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Under the federal Family Educational Rights and Privacy Act (FERPA), personally identifiable information may not be released from a student's education without the prior written consent of the parent/guardian or adult student. Exceptions to this rule are set out in the FERPA regulations.

The Family Educational Rights and Privacy Act also gives the parent/guardian or adult student the right to inspect the student's education records and to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student's privacy rights. To inspect the student's education records, a parent/guardian or adult student must file a written request with the individual who has custody of the records to be inspected (building administrator). This request must be received within 45 days after the records custodian receives it. To request amendment of the student's records, the parent/guardian or adult student must first discuss the request informally with the records custodian, and if the custodian does not agree to amend the records, he or she will inform the parent/guardian or adult student of the student's appeal rights. Parents/guardians or adult students also have the right to file a complaint with the U.S. Department of Education alleging that the district has not complied with FERPA.

The District makes public certain information that has been designated as "directory information" unless the parent/guardian or adult student has notified the records custodian in writing within fourteen (14) days to restrict the release of all or part of this information. The District considers the following to be "directory information": student's name; address; student e-mail address; telephone listing; date and place of birth; class (freshman, senior, etc.); enrollment status (full-time, half-time, or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; photographs, degrees and awards; and the name of the school most recently attended by the student.

2016-2017 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.

2016-2017 DATES TO REMEMBER

Wednesday, August 10	MHS Registration	2-6 pm
Thursday, August 11	MHS Registration	2-6 pm
Monday, August 31	Freshmen Welcome	4-6 pm
Tuesday, September 1	Freshman only First day of classes	8 am
Wednesday, September 2	First day of classes for all other students	8 am
Tuesday, September 22	PARTY in the PAC	1 pm
Friday, September 18	Homecoming (Game)	7 pm
	Parade	TBD
Saturday, September 19	Homecoming Dance	8 pm
Thursday, October 22	Parent-Teacher Conferences	4-8 pm
Sat. & Sun., November 14-15	Play	TBD
Monday, February 8	8th Grade Orientation	5:30-7:30 pm
February 19-21	Musical	TBD
Thursday, March 10	Parent-Teacher Conference	4-8 pm
Saturday, April 23	Revue	7 pm
Saturday, April 30	Prom	8-11:30 pm
Sunday, May 29	Graduation	1:30 pm

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 Policies *JFCK*, *JHFF*, and *JHFF-R*.

Youth Options 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 Handheld Electronic Communication/Entertainment devices process - See Policy chapter.

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 Course Description book, distributed to each student at the beginning of scheduling time. Copies are available in the school office.

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 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 state 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.



Schedules

Regular Schedule

	Period 0		6:50 - 7:47 (Optional)
Period 1		8:05 - 8:52	
Period 2		8:56 - 9:43	
Period 3		9:47 - 10:34	
Period 4		10:37 - 11:25	
Period 5A	Lunch	11:29 - 11:59	
	Class	12:03 - 12:50	
Period 5B	Class	11:29 - 12:16	
	Lunch	12:20 - 12:50	
Period 6		12:54 - 1:41	
Period 7		1:45 - 2:32	
Period 8		2:36 - 3:23	

Monday Schedule

Period 0		6:50 - 7:37 (Optional)
Period 1		8:05 - 8:44
Period 2		8:48 - 9:27
Period 3		9:31 - 10:10
Period 4		10:14 - 10:53
Period 5A	Lunch	10:57 - 11:27
	Class	11:31 - 12:10
Period 5B	Class	10:57 - 11:36
	Lunch	11:40 - 12:10
Period 6		12:14 - 12:53
Period 7		12:57 - 1:36
Period 8		1:40 - 2:19

Two Hour Delay

(In the event of inclement weather)

Period 1		10:05 - 10:37
Period 2		10:41 - 11:13
Period 3		11:17 - 11:49
Period 5A	Lunch	11:53 - 12:23
	Class	12:27 - 12:59
Period 5B	Class	11:53 - 12:25
	Lunch	12:29 - 12:59
Period 4		1:03 - 1:35
Period 6		1:39 - 2:11
Period 7		2:15 - 2:47
Period 8		2:51 - 3:23



School Day:

The student regular school day is from 8:05 until 3:23. If a teacher requests that a student report to them at the end of the 8th hour, it is expected that the student will be there regardless of any other activity. This takes precedence over athletics, after school work, etc.

