this information is to foster communication between parents and students regarding attendance, grading, food service balances, schedules, health records and student demographic information. Parents, who wish to access this online information must complete a training program, which is available as a video at www.monroeschools.com. After this training is completed, a username and password will be issued to the parent. It should be noted that the grading component of Family Access will not be available during the last week of a quarter and the first week of the new quarter in order for grades to be compiled and processed.

ACADEMIC INTEGRITY:

Monroe High School promotes and expects ethical behavior from all members of the school community. Honesty and integrity are valued at MHS in all of our classrooms, programs and activities. Dishonest and unethical behavior, such as plagiarism, lying, or cheating, will not be tolerated at any time by anyone. Please note that MHS may use software programs to check the authenticity of papers submitted to teachers.

Cheating is defined as:

- A. Copying someone else's work, such as an assignment, quiz, or test, or parts thereof, and submitting it as one's own work dissemination of test questions or test materials
- B. Allowing another student to copy your work or giving answers to another student by any means
- C. Utilizing aids, such as notes, crib sheets or electronic media (tablets, i-pods, cell phones, programmable calculators, etc.) to assist in the completion of a quiz or test or parts thereof when such aids are not specifically authorized by the teacher
- D. Copying source material or not crediting sources (plagiarism) in an attempt to present another's work as one's own on any assignment, including research papers or by cutting and pasting other people's work from internet sources
- E. Doing work for someone else or allowing another to do your work
- F. Working together when instructed that the assignment should be an individual effort. The following guidelines should be used in instances of cheating and will be in effect for the entire school year:



First incident in any class during the school year:

- the teacher speaks with the student
- a SWIS referral form is submitted
- a detention is issued by the office
- the teacher contacts the parents
- the lowest allowable grade is given on the assignment, and the assignment must be completed to the teacher's satisfaction for no additional credit

Second incident in any class during the school year:

- the teacher speaks with the student
- a SWIS referral form is submitted
- a half day of in-school study (suspension) will be issued
- the teacher contacts the parents
- the lowest allowable grade is given on the assignment, and the assignment must be completed to the teacher's satisfaction for no additional credit
- immediate revocation of a student's Responsibility Pass (RP) for the remainder of the quarter plus one additional quarter

Third and subsequent incidents in any class during the school year:

- the teacher speaks with the student
- a SWIS referral form is submitted
- an out-of-school suspension will be issued
- the teacher contacts the parents
- the lowest allowable grade is given on the assignment, and the assignment must be completed to the teacher's satisfaction for no additional credit
- immediate revocation of a student's Responsibility Pass (RP) for the remainder of the quarter plus one additional semester
- the student may be dropped from the class without credit if a third incident involves repeat offenses in the same class

In any of the above cases, additional consequences may apply based on the circumstances of the event.

****Student Athletes and students involved in MHS activities will incur other penalties, including but not limited to, sitting out contests, practices, and events. Please refer to the MHS Activities Handbook for specific information regarding this.**



Grading and Assessment Guidelines

The School District of Monroe is striving to raise the level of student achievement to reach the end goal of raising the overall achievement level of our students as assessed by the accountability measures of state required assessments. To do this we are working to raise the level of expectations and learning in each of our classes by becoming very clear and consistent with what we want our students to learn and be able to do AND what evidence they will show us to prove they have achieved a level of proficiency in these skills and standards.

This is a work in progress, meaning that there will be some differences in how work in classes will be assessed and reported. Teachers will provide information prior to classes starting about how student work will be assessed and reported and will work to inform students and families of their progress throughout the class. If you ever have any questions or concerns about your, or your student's progress, please contact your teachers.

Students who are in courses that continue to use the traditional grading system will follow the grading and assessment guidelines listed below:

School District of Monroe Grading & Assessment Guidelines 2023-2024 School Year

The K-12 Grading & Assessment Committee has worked to establish consistent district guidelines for grading and assessing students based on educational research and best practice. The intent is to provide a framework for effective grading practices with the overall goal of supporting the learning process and encouraging student success. It should be noted that the quality of any grading guidelines and practices are directly dependent on the quality of formative and summative assessments used to measure learning. The guidelines are intended to articulate to all students, parents and guardians, and facilitate the implementation of a grading philosophy which is consistent with educational best practices and all other aspects of district teaching and learning practices.

Grades will measure an individual student's proficiency of content and standards. Letter grades will represent achievement only. Non-academic areas (effort, work habits, citizenship, behavior, personal/social growth) are reported and evaluated separately. Grades WILL NOT be used as a punishment.

Summative and Formative Assessments:

How the results are used is what determines whether the assessment is formative or summative.

Formative Assessment – Assessment “for” and to “improve” Learning!

The purpose of formative assessment is to enhance learning; not intended to assign grades. The focus should be on the process and the next steps for learning. Formative assessments are considered part of instruction and should be used to adapt teaching to meet students' needs as well as provide opportunities for students to self-assess and monitor their own work. Formative assessments should help teachers monitor their students' progress and modify instruction accordingly.

Examples of Formative Assessment (practice):

Pretests IPPs (Individual Profiles of Progress)
Observations Student Self-Assessment
Feedback/Response during instruction Homework Skill Practice
Checklists Anecdotal Records



Quiz Skill Practice
Running Records

How is formative assessment used?

It is ongoing and frequent and delivers information during the instructional process before the summative assessment.

How is homework approached?

Homework should supplement, support, and extend learning through home-related activities; therefore, it is considered a form of formative assessment. All homework should be connected to the learning targets, content, skills, and standards for the particular class in which it is assigned. Homework should be connected to what has already been taught. The purpose of homework is for practice, checking for understanding, pre-learning or processing learned content.

A general rule of practice for an average elementary student homework amount is the **"10 minute rule"** - approximately 10 minutes of homework could be given per level per day, (3rd grade = 30 minutes total per day). At the middle level approximately 10-15 minutes per class is the average, and at the high school about 15-20 minutes per class.

*If students are taking much longer than this, a conversation should take place with the teacher to determine what is causing the length of time spent on homework.

Summative Assessment – Assessment "of" or to "prove" Learning!

The purpose of summative assessment is accountability as part of the grading process and should happen *after* instruction and ample amount of student practice. The focus is on the product. Summative assessment is used as a means to determine, at a particular point in time, student learning as it relates to knowledge of targeted skills and standards as well as evidence of student achievement.

Examples of Summative Assessments (accountability):

Final Drafts Portfolios
End of Unit Assessments Quizzes
Culminating Projects District Writing Assessment (1-8)
Performance Assessments Chapter Tests
Labs (6-12) End-of-Trimester Exams (9-12)

How are Summative Assessments Used?

Summative assessment results are used to make some sort of judgment or measure the level of student, school or program success.

Summative Assessments and Final Exams are *REQUIRED*:

We believe that grades are only effective if the teacher has valid information from the students to use to assess their levels of learning. Therefore, it is required that students complete all summative assessments to receive a grade for the class. Without adequate evidence, a teacher cannot provide a valid assessment of the student's mastery of the content, and the student cannot pass the class.

Summative retakes/resubmissions

- Summative retakes and/or work resubmission can occur if all formative work is completed and submitted by the due dates.
- Rationale: Formative assessment is necessary to move learning forward. If students have not completed formative work to receive the necessary feedback, they will be unlikely to improve their performance.
- ***Students can take one retake per summative assessment.*** The most recent assessment results will be reported. In a unique or unusual circumstance (i.e. a lower assessment score) an additional retake opportunity may be provided at the teacher's discretion.
- Students must provide a valid attempt to do their best on each summative assessment and Final exams.



- Students are required to complete all assigned summative assessments in order to receive a letter grade for the class, for that grading period (quarter, trimester, or semester).
- If a student does not complete a summative assessment, then the student would receive a No Evidence (NE) for the class.

Extension Requests/Grace Passes

- Students must submit an extension request for a 'grace pass' on the due date of any assignment.
 - Grace pass timelines are determined at issuance and are at the discretion of the teacher.
 - Grace passes may not be used for an in-class assessment.
 - Students are allowed 2 extension requests per trimester per course which allows them to earn full credit for work turned in past the due date.
 - Rationale: Students, at times, miss due dates and should be allowed limited opportunities to request extensions.
 - Ideas: Make this a google doc (or google form to track data).
 - Scenario: A student has a family emergency but has used 2 grace passes, teachers are allowed the latitude to add a grace pass as well as the length of time it extends.
- **Grading Periods by buildings:**
 - o The middle school grades on Trimesters.
 - o The high school grades on Trimesters.
 - o The elementary grades on Semesters.

Grading Scale:

The following grading scale will be used district-wide.

A	100.00	92.50
A-	92.49	89.50
B+	89.49	86.50
B	86.49	82.50
B-	82.49	79.50
C+	79.49	76.50
C	76.49	72.50
C-	72.49	69.50
D+	69.49	66.50
D	66.49	62.50
D-	62.49	59.50
F	59.49	50.00
I	49.99	49.98
NE	49.97	0

Weighting:

Summative Assessments 80%

Formative Assessments 20%

*At the minimum, 2 summative assessments must be given per quarter/trimester

Incompletes/Late Work:

Organization and responsibility are very important in the learning process. Completing work on time is always a part of student learning; however, there are times where an incomplete will be given should a student not complete an assignment. Once a student completes the assignment, a grade will be given. Full credit will be given once it is turned in,



although the student may not receive feedback on their work as it is late. This allows skill achievement to be recorded, and the student's responsibility or lack thereof will be recorded in their citizenship grade.

Zeros:

The grading practice is that nothing between a 0 & 49.99 be given as a grade. Zeros create an inaccurate representation of achievement as well as being ineffective as a responsibility-creating mechanism. If a student refuses to do a summative assessment, the student will receive a No Evidence (NE) grade until the task is complete. If a formative assessment is not completed, the student will receive a 50%, the lowest "F".

The School District of Monroe recognizes that supporting student growth and success relies on feedback in the form of grades. The school district will establish a consistent framework of grading and assessment practices that support the learning process and student growth. This framework will develop, with input from various stakeholders, guidelines and communicate them to both students and staff.

Monroe High School Grading Guidelines

Due Dates and Feedback:

- Assigned student work will have a due date that is extremely important to the learning process
- Teachers should consider how quickly they can give feedback related to the due date. For example, short checks for understanding would likely not need extensive feedback and wouldn't be entered in the gradebook.
- Teachers will give timely feedback to students.
- Feedback should be provided to the student in time to correct misunderstandings, receive additional instruction and make other necessary adjustments to work prior to a summative assessment.
- Rationale: Feedback is key to learning. In order to provide feedback that corrects misunderstandings and advances learning prior to a summative assessment, teachers must receive work from students on time.

No Revision/No Feedback on late work:

- Students are unable to revise or resubmit work that is turned in past the due date.
- Students will not receive feedback on work that is turned in past the due date.
- Students are unable to submit formative work for credit after a summative assessment. These will be marked as NE. At the end of the unit, NE grades will become 50%.
- Scenario: If a student has not turned in an assignment, a comment, "No Longer Accepted" can be posted in Skyward, so parents and students know that the work may be completed but it will not increase grades.
- Rationale: Students cannot receive effective feedback to move learning forward if work is turned in past the due date.

TRIMESTER EXAMS:

A cumulative trimester exam may be given at the end of each trimester. Students must take the trimester exam to pass the course. Exceptions will be made for students able to exempt exams and extenuating circumstances. The trimester exam will count for no more than 10-20% of the trimester grade.

EXPLANATION OF CITIZENSHIP GRADING: (Responsibility Pass Grades)

Each instructor/staff member will use the following categories to develop class citizenship guidelines. Any or all of the following could be incorporated into the classroom citizenship grade description. Specifics of the classroom guidelines should be presented to students at the beginning of the course.



School District of Monroe Citizenship Grading Rubric



Respect and Responsibility grades are designed to determine the level at which students perform "Actions That Promote Learning". These skills go hand in hand with achievement. Our goal is to communicate not only the level of achievement to students, families, and educators, but also the skills that help them find success in school, at home, in the community, and in the workplace.

Trait	Description of Trait	4 Exceeds Expectations	3 Meets Expectations	2 Meets Some Expectations	1 Does Not Meet Expectations
Respect	<ul style="list-style-type: none"> • Listening skills • Following directions • Values others and their ideas or viewpoints • Interpersonal skills 	Always listens to others' views and ideas, follows directions, and/or values others without reminders.	Listens to others' views and ideas, follows directions, and/or values others with limited reminders.	Listens to others' views and ideas, follows directions, and/or values others with frequent reminders.	Rarely listens to others' views and ideas, follows directions, and/or values others.
Responsibility	<ul style="list-style-type: none"> • Uses organizational skills • Engagement and use of class time • Contributes to the classroom community • Contributes to the school community 	Always uses organizational skills, participates in class, and contributes to the school community without reminders.	Uses organizational skills, participates in class, and contributes to the school community with limited reminders.	Uses organizational skills, participates in class, and contributes to the school community with frequent reminders	Rarely uses organizational skills, participates in class, and contributes to the school community.

Responsibility Pass Program:

Purposes and Guidelines. The responsibility pass program is intended to reward those students whose citizenship grade reflects a tolerant, respectful and mature attitude by affording them:

1. An increased level of responsibility for juniors and seniors in their use of free time. It is intended that this program will help students develop a higher level of self-discipline through an extension of freedom and responsibility for the decisions regarding their own unscheduled time.
2. An opportunity to find positive avenues for career exploration during periods of unscheduled time which will afford individual student benefits.
3. Offer the opportunity for the student to use the different educational resources available in the community.
4. A program established as a privilege, not as a right.
5. During unscheduled time, to a maximum of one period per day, students who participate in the RP Program are given the freedom to:
 - a. Be self-directing in the use of unscheduled time.
 - b. Go directly to their planned destination, by the time the bell rings for the next period.
 - c. Use the LMC and M-Room as a study area.
 - d. Use the guidance center facilities without passes.



Participating students are expected to show corresponding responsibility by:

1. Setting an example for other students, particularly with regard to behavior patterns in a school and community atmosphere.
2. Following all general school regulations as specified in the student handbook.
3. Using good judgment in conducting themselves in the community and following all ordinances and regulations.
4. Using each area in an appropriate manner.
5. Participating in meetings about the RP Program and its evaluation.
6. Turning in the RP card voluntarily when the RP eligibility has been lost. The card is to be turned in within one week after privilege has been lost.

The Operational Guidelines of the Responsibility Pass program are as follows:

1. Citizenship (Responsibility) grades will be given every twelve week grading period (Trimester) by the student's teachers.
2. This pass is valid only if the student maintains at least a 3.0 or above Citizenship grade average. The 3rd Trimester citizenship grades of 10th grade year of 3.0 or better shall be used in determining the eligibility for an RP the first Trimester of the Junior year.
3. Students with an RP need to be to their intended destination by the time the bell rings to start class for the next period. (i.e. the LMC, M-Room, out of the building) Students are not allowed to roam the hallways using the RP.
4. Student's RP will be revoked for:
 - a. Unexcused absences
 - b. *Tardies that result in a detention being issued (4 or more in a trimester)*
 - c. *Any Office Discipline Referral (ODR)*
 - d. Students with incomplete work(Formative or Summative), that is not due to an excused absence
5. The student is responsible to abide by all school policies as listed in the student handbook or the RP may be revoked.
6. A student is not eligible for an RP if he/she receives a citizenship grade of 1 for the previous trimester.
7. Students owing fines or fees may not be eligible for an RP.
8. The RP may be revoked at any time due to school policy infractions or by parent request

TRIMESTER HONOR ROLL:

An honor roll is made up at the end of each trimester. Students will be identified in three categories based on their weighted GPA: Distinguished Honors (4.0 or higher), High Honors (3.75-3.99), and Honors (3.5-3.749). ***Please see the Course Description Book for a list of weighted courses.*

Grade points will be given in all high school courses on the following basis:

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00



No person with a final grade of “D-,D, D+” in any subject is eligible for either honor roll and there are no value points given for grades below C for honor roll purposes. To be eligible for trimester honor roll designation, a student must be carrying a class load of at least three classes.

All students receiving academic honors shall have their names published in the newspaper unless the school is notified in writing otherwise.

CLASS RANK:

Class rank is determined on the basis of cumulative trimester grades. The same system of points that is used for honor roll is used to determine class rank. Students that earn any passing grade in a class will receive a point value for that class.

GRADUATION HONORS:

Students will be identified in three categories based on their cumulative weighted GPA: Distinguished Honors (4.0 or higher), High Honors (3.75-3.99), and Honors (3.5-3.749). Students identified as Distinguished Honors will be awarded a Gold/Gold braided cord to wear at graduation, High Honors will be awarded a Gold/Red braided cord to wear at graduation and Honors will be awarded a Red/White braided cord to wear at graduation. To be eligible for consideration for district-administered scholarships and competitive awards, the Wisconsin Academic Excellence Higher Education Scholarship, and the Byrd Scholarship, a student must be enrolled full-time at Monroe High School continuously by the tenth day of the third trimester of their sophomore year.

Monroe High School students are always encouraged to be more involved in the school community and the community itself. We have identified some programs that are very valuable to our school and community to honor as well. Students who successfully complete approved internship placements or youth apprenticeship placements will be awarded a Gray braided cord to wear at graduation. Students who are a member of the Link Crew program and in good standing, will be awarded a Black braided cord to wear at graduation.

NATIONAL HONOR SOCIETY SELECTION:

Step I Students are qualified for consideration for membership in National Honor Society by:

1. Meeting the academic requirement of a 3.5 or above cumulative GPA, and
2. Completing and submitting a Student Information Form to list their activities and accomplishments.

Step II Nomination by a faculty member. A list of qualified candidates is distributed to all faculty members at Monroe High School. Teachers may nominate as many candidates as they choose from this list. Students are evaluated in the areas of character, leadership and service, as required by the national organization. The remarks of one teacher alone cannot keep a prospective member from being chosen.

Step III Faculty council selects members. The Faculty Council consists of five faculty members, appointed by the principal, who represent various areas of instruction at the high school. The Faculty Council makes the selection decision based upon the student information and the teacher nominations. The principal or assistant principal and N.H.S. advisors are present at the selection meetings, but do not have a vote.