School operating hours and restrictions attached thereto extend until evening school activities have ended.

Any student who remains in the school building after regular school hours must be under the direct supervision of a staff member, club advisor, or coach.

The school doors are open at 6:30 a.m. unless otherwise arranged.

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 six (6) contact hours of class.

M.H.S. GRADING PERIODS:

Report cards will be issued every nine weeks. Nine week grades and semester grades will be recorded on the cards. It should be understood that any class dropped after five (5) days of class will result in failure in that class for the semester, unless otherwise approved by the 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 the 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, 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; b) dissemination of test questions or test materials; c) allowing another student to copy your work or giving answers to another student by any means; d) 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; e) 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's work from internet sources; f) doing work for someone else or allowing another to do your work, g) 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.

GRADING & ASSESSMENT

GRADING:

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 *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 it also provides opportunities for students to self-assess and monitor their own work. Formative assessment should help teachers to monitor their students' progress and to modify instruction accordingly.

Examples of Formative Assessment (practice):

- | | |
|--------------------------------------|---|
| Pretests | IPP's (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.

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 *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 | End of Unit Assessments |
| Culminating Projects | District Writing Assessment (1-8) |
| Performance Assessments | Chapter Tests |
| Labs (6-12) | Portfolios |
| Quizzes | End-of-Semester 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 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 Requirements:

- 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 or semester).
- If a student does not complete a summative assessment, then the student would receive an incomplete (I) for the class.

- ❑ When a student has completed all missing assessments, the grade for that grading period (quarter or semester) will be the calculated grade based upon the established grading scale, and weighted categories, for the district.
- ❑ Students are required to have all missing summative assessments completed by the last day of the quarter or semester. If summative assessments are not completed by the end of the quarter or semester, the student **will fail** the class for the **SEMESTER**.
- ❑ At the end of the school year, students are required to have all summative assessments and final exam complete by the last day for teachers.
- ❑ Seniors are required to complete all summative assessments & final exam by their last day of school, for classes they need to meet graduation requirements to be eligible to participate in the graduation ceremony. Seniors who do not meet graduation requirements by their last day and do not participate in the graduation ceremony, will be allowed the opportunity to work with their teachers to complete graduation requirements (summative and formative) until the last day for teachers, as all other students are able to do.

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

INCOMPLETES:

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. On these occasions, once a student completes the assignment a grade will be given. Full credit will be given once it is turned in. This allows skill achievement to be recorded, and the student's responsibility or lack thereof will be recorded in his or her citizenship grade.

ZEROES:

Zeroes will not be given as a grade. Zeroes create an inaccurate representation of achievement as well as being ineffective as a responsibility-creating mechanism. If a student refuses to do an assignment or assessment, it is recommended to give an incomplete until the task is complete. If an assignment is not completed, the student will receive an F (50%).

WEIGHTING:

Summative Assessments	80%
Formative Assessments	20%

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

HOMEWORK:

Homework should supplement, support, and extend learning through home-related activities. 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 the average student 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.

SEMESTER EXAMS:

A cumulative semester exam will be given at the end of each semester. Students must take the semester exam to pass the course. Exceptions will be made for students able to exempt exams and extenuating circumstances. The semester exam will count for 10-20% of the semester 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.

Categories

Attendance	Assignments
Work Independently	Follow Directions
Preparedness	Safety
Follow Classroom Guidelines	Cooperation
Participation	Respect
Leadership	Appropriate Behavior
Positive Attitude	Helpfulness

The following is a listing of possible citizenship grades given each quarter on the student grade report.