Step IV N.H.S. candidates are notified of the selection process results by mail. Seniors who are members in good standing of the National Honor Society will be designated by an asterisk in the graduation program.



CLASS ASSIGNMENT OF STUDENTS:

Students will progress through Monroe High School using their base year, meaning they will chronologically move from grade 9 to grade 10 to grade 11 and grade 12. Students who have not met the School District of Monroe's graduation requirements by the end of grade 12 will be retained as seniors.

Reasonable progress toward graduation is indicated by the following guidelines:

- End of Freshman Year - 6.0 credits
- End of Sophomore Year - 12.0 credits
- End of Junior Year - 18.0 credits
- Required for Graduation - 25 credits

The District reserves the right to determine grade placement of all students in the District. Grade and subject placements of students shall be made by building principals, with the assistance of the school counselor and other appropriate staff members, in accordance with District procedures. Transcripts and other academic records shall be obtained for students who transfer from another school or program.

CORRESPONDENCE COURSES:

All correspondence courses, or courses taken through another institution while a student at Monroe High School, must be approved in writing by a counselor and an administrator prior to enrollment in the course.

VIRTUAL SCHOOL PROGRAMMING (JEDI):

Monroe High School works with students and families to identify different learning options for students who are struggling to succeed in the regular classroom. Virtual programming is usually one of the last options that is tried due to the independent nature of the classes. Students taking virtual classes must be self-motivated, they must be independent learners, and they need to be organized. For full time virtual school students, the staff at JEDI Virtual School does a great job of providing resources and support, however, the students work in these classes and the need to meet deadlines consistently is still largely independent. Options are available for virtual programming ranging from a single class, half virtual/half regular high school, to full-time virtual school from home.

If you believe that virtual programming would be beneficial to you please contact the school counselors or administration at Monroe High School (608-328-7122). An appointment will be made to discuss virtual programming options, expectations, and to help you decide whether virtual programming is the right choice for you. More information about JEDI Virtual School and programming can be found at jedivirtual.org.

AUDITING COURSES:

To encourage students to explore and be exposed to areas of the school curriculum that they may not otherwise experience, Monroe High School will allow students in Grade 12 to audit courses. The following regulations apply:

- Students are limited to one audit course per semester. This course will be considered a contact hour.
- Students auditing courses will receive no grade or credit for the audited course.
- Students must meet the prerequisites for the audited course.
- Audits will be allowed if space and materials exist in the course. The classroom teacher, department chairperson, and administration if necessary will determine this.
- Teachers will be informed of and acknowledge all audits in their class.
- Audit status may change to credit status only within the first three days of the trimester. Courses taken for credit may not be changed to audit status.
- Auditing students will be required to attend class and complete all instructor specified requirements.

RE-TAKING COURSES:

Students may retake courses at Monroe High School to refresh or build skills in various areas. The following regulations apply:



1. Re-takes will be allowed if space and materials exist in the course. This will be determined by the classroom teacher, department chairperson, and administration if necessary.
2. Teachers will be informed of and acknowledge all retakes in their class.
3. Students retaking a class will be required to attend class and complete all course requirements.
4. Credit will be granted for the course only once.

GUIDELINES ON CLASS CHANGES:

Monroe High School's classroom schedule is based on the course requests students make during spring registration. When a student's course selection is finalized, a series of commitments on the part of the school is made. Course selection, therefore, is extremely important and should be considered as much a commitment on the part of the student as it is the school. Students are urged to consult with parents, advisors, course instructors, and counselors before making course selections. By changing a schedule, we are altering the number of students in a class, which can produce the following undesirable effects:

- Reduce class size to a point where it would no longer be practical to offer the class
- Increase class enrollment so that a sound learning environment would no longer be present
- Make it difficult for teachers to begin instruction at the start of a trimester
- Suggest to students that prior planning is not important

Schedules may be adjusted at the end of the school year and during the summer for the following reasons:

- Student fails a required class and needs to make up the credit
- Due to a schedule conflict the student needs to make another choice
- Student wishes to add a 5th class
- Evidence of scheduling error/computer error
- Student has an incomplete schedule
- *Requests for a schedule change do not automatically equate to a schedule change being approved.*

Schedules will NOT be adjusted for the following reasons:

- Students wish to drop a course due to changing their mind.
- Change of schedule because of personal preference of lunch, study hall, or use of RP time.

Students may add or drop a class in the first 3 days of the Trimester. Dropping a course after 3 days will result in a failure (F) for the course.



Attendance

5200 - ATTENDANCE

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, trimester, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

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

C. Permission of Parent

The student has been excused by his/her parents before the absence for any or no reason. **A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence.** Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral



3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent agrees that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. Quarantine

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

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency



An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester or trimester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The



notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school regularly as required by State law.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work



shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Unexcused Absences

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

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

Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

If make-up work has been assigned, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

Please refer to Wisconsin Statutes 118.15 and 1218.16, and Monroe Municipal Ordinance 9-4-33 for additional information in regards to student attendance and truancy.

Senior Graduation Commencement Ceremony Attendance Requirement:

Seniors must be in attendance 90% of the time for all Trimesters to participate in commencement. The 90% is defined as missing five full days or 25 periods (per Trimester), no more, of which can be five of any one hour, including scheduled FLEX's and Homerooms. The following absences shall not count towards the 25 periods: School activities, family emergencies communicated to the MHS office, medically excused illnesses or conditions, pre-approved and documented post-secondary school visits, pre-approved family trips that cannot be scheduled at any other time and funerals. Extenuating circumstances will be considered at the discretion of administration.

TARDIES:

Being on time to class is defined in this building as having your entire body in the classroom past the door's threshold as the final bell to begin class sounds. This is called "Two Feet in the Door". If you do not have your "Two Feet in the Door", you will be marked tardy. It is extremely important that students get to classes on time.

Tardiness, late to class, is a disruption to the activity of the classroom. Students who enter at any time after the start of the school day or return late from lunch must check in at the office to be admitted. Tardiness between classes is handled by the individual teacher. If it is necessary, in unusual cases, for one teacher to detain a student so that student is late for the next class, a pass slip should be issued. A student who is 15 or more minutes late to class will be marked as Unexcused Truant for that hour. A student who enters the classroom less than 15 minutes late will be marked Tardy.

Excessive tardies will be defined as 10 or more tardies in a trimester. Students with 10 or more tardies in a trimester may be referred for truancy and a possible truancy citation.



Dress and Behavior

DRESS GUIDELINES:

Wisconsin Statutes 120.12(1) and 120.12(1) give schools the right to specify a student dress code and this is contained within School District of Monroe Policy 5511. These limits are imposed to promote health and safety, and to prevent disruptions, or violations of the law. Proper dress, decorum, and conduct are the primary responsibilities of the parents as they relate to their children. It is only when a parent abdicates these responsibilities that it becomes necessary for the school to adopt guidelines and regulations to assure a proper learning atmosphere, and to provide healthful facilities for the entire student body.

All dress and behavior issues are reasonably related to valid educational purposes of the Monroe community as a method of maintaining discipline and protecting the health, safety and educational well-being of all students.

Students in our school should dress and be groomed to meet the following criteria:

- 1) Their dress or grooming will not endanger the public health and safety of other students.
- 2) Their dress or grooming will meet the general decency standards of our community and of our students in the School District of Monroe. ***Clothing which staff and administration deem inappropriate will not be allowed.*
- 3) Their dress or grooming will not be disruptive to the education of other students in the classrooms or study halls and in no way will hinder the educational process.
- 4) The following are examples of unsuitable dress; the rule is not limited by these examples:
 - a. Students without appropriate footwear.
 - b. Excessively soiled or inappropriately torn clothing.
 - c. Clothing adorned with inappropriate writing or pictures including "double meaning" expressions or printing are not suitable for a school setting.
- 5) Students Must Wear:
 - a. A Shirt (With fabric in the front, back and on the sides under the arms) AND
 - b. Pants/Jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - c. Shoes/Sandals

Students violating these dress guidelines will be required to change the offending item. Those students without appropriate clothing to change into will be provided with a school-owned shirt in the office. The school's shirt will be exchanged for the offending item at the end of the school day. If students' clothing is in conflict with the dress code requirements, they may also be sent home to change clothes. Failure to comply with the directives may result in disciplinary action. This may include being sent home, parental/guardian contact, detention and/or suspension.

SCHOOL DISTRICT CODE OF CONDUCT:

The School District of Monroe is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow



teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration and the Monroe Board of Education. Parents/guardians should be aware of the rules of behavior and expectations of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns.

This student code of conduct applies to all students in pre-kindergarten through grade 12. The district shall not discriminate in enforcing this code of conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Definitions/Clarification:

For the purpose of this code, a *class* is any class, meeting or activity that students attend or in which they participate while in school or under the control or direction of the district. Class also includes regularly scheduled district-sponsored extracurricular activities either during or outside of school hours.

A *teacher* is any certified instructor, intern, student teacher, counselor, nurse, administrator or designee in the employ of the district. A *teacher of a class* means the regularly assigned teacher or any teacher assigned to teach, monitor, assist in or oversee the class.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established board of education policies, school rules, municipal ordinances and state/federal laws and regulations. Removal from class under this code does not prohibit the district from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion for the conduct for which the student was removed.

Behavior that is disruptive, dangerous or unruly . . .

For the purposes of this code, notwithstanding any inconsistent or contrary provisions regarding suspension and expulsion in the board of education policies or in the student handbook, the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

- Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting
- Behavior that may constitute sexual or other harassment
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. during lecture by teacher, response by another student, presentation by visitor) or during quiet (study) time
- Throwing any objects, particularly those likely to cause harm or damage, such as books, pencils, scissors, etc.
- Inciting other students to act inappropriately or to disobey the teacher or school/class rules, including without limitation, inciting others to walk out
- Destroying the property of the school or another student
- Loud, obnoxious or outrageous behavior
- Other behavior likely to interfere with the learning of others

Behavior that interferes with the ability of the teacher to teach effectively . . .

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's noncompliance may in turn distract others by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:



- Open defiance of the teacher displayed in words, gestures or other overt behavior
- Open disrespect of the teacher displayed in words gestures or other overt behavior

Behavior that is inconsistent with class decorum and the ability of others to learn...

In addition, there may be grounds for removal for behavior which, though not necessarily in violation of the above provisions, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Removal from Class Procedures:

A student may be removed from class for the reasons identified above.

When a student is removed from class, he/she will be sent or escorted to the building administrator or designee. The teacher removing the student will notify the building administrator or designee of the reason(s) for the student's removal. A written explanation of the reason(s) shall be given to the administrator or designee within 24 hours of the student's removal from class.

Parent/Guardian Notification Procedures:

The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24 hours of the incident of the reason(s) that caused the student to be removed from their class. The teacher shall keep a written log or record regarding all attempts to contact the parents/guardians of the removed student and shall provide this to the building administrator or designee within 24 hours of the student's removal from class.

The building administrator or designee shall notify the parents/guardians of the student in writing via the building disciplinary referral form when a teacher has removed a student from class on a short-term or long-term basis. This notification shall include the reason(s) for the student's removal from class and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from class and after a placement determination has been made.

If the student involved in removal from class and change in educational placement has a disability, parent/guardian notification shall be made consistent with the district's handbook for children with disabilities and state/federal laws and regulations.

If the student removed from a class is also subject to disciplinary action (e.g. detention, suspension, expulsion) for the particular classroom conduct, the student's parents/guardians shall also be notified of the disciplinary action in accordance with policy and legal requirements.

BEHAVIOR EXPECTATIONS:

- A. Interpersonal Student Relationships. Students at Monroe High School are expected to conduct themselves in a manner that is acceptable as public behavior. Open kissing and other personal displays of affection are considered as personal, private experiences not to be shared with the public.
- B. Violators of any of the following rules will be subject to suspension and parents will be notified. Police may be notified. Expulsion from school will be determined by the Board of Education.
- C. These rules are applicable to any and all students properly enrolled in this institution regardless of age or other conditions. These rules also apply to athletic events, field trips, and all other school sponsored activities.



1. According to state statute and school district policy **5512**, student smoking or use of tobacco products is prohibited in school buildings, on school grounds or while involved in school sponsored activities. In addition, possession of tobacco products by students under the age of eighteen is prohibited. If these products are observed in the possession of a minor on school property, they will be confiscated. In addition, underage students observed possessing or using tobacco products on any school district property will be reported and a municipal citation may be issued by the Monroe Police Department.
 - a. **For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5512 - Use of Tobacco and Nicotine by Students**
 2. Any student, regardless of age, who gives any evidence of having consumed, having possession of, or having distributed any controlled substance, drug prescribed for another, look-alike substances to simulate drugs or alcoholic beverages, or students in possession of drug paraphernalia, shall be disciplined in relation to the offense, up to and including expulsion. School district of Monroe Policy 5530.
 - a. **For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5530 - Drug Prevention**
 3. Possession or use of any weapon (**School District of Monroe Policy 5772**) on school premises or in school vehicles is prohibited.
 - a. **For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5572- Weapons**
 4. Possession or use of explosives including smoke bombs, firecrackers, and dangerous weapons are forbidden in the school building, on the school grounds, or at school functions. Violators will also be referred to the police for prosecution.
 5. Courtesy is expected of students as well as adults. Profanity, vulgarity and defiance of duly constituted authority in word, print or gestures will not be tolerated at any time. Conduct which materially and substantially interferes with the educational process is prohibited.
 6. Incidents of physical assault, severe verbal intimidation, harassment or threats will not be tolerated at any time.
 7. Vandalism, such as intentionally defacing school or personal property, and theft of school or personal property will not be tolerated.
 8. Snowballs are not to be thrown on school grounds at any time.
 9. Students are not to run or drive between buses while loading or unloading before or after school.
 10. Materials to be posted or distributed at school must have the approval of the school administration prior to posting or distributing. These are to be posted in designated student information center areas only.
 11. No personal messages may be posted on the outside of the school building or on the school campus.
- D. **PLAY VEHICLES:** - The riding of skateboards, scooters, roller or inline skates, including shoes with embedded wheels, sleds, toboggans and other such "play vehicles" on school property is prohibited by city ordinance.



- E. COMPUTER USAGE:** - Email and the Internet are communication and information gathering tools. All students using school computer equipment must have signed a statement indicating that they understand and will abide by the Student Technology Acceptable Use and Safety, 7540.03. The following penalties will be imposed if the policies are violated:
1. If an unwanted email is sent to a group of more than 5 people, email privileges of the sender will be lost for a period of two weeks.
 2. If vulgar or abusive language is used in a communication, email privileges of the sender will be lost for a period of one month.
 3. If a communication is harassing in nature, email privileges of the sender will be lost for the school year and the harassment policy of the district will be implemented.
 4. Repeated violations of any of the above will result in more severe consequences.
 5. Violations of the internet portion of the agreement will cause internet privileges to be lost for a period of time, based upon the severity of the infraction.
 6. If an email is threatening in nature, it will be dealt with on a case by case basis, with penalties up to and including expulsion.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 7540.03 - Student Technology Acceptable Use and Safety

DETENTION:

Detention will be given to students who exhibit behavior in violation of school rules, but not warranting suspension. Students will be given at least one day notice of detention so that arrangements may be made for transportation or rescheduling of work. Failure to serve detention will result in more serious disciplinary action. Detentions can be scheduled before school, after school or during lunch. The detentions will be 30 minutes in length and will be scheduled by teachers and/or administration.

SUSPENSION:

A student referred to the office repeatedly is subject to suspension under state law.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; 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; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.



For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5610 - Suspension and Expulsion

EXPULSION:

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5610 - Suspension and Expulsion

Fees

MONROE HIGH SCHOOL FEE SCHEDULE

Cafeteria:

Grades 9 - 12 (Breakfast/Lunch)	\$1.80/\$3.25
Adult/Staff (Breakfast/Lunch)	\$2.75/\$4.75
Student Extra Milk	\$0.50
Adult Extra Milk	\$0.50

Note: The above prices will be evaluated on a monthly basis and may change.

Workbooks and Weekly Magazines (consumable)

Weekly Magazines	(cost varies)
Practice Sets	(cost varies)

Student Accident Insurance

School Day	(cost varies)
12 month, 24 hour	(cost varies)

Note: Insurance is provided by an independent carrier, not the school.

Athletics

All School District of Monroe students will receive free admission to all sporting events that are considered "Home" events for Monroe (excluding WIAA tournament events).

Activities

Concerts (Band and Choral)	Free will donation
Plays/Musicals	Adults
	Students
	\$7.00
	\$4.00

High School Yearbook

Before Trimester 3	\$55.00
During Trimester 3	\$65.00

Field Trip

Per Trip	(cost varies)
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Parking Permit

\$25.00

Musical Instrument Rental

\$40.00

Student Fees

9-12 Grade Fees (\$67 if Chromebook case is needed)	\$37/\$67.00
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Course Fees

Many courses require consumable materials which have an associated fee. Some require specific materials which, if not readily available as school supplies, will have fees listed in the Course Description book.

ATHLETIC/ACTIVITY PARTICIPATION FEE SCHEDULE

The following participation fees will be in effect for this school year:

<u>Athletic Fee</u> (per each high school sport; no family or individual limit)	\$60.00
<u>Hockey Fee</u> (for boys and girls; not subject to a waiver)	\$1,000.00
<u>Activity Fee</u> (for advisor-paid, non-athletic activities) (per activity to a maximum of \$75.00 per student per year) (e.g., Jazz Ensemble, Instrumental Ensembles, Musical, FFA, Forensics, School Play, etc.)	\$25.00

The above fees are in addition to the fees already on the School District of Monroe Fee Schedule.

Fees are to be collected when the student signs up to begin participation or at registration.