4	Highly Responsible
3	Average
2	Inconsistent
1	Irresponsible

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 the sophomores, juniors and seniors in their use of free time. It is intended that this program 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:

6. Be self-directing in the use of unscheduled time.
7. Go directly to their planned destination.
8. Not report to study hall for attendance purposes after their initial contact each semester with the study hall supervisor.
9. Use the LMC and other resource centers.
10. Use the guidance center facilities without passes.
11. Use computers made available for student use in the computer labs.
12. Use the M-Room or Commons area during RP time.

Participating students are expected to show corresponding responsibility by:

1. Showing the RP to the study hall supervisor immediately upon earning the privilege.
2. Setting an example for other students, particularly with regard to behavior patterns in a school and community atmosphere.
3. Following all general school regulations as specified in the student handbook.
4. Using good judgment in conducting themselves in the community and following all ordinances and regulations.
5. Using each area in an appropriate manner.
6. Participating in meetings about the RP Program and its evaluation.
7. 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 nine week grading period (quarterly) 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 accumulative average of 9th grade year of 3.0 or better shall be used in determining the eligibility for an RP the first nine weeks of the sophomore 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 quarter)
 - c. Any Office Discipline Referral (ODR)
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 quarter.
7. A student is not eligible for an RP if he/she receives an F in any course for the previous semester (This includes dropped classes in which an F is issued).
8. On the first day of the student's new quarter, the RP must be shown to the study hall supervisor in order to use the RP.
9. Students owing fines or fees may not eligible for a RP.
10. The RP may be revoked at any time by any time due to school policy infractions or by parent request.
11. First quarter students will not receive an initial RP if they received a quarter grade of "F" in any course or a citizenship grade of "1" for the last quarter of the previous year.

SEMESTER HONOR ROLL:

An honor roll is made up at the end of each semester. The regular honor roll consists of those students who have attained between a 3.20 and 3.69 grade point average. To be eligible for the high honor roll, a student must attain a 3.70 or better grade point average. 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 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 semester honor roll designation, a student must be carrying a class load of at least five classes (excluding physical education).

Beginning with the Class of 2016 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.***

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** semester 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 values for that class.

GRADUATION HONORS:

Students having a cumulative grade point average of 3.70 or higher, calculated after the first semester of the senior year, will be recognized as "honor graduates" and be awarded gold honor braids 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 second semester of his/her sophomore year.

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 a 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 in grade nine through twelve will be assigned to a graduating class based upon the number of credits earned at Monroe High School or transferred from another high school program.

Students in non-graded programs will be assigned to the class corresponding with their anticipated year of graduation.

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 - 25.0 credits

Based upon the satisfactory completion of the previous year, students will advance to the next grade unless retention is indicated. Grade retention will be based upon the following criteria determined at the beginning of each school year:

- Students having earned 3.75 or less credits will be reassigned to the Freshmen class.
- Students having earned 8.25 or less credits will be reassigned to the Sophomore class.
- Students having earned 14.75 or less credits will be reassigned to the Junior class.

These retention guidelines correspond to state reporting criteria.

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.

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 be changed to credit status only within the first five days of the semester. Courses taken for credit may not be changed to audit status.
- Auditing students will be required to attend the class and complete all instructor specified requirements.

RE-TAKING COURSES:

Students may re-take 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 re-takes in their class.
3. Students re-taking 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 semester
- 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 seventh or eighth 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:

- Student wishes 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 5 days of the semester. Dropping a course after 5 days will result in a failure (F) for the course.

Attendance

ATTENDANCE:

Regular school attendance is one of the most important habits each student must develop. All absences will be classified by the office as excused or unexcused. In case of absence, teachers will help students make up missed work when requested by the student. **It is the student's responsibility to make the request.**

Truancy is absence which is not due to illness or family emergency and for which permission was not given by the office. Truancy is dealt with according to state law and local policy.