**For those students and families that have applied for and been approved for free/reduced lunch, these fees may be waived.*



Campus Life

ATHLETICS & ACTIVITIES

***Below is a list of MHS sponsored Sports and Activities. Announcements are made to give more information about joining. Please see the Activities Director about Sport information or Student Services about Activities information.*

Athletics

Baseball (Boys)
Basketball (Boys)
Basketball (Girls)
Bowling (Boys & Girls)
Cheerleading
Cross Country (Boys)
Cross Country (Girls)
Dance Team
Football
Golf
Hockey (Boys)
Hockey (Girls)
Soccer (Girls)
Soccer (Boys)
Softball (Girls)
Swimming (Girls)
Tennis (Boys)
Tennis (Girls)
Track (Boys)
Track (Girls)
Volleyball
Wrestling

Activities

AFS & International Exchange
Art After Dark Open Studio
Chess Club
Club Earth
Costa Rican Exchange
Digital Photography Club
E4E (Equity for Everyone)
FFA
FBLA
FCCLA
Fine Arts Festival
Forensics
German Club
GSA (Gay Straight Alliance)
Investment Club
Key Club
Link Crew
"M" Book
"M" Book Finances
Model UN
Musical
Musical Theater Crew
National Honor Society
Pit Orchestra
Play
Play Theater Crew
Prom Committee
Science Club
Spanish Club
Student Senate
Junior Optimists
Visioneer



BACKPACKS:

Backpacks are to be left in lockers throughout the school day unless a student has a condition that may hinder carrying classroom materials. Students who have special circumstances that may cause them to need to carry a backpack must gain prior approval from administration or student services to do so. The carrying of backpacks is a safety concern for our school, backpacks may conceal weapons, drugs, alcohol, etc. Our student lockers are generally located in close proximity to a majority of students' classes. When in doubt, contact administration. If a student is seen carrying a backpack during class hours (8am - 3:31pm), the backpack will be confiscated and taken to the office for the remainder of the day, and parents will be called.

CAFETERIA:

Monroe High School campus will be closed for lunch.

School lunches are available in the school cafeteria. Several options are available:

- a. Students may purchase meals on a cash basis
- b. Students may utilize the family payment card for meals
- c. Students may purchase individual items *a la carte*

All students must eat in the "M" room unless otherwise approved by staff members. A school lunch program is offered and the standard breakfast and lunch prices are listed on page 25 of this handbook.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Monroe School District Policy 5136

This cell phone policy is meant to balance responsible use of cell phones during the school day with the need to maintain a safe and orderly school environment. *Cell phones are not allowed in the classroom unless approved by the individual instructor for classroom use.* Students may possess and utilize cell phones during the school day according to the following guidelines:

- o Cell phones can be used before and after school, in the lunchroom, and between classes.
- o Cell phones cannot ever be used in any **BATHROOMS OR LOCKER ROOMS.**
- o Cell phones can only be used in a classroom for educational purposes if directed by the instructor. The instructor will confiscate the phone if a student has a phone in class without the instructor's prior permission.
- o If at any time you need to answer a text or phone call from a family member during the school day, please go to the office to do so during passing time or remember, parents/guardians can call the office and leave a message at any time during the school day.
- o Use of a cell phone to take, store, or send pictures or to make other recordings (audio or video) on school grounds is strictly prohibited. It is our school's position that picture/recording phones pose threats to privacy. Additionally, picture and other recording functions of cell phones can be used to exploit personal information and compromise the integrity of academic programs. **Accordingly, the use of the camera function or other recording functions of a cell phone is strictly prohibited on school grounds at all times. Students who violate this provision of the policy will have their cell phone confiscated and only returned to a parent. In addition, students may face additional disciplinary consequences, up to and including expulsion from school if the violation warrants.**

Consequences for Inappropriate Cell Phone Usage at Monroe High School:

First offense: Student cell phones are confiscated and returned by the office at the end of the school day. A SWIS form will be written by an instructor.



Second Offense in the school year: The office will retain the cell phone for a three school day period or until a parent comes to the school to retrieve the cell phone. A SWIS form will be written by an instructor or administration.

Third offense in the school year: The office will retain the cell phone for three school days or until a parent comes to school to retrieve the cell phone, and the student will be assigned a school detention(s). A SWIS form will be written by administration. Additionally, a parent/guardian meeting may be set up.

Fourth and subsequent violations: The office will retain the cell phone and an in-school suspension may be assigned by the administration. Additionally, a parent/guardian meeting will be set up.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5136 - Personal Communication Devices

DANCES:

- All Monroe High School dances are for Monroe High School students. Some dances allow for invited guests. Guests may not be older than age **19** and must not have graduated high school earlier than the past school year. Students will be asked to show a student ID card or other form of picture ID at the door. No student on suspension or expulsion may attend school dances. Invited guests must obtain a pass from the office prior to attending the dance.
 - [Homecoming Dance - Guest Permission Form](#)
 - [Prom - Guest Permission Form](#)
- **Students must have paid all overdue accounts or fees to be eligible for the dance. Students may not have any outstanding discipline or time owed to be eligible.**
- Students are expected to be in attendance at the beginning of the dance. **Students will not be allowed to enter 1 hour after the scheduled start of the dance.**
- All school regulations will apply and once a student leaves the dance or event they will not be readmitted.
- The school reserves the right to utilize commercially available alcohol detection devices during the school day or during any school function. These devices may be used by school personnel.

DOORS TO THE BUILDING:

Building doors will be open for students to arrive prior to 8:00 a.m. and leave at the official end of the school day. Between 8:00 and the official end of the school day, only the front doors under the arch will be used for arrival. The remainder of the doors will remain locked and will not be available for student use during the school day, except in the case of an announced emergency evacuation of the building. M-room doors will be open for students during the lunch hours. Students may not open the doors to allow students or other persons into the building during the school day.

BUILDING SAFETY/SECURITY/VISITORS:

The main front door is open from 7:40-8:00 a.m. with supervision. After 8:00, all parents/visitors must enter through the front doors and stop in the office. When entering the school during the school day, visitors will be asked to show a photo ID such as a Driver's License. Raptor ID runs a records check through the national sex offender registry. Once that check is complete, a sticker visitor ID badge will be provided that states the name of the visitor and where in the school they will be visiting.

****Please note that a visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork.***



FIRE EXIT PLAN:

South Exit (Woods Room)	Y01, Y02, Y05, Y06, Y07, Y08, Y09, Y11, Y12, Y13, Y14, Y15, Y16
East Exit (Art Room) W19	Y10, W05, W06, W07, W08, W09, W10, W11, W12, W13, W14, W15, W17, W18,
South Exit (Bus. Ed.) L.M.C., Lounge	G01, G02, G03, G04, G05, G06, G07, G08, R15, R16, Y03, Y04, Y17, Y18, Y19,
Front Exit (Arch)	Left Door: R01, R02, R03, R04, R10, R11, R12, R13, R14 Right Door: W01, W02, W03, W04, W20, W21 Center Door: Office, Student Services
Receiving Room	R05, R06, R07, R08, R09 down steps to receiving room and out WEST door
North M-Room Doors	B01, B02, B03, B04, B05, B06, B07, B08, B09, M-Room, P.A.C.
South M-Room Doors	B10, Kitchen, Team Room, Weight Room
North Doors Behind P.A.C.	Backstage Areas
West Doors of Gym Bldg.	Gym, Boys' Locker Room
South Doors of Girls' Locker Rm.	Girls' Locker Room
South Doors Behind Pract. Gym	Practice Gym, Backstage Area

EMERGENCY DISASTER DRILL PROCEDURE: - (such as a tornado)

Signal: Will be notified via PA system.

Procedure: Students will leave books, etc. on their desks in the classroom and proceed in an orderly manner to your teacher's designated area.

1. Office personnel and "specials" would go to the nearest shelter.
2. Responsibility pass students would go to the closest shelter.

Flash Warning: PA announcement. This means that there is no time to go to the above designated areas. Students will get down on the floor where they are at once, face down using tables, chairs or books overhead for protection.

LOCKDOWN PROCEDURE:

This procedure will only be put into place when there is imminent danger outside of the building, of serious injury, death or abduction.

ALICE Protocol:

ALICE is a proactive approach to responding to an active shooter event by authorizing and empowering individuals to utilize human action, building infrastructure and communication to increase their chances of survival. ALICE stands for: Alert, Lockdown (hide or barricade), Inform, Counter (distractions, movements or make noise), and Evacuate (run). The purpose of the program and training is to provide students and staff with the opportunity to plan ahead by making a well-informed decision if an unsafe or unexpected situation was to happen at school.



ALICE protocol will be initiated when there is an imminent threat that is within the building such as an active shooter. It will be announced through the PA, if possible, “ALICE, ALICE, ALICE” followed by any information that we have about the threat. *For example*, “ALICE, ALICE, ALICE, there is a shooter in the M-Room wearing a blue hooded sweatshirt.”

- At this time teachers and students will make the best decision they can with the information that they have to either evacuate, barricade or counter, with the ultimate goal to have all students and staff evacuate and/or be removed from the threat.
- If possible, updated information will be given through the PA as long as the threat continues so that staff and students can make the best decisions for their safety with that information.

IDENTIFICATION CARDS:

Each student at the high school will be issued a picture identification card. Your I.D. card will be replaced each year. It is to be used to gain entrance to all school-sponsored activities, and upon validation, it may be used as an athletic activity pass. No L.M.C. materials will be checked out unless you present your I.D. card. Identification cards are non transferable. If a card is lost, it will cost \$5.00 to be replaced. Replacement I.D. cards may be obtained at the school office.