Tardiness is the act of arriving late for class. This will be defined as being less than 15 minutes late for class. A student who is 15 or more minutes late for class will be considered unexcused truant. Ample time is allotted for students to pass between classes and to eat lunch.

It is the responsibility of the parent to see that the student attends school regularly as specified in State Statutes 118.15 and 118.16.

MONROE HIGH SCHOOL ATTENDANCE POLICY:

1. The following reasons for absences are excused and the student will be permitted to earn credit for work missed and remain in good standing:
 - A. Medical situations such as student illness and/or hospitalization and serious illness in the immediate family. A valid medical excuse should accompany the student upon his/her return to school.
 - B. Death in immediate family.
 - C. Absences covered by prearranged absence slips approved by parents and teacher. These forms must be completed and returned to the office prior to the date of the absence otherwise the absence will be considered unexcused. (Examples of a pre-excused absence include a trip with the family or hunting)
 - D. Absences for appointments or other absences excused by the high school office. These absences would include dentist, doctor, orthodontist, optometrist and similar medical appointments, driver examinations, court appearances, and college visits. A valid medical or legal excuse from should accompany the student upon his/her return to school.
 - E. Organizations or individual students leaving school for scheduled school trips or school activities during the school day will be not be recorded as absent. A list of students should be turned in to the office for administrative approval at least three days before they are to leave. These trips, which include all field trips, exchange programs, athletics, classroom projects, etc. are deemed beneficial to the student or students by the administration. Field trips are an extension of the classroom and, therefore, the same rules and regulations that apply to the classroom apply to students on a field trip. Students must take the responsibility for making up course work they miss within the time line specified in paragraph III.
2. The following are examples of unexcused absences in accordance with state attendance laws: truancy, missing the school bus, trips not approved in advance, shopping, oversleeping, gainful employment (unless as part of a school work/study program), hair appointments, and errands. Reasons for absences must be given to the school office according to State Statute. "Personal reasons", "gone" and "things to do" do not constitute excused absences.
3. **Make-up work, tests:**
 - A. Students with excused absences (including school sponsored activities) shall have the opportunity to make up school work that was missed. As a guideline, school work should be made up within a period of time equal to the number of days missed plus one day. (Example, three days of excused absences would allow the student four days to make up all missed work.) This guideline will not be applicable to longer-term assignments, large projects or group assignments with a pre-established due date. Tests or examinations missed should be made up within a time period agreed upon by the student and the teacher. **It is the responsibility of the student to contact the teacher to obtain missed work.**
 - B. It is possible that students with unexcused absences may not receive full credit for class work missed during the absence, but will be allowed to make up work and major unit, quarter or semester examinations within a time frame assigned by the teacher.
 - C. Students serving suspensions, both in-school and out-of-school, will have the opportunity to complete all missed work, quizzes and tests for credit.
4. **Office Notification Procedures:**
 - A. High school students who are going to be absent from school must have their parents telephone the high school to inform the attendance office (328-7122) of the reason for the absence. **The high school office does not accept notes.** The telephone call must be made the day of the absence between 7:30 a.m. and 12:30 p.m.

Students who become ill during the day and want to go home must come to the office and sign out with a pass after notifying the parent and having the parent give their approval to office personnel. An answering machine is available for early morning calls. In the event that both parents work, we recommend that the telephone call be made from work. If a call is not made before 12:30 p.m. on the day of absence, the office will assume the absence is unexcused. Any exceptions to this procedure must be approved by the high school administration.

B. Students who need to leave the building during the day for illness or other legitimate reasons must have a parent contact the office prior to leaving school and must sign the check-out list in the office. Students who leave the school without prior permission will be considered unexcused. 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.

C. **City ordinances only allow 10 parental excused days per school year. All other absences must be cleared with a valid legal or medical excuse.**

5. **Teachers will keep an accurate attendance record.** A student absent from class the previous day will be asked for an absentee slip if the student does not appear on the daily absence list from the office and will be entered into the attendance records as "excused" or "unexcused". The teacher will record tardiness along with absences. These criteria will be distributed to the student at the beginning of the course. Frequent absences from a class, both excused and unexcused, will require a parent/student/teacher conference. This conference will address missed work, if applicable, and a discussion of how to improve attendance.