MEDICAL INFORMATION

For ALL School District of Monroe Handbooks

Medications should be administered at home rather than at school whenever possible. When students must take medication during the school day, the district will follow these procedures for the safety of all children.

PARENT RESPONSIBILITY

Prescription Medication: (for both short-term or long-term meds)

- **Consent for Prescription Medication form** signed by parent/guardian and health care provider on file in the school office. Form is available on Monroe Schools **Web Page** under <https://www.monroeschools.com/familyu-community/health-forms.cfm>
- Medication must be in the original pharmacy bottle labeled with current dosage.
- New consent form filed annually and anytime a dosage or medication changes.
- Medications that are ordered for three times a day dosing are to be given at home unless a health care provider specifically states that it is to be given at school.
- An **emergency contact information registration form** MUST BE on file in the health office for each student in the family.

Schedule 2 medications such as Ritalin and Adderall must be picked up by the parent/guardian at the end of the school year. Medication remaining at school will be disposed of in an appropriate manner. Parents are encouraged to personally deliver refills of these medications to the school office to eliminate the risk of lost medication. All prescription pain medications must be given by the office.

Inhalers:

Inhalers may be stored in the office *or* carried and self-administered by the student.

In order for a student to have access to an inhaler at all times, it is recommended that one, nearly empty inhaler, be kept in the school office as a backup to the one carried by the student.

Consent for Inhaled Asthma Medication form signed by parent/guardian and health care provider on file in the school office even if the student *carries* his inhaler. This is required by state law.



- ❑ Form is available on Monroe Schools Web Page under the “health corner”.
- ❑ Inhalers must be labeled with an appropriate pharmacy label and the student’s name.
 - ❑ The student’s ability to manage their own inhaler responsibly may be evaluated, and if necessary, the parent may be asked to reconsider the appropriateness of the student administering their own medication without supervision.

Over-the- Counter Medication OTC (Ibuprofen and acetaminophen will be available at each of the schools for a 10 cent donation for 2 pills/packet or parents may provide a bottle)

Consent for Over-the-Counter Medication Form signed by parent/guardian on file at school.

- Form is available on Monroe Schools **Web Page** under the “health corner”.
- Medication must be in the original container. Label bottle with student’s name.
- Dosage must be age appropriate as stated on the bottle unless a written physician’s order indicates otherwise.
Tell an adult if the symptom does not get better with medication within 1 hr.
 - *Vitamins, herbs or homeopathic remedies will not be administered by school personnel due to the unregulated nature of these products.
 - *Only MMS/MHS/Charter students can self-carry OTC medications with a signed consent form on file in the health office.
 -

STUDENT RESPONSIBILITY

- Tell an adult when an inhaler or any medication is used for symptoms, and report *to the office if there is no improvement in symptoms*, especially after self-administering an inhaler.
- Report for medication at the appropriate time.

SCHOOL RESPONSIBILITY

- Administer medication as directed.
- Make a concerted effort to locate students who have not reported to the office at the scheduled time. If this becomes a pattern, parents and/or teachers will be contacted and asked to help develop a plan to assure the student receives the medication as scheduled.
- Notify parents/guardians when more medication is needed at school.
- Maintain a confidential and accurate medication log with medication counts and documentation.
- Store medications in a secure place.

ACCIDENT PROCEDURE

- All student injuries must be reported to the office/health office. It is necessary to report the injury to the supervisor in charge of the activity at the time the accident occurs. Of great concern is that a student may be more seriously injured than he/she realizes and delaying professional medical attention may increase the risk of the injury. When a student injury is reported to the office an accident/injury form will be filled out and parents notified. Minor injuries will be treated in the health office. If it is determined that the student should go for further medical care, the parent will transport the child to the physician. In cases of severe injury, school personnel may call 9-911 for emergency assistance if needed. It is IMPERATIVE that an emergency registration form be on file for each student in the office.

IMMUNIZATIONS/PHYSICALS/DENTAL/VISION

- A. The State of Wisconsin requires students to be immunized for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, Hepatitis B and Varicella (chickenpox) according to the CDC guidelines timeframe. A



parent/guardian may sign a waiver for medical, religious or personal reasons, but this waiver must be on file in the health office. For more information, call the health office at 328-7294.

- B. The State of Wisconsin requires students to have a physical, dental and vision exams prior to entering KINDERGARTEN and preferably again before entering the NINTH grade. WIAA Sports participation physicals are required every other year. IF your insurance does not cover these physicals, please contact the District School Nurse at 328-7143 for assistance.

RELEASE OF INFORMATION:

The school district believes in the positive recognition of student work and activities. As such, student pictures, names, and information pertaining to curricular and co-curricular activities are often released. These releases can be made to radio stations, newspapers, television stations, district web-sites, and district publications. We are assuming positive acceptance for this release of information by parents/guardians unless otherwise directed in writing. If you have any questions, please feel free to contact the building administration.

For the entire district policy on Student Records, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8330 - Student Records

SCHOOL LOCKERS:

Each student is assigned a locker annually. No changes may be made unless approved by the office. Lockers are to be kept locked, orderly, and clean at all times. Damage to the locker may result in a fine. Report all lockers that do not work to a custodian or to the office. Do not give your combination to anyone else; once you have done this you lose all possibility of having the privacy of your locker. The high school does not carry insurance covering student property kept in lockers. Only school issued padlocks may be used on lockers. Any other lock found on lockers will be cut off immediately. If you lose your padlock, the school will reissue you one and charge a fee of \$10. Keep your locker locked. This will protect your belongings, your reputation and integrity, and those items that belong to the school. Repeated failure to keep lockers locked, clean and in good condition, will result in school disciplinary consequences. School lockers remain the property of the high school and may, for any reason at any time and without notice, be opened and inspected by school authorities or law enforcement at the request of school authorities, along with the contents of the locker.

PERSONAL PROPERTY OF STUDENT:

The Monroe School District will in no way be responsible for any item of property left in or at any Monroe school building whether with or without the knowledge of school district employees. The school district does not carry a non-ownership policy on these items in any school. Any loss suffered directly or indirectly will be at the owners own risk.

STUDENT PARKING:

There is only one large lot, located north of the M-Room for student parking. The student lot has stalls marked in yellow which are to be used when parking. The stalls marked for "Event Parking" may not be used during school hours due to school bus access. Vehicles not using the outlined parking stalls will be ticketed or towed at the owner's expense. If students prefer not to use the student parking lot, they are to park in legal parking areas on the street near the parking lot.

Students wishing to park in the school lot must display current parking permits. Permits will help eliminate non-student use of the lots and make the lots a safer place to leave vehicles. Parking permits will permit students to use the lot, but not guarantee an on-campus parking space. Permits must be displayed on the windshield mirror of the vehicle and be visible to school personnel and law enforcement personnel. Permits and parking registration forms are available at the office. The cost of parking permits is \$25.00 to cover the cost of the tag, processing, and lot maintenance. This cost is for all vehicles including mopeds and scooters. Please note that the school is not responsible for lost, damaged or stolen property.



Spot checks of all or portions of the lot for illegal parking and/or lack of permits will be made at the discretion of the Monroe Police Department and/or the school administration. Violators will be issued fines or municipal summons in accordance with school or municipal rules.

Drivers are to obey the 15 mile per hour speed limit when driving in the parking lot. In addition, students and parents should keep their vehicles out of the bus loading zones when picking up and delivering students. This is a state law and will be strictly enforced. Joy riding in the student parking lot is not permitted. Motorcycles and mopeds must be parked in the student parking lot in designated areas.

Please note: Students who refuse to abide by these rules will not be allowed to use the school parking lot.

STUDENT VISITOR PASSES:

There may be circumstances when a student may desire to bring a visitor to school to attend classes with them. Visitors should be of high school appropriate age. Visitors from area communities will not be permitted if their own school is in session.

No visitors will be permitted during:

- the first week and last two weeks of all trimesters
- the week of Thanksgiving break
- the week prior to and following Christmas and spring breaks
- administrative decision

Visits must be arranged in the office two (2) days prior to the day of the visit. If multiple requests for visitors begin occurring at any given time, all visiting will be curtailed during that time period.

Upon the visitor's arrival, the host student and the visitor are to report to the office to complete a visitor pass. The visitor must remain with the host student throughout their visit. Visitors are responsible for adhering to the same behavioral rules as enrolled students.

MHS LMC

HOURS

The LMC is open each school day from 7:40 a.m. to 4:00 p.m. If you need other arrangements, please ask at the main desk in the LMC.

CHECKOUTS

- Books - All books may be checked out for a three week period. The date on the "Due Date" sticker is the date by which the book should be returned or renewed. Students are responsible for all materials checked out to them. If an item is damaged while checked out to them, they could be fined up to the full cost of the replacement of the material. Students with overdue books or outstanding fines over \$5.00 must clear their record before borrowing additional materials. All fines must be paid for in the LMC.
- Some non-fiction reference books or textbooks are for overnight use only.
- Please make every effort to return library materials on time; other students may be looking for them. If you never return an item you **are** responsible for the replacement of that item to the district libraries.