6. **Tardiness, late to class, is a disruption to activity of the classroom. Students who enter at any time after the start of 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 he/she is late for his/her 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.

The following procedure will be utilized in the event of unexcused tardies: Students will receive an office issued detention for every 4th tardy they accumulate in a quarter; the tardy count will start over with each new quarter. Failure to serve detentions will result in administration working with student and parents until detention is served. **Failure to serve detentions will also result in additional consequences that may include suspension, being ineligible for extracurricular activities, including athletic events, dances, school sponsored activities, loss of RP and being ineligible to participate in the graduation ceremony.**

7. **Seniors must be in attendance 90% of the time Semesters I & II to participate in commencement. The 90% is defined as missing nine full days or 72 periods (per semester), no more, of which can be eight of any one hour, including study halls. The following absences shall not count towards the 72 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.

TRUANCY:

Wisconsin Statutes 118.15 and 118.16 define a "habitual truant" as any student who is absent from school without an acceptable excuse for all or part of five or more days during the course of a semester. In addition to State law, a municipal truancy ordinance governs high school and middle school students. Below is a simplified version of Municipal Ordinance 9-4-33:

Students who are truant on any given day will have their name submitted to the Monroe Police Department, upon which the student could be issued a citation. Students could face a fine for the first violation. Subsequent absences could lead to higher fines plus court costs.

Parents/guardians or other adults who are found to be contributing to the truancy or habitual truancy of a student shall be guilty of a Class 4 forfeiture. For the second or subsequent offenses, the parent/guardian shall be guilty of a Class 5 forfeiture.

If a student is a habitual truant, the court could order the student to attend school, and be ordered to forfeit not more than \$500 and court costs, with up to a year to pay. If, after a year, the fine is not paid, the parents will then be held responsible for the debt.

Parents with questions or concerns regarding their student's attendance are encouraged to contact administration

8. Addressing Excessive Absences and Student Truancy

Students who continually miss school or are considered truant from school will follow this step by step process for dealing with attendance issues.

A. Excused Absences Not Cleared by Legal/Medical Excuse Steps

- Ordinance creating section 9-4-33 of the Monroe City Code: truancy, habitual truancy, dropout, and contributing to truancy
- Acceptable Excuse:
- A pupil excused in writing by his or her parent or guardian before the absence. A pupil may not be excused for more than 10 days in a school year under this paragraph. **If students are absent for three consecutive school days due to illness, we request that parents provide a doctor's note explaining the reason for the absence.**

- ### **B. Absences that do not count against the 10 parental excuse absences include any absence that is cleared by a valid medical/legal excuse (doctor/dentist note, court appearance, drivers test, etc.), a pre-approved college visit, or a death in the immediate family.**

Steps to address Unexcused Absences:

Step 1:

- Phone call is placed to parent/guardian
- A letter is mailed to the parent/guardian detailing student attendance expectations when a student is absent from school without an acceptable excuse for part of or all of five or more days on which school is held during a school semester are considered "truant"
- Administration may meet with the student as a preventative measure

Step 2:

- A meeting is scheduled with the student, parent, administration, school counselor representative, and any teacher wishing to be a part of the meeting
- The truancy officer may be in attendance
- The student and parent will be informed of the current attendance situation
- All absences will need a medical/legal excuse to be cleared
- Student may be placed on an attendance contract
- Alternative educational settings/placements may be discussed

Step 3:

- All absences not cleared by medical/legal excuses will be considered unexcused-excessive absences
- Student will follow the Unexcused Absences/Truancy Steps

C. Unexcused Absences/Truancy Steps

- Ordinance creating section 9-4-33 of the Monroe City Code: truancy, habitual truancy, dropout, and contributing to truancy

Truant:

- A pupil who is absent from school without an acceptable excuse for part, or all, of any day on which school is held during a school semester.