LOST OR DAMAGED MATERIALS

Lost materials or those damaged beyond possible repair must be paid for at their replacement purchase price to the district libraries. In lieu of replacement costs, students may replace a lost book title with one of the same qualities. This “trade” book must be approved by a District LMC Director, Mrs. Angela Schmelzer angelaschmelzer@monroe.k12.wi.us or Ms. Heather Newton heathernewton@monroe.k12.wi.us All fines must be paid for in the LMC.

SIGN-IN PROCEDURES

When you arrive in the LMC you **must** sign in at the main desk if you are there for online class, RP, an open hour, on a pass, or during FLEX. This is our only list for emergencies and for gathering library usage statistics for the district.

LMC ACCESS

Who may come to LMC:

- Responsibility Pass students or students with an open hour.
- Students assigned to the LMC.
- Students who require chromebook help.
- Students with a teacher as a class
- Students with a pass from their teacher.
- Students signed up for a FLEX in the LMC.

LMC PURPOSES

- Checking out books and reading.
- Taking and retaking exams.
- Studying and working on homework.
- Working in a group on a project.
- Researching in the reference area or online.

HOW TO GET A PASS

- Get one from the teacher who assigned the classwork
- LMC staff.
- All teachers have a 15 minute LMC pass for students to check out materials, return materials, get chromebook help or print.

LMC BEHAVIOR

Students using the LMC are expected to be engaged in individual or small group study, homework, project work of any kind or recreational reading. The LMC is not the place for large group disruptive socializing. Students who are disruptive will be sent back to class or to the M-room for that day. If the issue continues, the student(s) will be issued a two-week suspension from the LMC. After two such suspensions, the student may no longer come to the LMC as a sign-in or on passes until the next trimester. These students must use the LMC before or after school.



LMC COMPUTERS

The LMC has computers for student use and programs. These are the computers you can print from at school if needed.

OTHER LMC OFFERINGS

ONLINE DATABASES

Many of the best research is now done in our online databases the district libraries provide! They can always be found at monroeschoolsmcs.com - The Student Resources page is your best option. Try it out! These are the specific databases your district libraries fund for you:

- Follett Destiny Discover - your district library system
- OverDrive's SORA - your district library eBooks and Audiobooks
- GALE eBooks - Your district library simultaneous use reference eBooks
- World Book Online suite of databases
- GALE Biography in Context
- GALE Opposing Viewpoints
- The New York Times online access

MAKERSPACE

The Maker Space is a place where classes and students may come in to explore new STEAM items (Science, Technology, Engineering, Art and Math). Classes may come in on a scheduled basis with their teacher(s) to explore STEAM projects with the Technology Integrator, LMC staff or with a trained member of our student Tech Squad. The use of these items and this space is a privilege and not a right. The space and activities created here are meant to encourage the exploration of STEAM topics, but are many times also fragile and expensive items. Students will be held accountable for any malicious destruction of property. For more information about this, please ask in the LMC.

CHARGING STATIONS

The library provides spaces for you throughout the LMC to charge any personal or district device.

CHROMEBOOK HELP

If you are ever having trouble with your chromebook, please get a pass to the LMC to get help at the main desk from the library staff. The LMC has a limited number of loaner chromebooks for those who have forgotten theirs at home that day or have had their district device sent in for service. Please return all loaner chromebooks to the main LMC desk at the end of your day so they can be charged overnight.

****ALL COMPUTER USE AND INTERNET USE POLICIES WILL ALSO
APPLY TO CHROMEBOOK USE****

Acceptable Use:

- May use the lab to research assigned classroom projects
- May use the internet to explore other appropriate topics (i.e.: Researching colleges, careers or other job related opportunities)



- Will respect the rights and privacy of others
- Will follow all regulations posted in the lab for internet use.

Unacceptable Use (not all-inclusive):

- Shall not download program files from the internet
- Shall not play games or listen to music
- USB sticks should only contain files related to school work
- Shall not use the internet for illegal purposes
- Shall not use impolite, vulgar, threatening or abusive language
- Shall not violate the rules of common sense and etiquette
- Shall not change any computer files that do not belong to the user
- Shall not use the system for commercial use
- Shall not use an account other than their own
- Shall not misrepresent their identity
- Shall not watch or play inappropriate video clips
- Shall not use **email** other than the school district approved e-mail provider
- Shall not use proxies to access inappropriate or school-prohibited **websites**

PENALTY BOX:

The district is able to monitor students' internet activity and history. We also have the ability to add them into a very restricted internet use group called the "Penalty Box." The Penalty box will only allow access to websites that we allow. This being said, there may be some websites that teachers want students to use for educational purposes that are blocked because we do not know about them yet. If this happens, students will need to talk to their teacher and then the teacher will let us know that these sites need to be opened.

Students will be placed into the "Penalty Box" for the following:

If students are viewing inappropriate content, administration will be alerted and they will have a meeting with the student, a call will be made to parent(s)/guardian(s) and the student will be placed in the "Penalty Box" for a period of 2 weeks.

If students are finding ways to get around the district's internet filter, logging into and using an account other than their own, spending their time in classes playing games, watching videos, reading blogs or online stories, etc, instead of engaging in class and doing class work; they will be placed in the Penalty Box for a period of 2 weeks.

Repeat offenders of the above may be put into the Penalty Box indefinitely.

Please help your student(s) remember that these are school-issued Chromebooks and that they were issued to them for educational purposes, not entertainment. We appreciate any support that you can give us on this issue.

PASSES:

Note: Only one name is permitted on each pass - teachers are to fill in the comment line.

- A. Leaving an Assigned Location** - Whenever a student leaves their assigned location in study hall, he must sign out. This includes going to the library unless the student checked into the library at the beginning of the period.
- B. Request For Student Pass** - A teacher who wishes to have a student report to a place in school other than where they are assigned at a given time, will issue the student this pass. The student will present this pass



to the teacher from whose charge he is being excused and the teacher issuing the pass becomes responsible for the student.

- C. Leaving School** - A student must not leave school during regular school hours without first being cleared through the office. A student who feels ill should be given a pass to come to the office, and will then be referred to the nurse or sent home. A Passport is issued at the office to students leaving school. Failure to follow this procedure may result in the student's absence being considered *unexcused*.
- D. Dental and Medical** - Passes for appointments by students may be obtained in the office upon the receipt of a call from the parent or guardian by the office. These should normally be made during study periods. Passes **must be returned** to the high school office for admittance back to class.
- E. Restroom** - A pupil may be permitted to go to the Restroom. Students doing so must have a pass from the study hall or **classroom** teacher.
- F. Field Trips** - Field trips are an extension of the classroom and, therefore, the same rules and regulations that apply to the classroom should be in practice on a field trip. It is the student's responsibility to inform their parents of the trip. **(Students who have Unexcused-Truant absences, missing work or Office Discipline Referrals may be ineligible for field trips.)**
- G. Late Bus** - This pass is issued at the office to students arriving late due to a late arriving school bus. Students should present this pass to their teacher upon arrival.

Student Support

STUDENT SENATE:

The Student Senate is an elected body of students. The senate serves as a sounding board for student concerns, and then follows up with appropriate action. Please take notice of written and verbal announcements during school hours for information.

STUDENT SERVICES:

Counselors & the School Psychologist are available for every student in the school for the purpose of assisting students with educational and vocational advisement, selecting their 4-year educational program, problems concerning home and school; social problems; or any other matters the student may feel the need of discussing with a counselor.

Mrs. Ziolkowski (School Counselor); Ms. Davis (School Counselor); Ms. Brant (School Psychologist)

Students should see school counselors during their free hours or before or after school.

STUDENT ASSISTANCE PROGRAM

Students utilize counselors to gain confidential information for themselves or others. Teachers refer students to counselors if teachers have cause for concern. Parents can also contact the counselors with questions or concerns related to students. Our approach is confidential and nonjudgmental. We care about students and their families.

Counselors arrange to meet with students during flex time or before/after school. A counselor's main job is to listen, offer information, point out alternatives, or make recommendations. He or she may suggest meeting to talk again, participating in a school group, or seeking help from a resource outside the school. Your acceptance of any assistance is strictly voluntary.

Although the philosophy of the Student Assistance Program is to involve parents and teachers as closely as possible, counseling services are confidential. This means that the counselor may discuss a student's situation with other counselors in the program, but he or she will not release student information to anyone without the student's permission.



In abusive situations, or if the counselor feels that a student may harm himself/herself or others, there is a legal obligation to share information, most likely with parents, social workers, or other appropriate people.

Each trimester the Student Assistance Program coordinator visits classes to announce guidance groups. They are organized to provide interested students with information, support and a confidential place to discuss important issues. Past groups have focused on topics like friendship, family conflict, nutrition/weight control, and chemical use.

Once formed, groups meet at a different class hour each week. Group participants will miss each of their regular classes once or twice during the group's 8-10 week duration. All school rules apply to students participating in the program. Teachers will be informed of any classes that will be missed, but students are responsible for making up any work missed due to group participation. A typical group consists of 8-10 students and one adult facilitator.



**LEGAL NOTICES
AND
SCHOOL DISTRICT OF MONROE POLICIES**

As required by law, we are notifying you regarding the following policies and procedures of the School District of Monroe. Please take a moment to review all statements as well as the important policies listed below. All District policies can be reviewed in their entirety at www.monroschools.com

5136 - PERSONAL COMMUNICATION DEVICES

While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day, a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any



other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

5223 - ABSENCES FOR RELIGIOUS INSTRUCTION

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

5530 - DRUG PREVENTION

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- B. All chemicals which release toxic vapors;



- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. Anabolic steroids;
- G. Any other illegal substance so designated and prohibited by law.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

5517 - STUDENT ANTI-HARASSMENT

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517.01 – Bullying).

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:



- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
- B. Filing a malicious or knowingly false report or complaint of harassment;
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties

Definitions

Bullying

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristics. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Characteristics that:

- A. Places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome verbal harassment or abuse;
- B. Unwelcome pressure for sexual activity;
- C. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- D. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- F. Unwelcome behavior or words directed at an individual because of gender;
- G. Examples are:
 - 1. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
 - 2. Rating a person's sexuality or attractiveness;
 - 3. Staring or leering at various parts of another person's body;
 - 4. Spreading rumors about a person's sexuality
 - 5. Letters, notes, telephone calls, or materials of a sexual nature;
 - 6. Displaying pictures, calendars, cartoons, or other materials with sexual content.



- H. Inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
- I. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

It is further the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the workplace, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student.

Not all behavior with sexual connotations constitutes sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's education, or such that it creates a hostile or abusive educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's physical, mental, emotional or learning disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reporting Procedures

Students and all other members of the School District community, as well as third parties, are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or District employee or official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first opportunity.

Students who believe they have been subjected to harassment are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.



If, during an investigation of a reported act of bullying in accordance with Policy 5517.01 – Bullying, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school officials who have knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer () and the building principal or District Administrator.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employee.
- E. The reporting party or complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individual shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Joe Monroe, Director of Pupil Services
Phone: 608-328-7155
925 16th Avenue, Suite 3 - Monroe, WI 53566
joemonroe@monroe.k12.wi.us

Amy Timmerman, Principal, Northside Elementary
Phone: 608-328-7129
3005 8 1/2 St, Monroe, WI 53566
amytimmerman@monroe.k12.wi.us

5517.01 - BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.



Definitions

"Bullying"

Bullying is deliberate or intentional behavior (using words or actions, intended to cause fear, intimidation, or harm) that is difficult to stop. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
- E. The Board recognizes that cyberbullying can be particularly devastating to young people because:
 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
 5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending email or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

The district has the authority to enforce this policy relative to cyberbullying when the incident occurs at school or causes a substantial disruption to the school's learning environment.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures



Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.



Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

5610 - SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, the principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; 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; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The District Administrator, the principal, or a teacher designated by the School District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent or guardian may, within five (5) school days following the



commencement of the suspension, have a conference with the District Administrator, who shall be someone other than a principal, administrator or teacher in the suspended student's school, to discuss removing from the student's records reference to the suspension. Reference to the suspension on the student's school record shall be removed if the District Administrator finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents or guardian in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed 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; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.



An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;



- B. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Director of Curriculum and Instruction may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Director of Curriculum and Instruction may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- B. The dangers inherent with the online disclosure of personally identifiable information;
- C. The consequences of unauthorized access (e.g., "hacking", "harvesting" digital piracy, "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. Unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.



The Board designates the District Administrator and Director of Curriculum and Instruction as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

5771 - SEARCH AND SEIZURE

The School District of Monroe Board of Education has charged District officials with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, District officials may search school property such as in-school storage spaces used by students. District officials may also search the person or possessions of students, as well as the vehicles of students. All such searches will be in accordance with the following policy.

Searches under this policy will be performed by the following District officials: the District Administrator, building principals, and assistant principals. If the aforementioned District officials are not available to conduct a search and circumstances warrant a search under this policy, a professional staff member or athletic head coach may be deemed a District official under this policy.

District officials may request the assistance of the school resource officer and other law enforcement agencies in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from District officials, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official's request or direction shall be conducted based on the standards applicable to law enforcement.

The District official conducting the search shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object, or any evidence of a violation of a law or school rule found during a search under this policy. Any such evidence shall be seized and properly catalogued for use as evidence in criminal or school disciplinary proceedings, as appropriate.

Searches Of Lockers And Other In-School Storage Places

The Board acknowledges the need for lockers and other in-school storage places for student possessions and shall provide storage places, including, but not limited to, desks and lockers, for that purpose. Such storage places are public property, and District officials may make reasonable regulations regarding their use. The District retains ownership and possessor control of all such storage places, and the same may be searched by District officials at any time determined necessary or appropriate by District officials. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall have no expectation of privacy in such storage places as to prevent examination by a District official. The Board directs that searches of such storage places may be conducted by the District Administrator, building principals, and assistant principals. If the aforementioned District officials are not available to conduct a search and circumstances warrant a search, a professional staff member or athletic head coach may conduct a search of such storage places. The school resource officer and other law enforcement may also conduct searches of such storage places at the direction of District officials. The Board directs the school principals to provide students with written notice of this paragraph of the policy at least annually.

Searches Of A Student's Person And Possessions

The Board recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student or student's possessions be searched without reasonable suspicion that the search will produce evidence that the student has violated or is violating either a particular law or a rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The scope of the search will be governed by the nature of the suspected infraction, the student's age and gender, and any other relevant circumstances or information.

District officials should attempt to obtain the freely-offered consent of the student to the search. Written consent is preferable, but oral consent is sufficient. However, provided there is reasonable suspicion pursuant to the above paragraphs, District officials may conduct the search without such consent. The search will be conducted by the District official in the presence of the student and another staff member. Any search of a student's person or intimate personal belongings should be conducted by a person of the student's gender, in the presence of another staff member of the same gender as the student, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.



A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. In such situations, the District official may choose not to first attempt to obtain written or oral consent of the student prior to the search and may search the student without the presence of another staff member, regardless of the gender of the District official and the student.

Under no circumstances shall a District official ever conduct a search of a student in which the student's genitals, pubic area, buttock or anus, or a female person's breast is uncovered and either is exposed to view or is touched by a person conducting the search.

This authorization to search shall apply to all situations in which the student is under the jurisdiction of the Board, including any district-related activity.

Searches Of A Student's Vehicle

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent for the search of the vehicle and all containers inside the vehicle by a District official with reasonable suspicion to believe that the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If a District official determines a search is necessary, he or she shall attempt to obtain the freely-offered consent of the student to search the vehicle and all containers inside the vehicle. Written consent is preferable, but oral consent is sufficient. If such consent is not given, a District official may proceed with the search as long as the District official has reasonable suspicion that the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.

Searches Using Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

Searches For Alcohol Use

Students must provide samples of their breath for the purpose of determining the presence of alcohol when District officials have reasonable suspicion that the students are under the influence of alcohol while on school premises, in a motor vehicle owned, rented, or consigned to the school, or while participating in a school-sponsored activity. When a District official has such reasonable suspicion, the District official may search the student for alcohol use using a breath screening device approved by the department of transportation for the purpose of determining the presence of alcohol in a person's breath.

The results of the breath screening, or the fact that a student refused to submit to breath screening shall be made available for use in any proceeding regarding the discipline of a student due to alcohol use. Any student that is under the influence of alcohol while on school premises, in a motor vehicle owned, rented or consigned to the school, or while participating in a school-sponsored activity, as well as any student that refuses to submit to breath testing will be disciplined or referred to treatment in accordance with Policy 5530 — Drug Prevention and the applicable Code of Conduct established by Policy 5600 — Student Discipline.

5772 - WEAPONS

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.



The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. Weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. Items pre-approved by a principal, as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. Theatrical props used in appropriate settings; and
- D. A knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program



Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by a court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and with respect to personally identifiable information, has not informed the school, in writing, that the information may not be disclosed.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. Forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
 - B.
 1. A reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
 2. The parent or eligible student, upon request, receives a copy of the record; and
 3. The parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- C. Forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- D. Disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- E. Provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;



- F. Report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- G. Release de-identified records and information in accordance with Federal regulations;
- H. Disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;
- I. Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representatives of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.)
- J. While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.
- K. Disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;
- L. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)
- M. The District will verify that the authorized representative complies with FERPA regulations.
- N. Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. A student's name;
- B. Address;
- C. Telephone number;
- D. Date of birth;
- E. Photograph;
- F. Participation in officially-recognized activities and sports;
- G. Height and/or weight, if a member of an athletic team;
- H. Dates of attendance;
- I. Date of graduation;



J. Degrees and awards received

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student that refuses to allow disclosure of directory data that participates in extra-curricular activities must complete Form 2431 F1 – Parent Acknowledgement of Risk and Release, which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extracurricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8330 - Student Records



Monroe High School

- Art
- Bathroom
- Business
- Computer Lab
- Courtyard
- English
- Family and Consumer Ed
- LMC
- Math
- Music
- Office
- Physical Ed
- Science
- Social Studies
- Special Ed
- Student Services
- Study Hall
- Tech Ed
- World Language
- S - Storage
- W - Women's Restroom
- M - Men's Restroom