Step 1: (Step 5 if beyond 10 parent excused absences)

- Administration meets with student and a phone call is placed to the parent/guardian
- A letter is sent to the parent/guardian detailing student attendance and expectations
- The truancy officer is notified

Step 2: (Step 6 if beyond 10 parent excused absences):

- A meeting is scheduled with the student, parent/guardian, administration, school counselor, any available teachers and the truancy officer
- Student is issued a truancy ticket
- Alternative education placements/settings may be discussed
- Student is placed on an attendance contract

Step 3: (Step 7 if beyond 10 parent excused absences):

- Administration meets with student and contacts parent/guardian about lack of attendance
- Attendance contract is reviewed
- Student issued a second truancy ticket

Step 4: (Step 8 if beyond 10 parent excused absences):

- A meeting is scheduled with the student, parent/guardian, administration, guidance staff, any available teachers and the truancy officer
- Student issued a habitual truancy ticket
- Alternative educational placement/settings may be discussed

Step 5: (Step 9 if beyond 10 parent excused absences):

- Additional truancy ticket is issued
- Parent/guardian contacted and informed of situation

Step 6: (Step 10 if beyond 10 parent excused absences):

- Student will be referred by the truancy officer as a habitual truancy referral

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.

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.

Why is this important?

- **Allows classrooms to begin on time**
- **To take responsibility for your own actions**
- **Shows respect for you, your classmates and instructors**

MONROE HIGH SCHOOL TARDY PROCEDURE

MHS follows the ***Two Feet in the Door Policy*** for students to be on time to their classes. Students are allowed three tardies to classes during a quarter without discipline action.



Teachers will record attendance and tardies in Skyward every class period. If a student does have more than three unexcused tardies in a quarter, a detention will be issued by administration. Parents will also be notified.



Student serves detention

No - detention not served

Yes - served

Administration will work with student and parents until detention is served

Administration and detention supervisor will keep track of detentions



If student accumulates an additional tardy or tardies in the same quarter, additional interventions and detention(s) will be issued.

Other disciplinary actions will be looked at including In School Suspension and Out of School Suspension by the administration.

Being on time – punctuality – is a learned behavior which will serve our students well into their adult lives. Tardiness, on a regular basis, is a disruption to the educational process of both the student and others in the class. In an effort to teach appropriate behavior, this tardy procedure will be in effect.

It is our goal to have all students be in their classes on time. As a school we want to reward good behavior such as being in class on time ready to learn.

Detentions can be served with an instructor, assigned detention rooms, office, before, and after school, detention supervisor's room as well as lunch time. Date and time will be set with administration.

Detentions should be served within an acceptable time after being issued.



Dress and



Behavior



DRESS GUIDELINES:

Wisconsin Statutes 120.12(1) and 120.12(1) give schools the right to specify a student dress code. 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. Coats or jackets (in the classroom)
 - d. Brimmed hats or hoods (in the building). Carrying these items to and from classes is also not acceptable.
 - e. Clothing adorned with inappropriate writing or pictures including "double meaning" expressions or printing not suitable for a school setting
 - f. Shirts for females should have two shoulder straps, a front and a back, cover the midsection and show no cleavage
 - g. Undergarments are not to be exposed on any students
 - h. Shirts for males may be sleeveless, however; deep armholes which expose bare sides and chest are unacceptable. Tight tank-top T-shirts are unacceptable.
 - i. Revealing shorts or skirts of inappropriate length
 - j. Students without shirts or with transparent clothing
 - k. Adornments, including jewelry, depicting drugs, alcohol, tobacco and other drugs
 - i. Chains worn as part of adornments on clothing is prohibited
 - ii. Any bandana, handkerchief, arm band, rolled up pants leg, or other symbol which could be interpreted as a gang affiliation (*see policy on youth gangs*)
 - iii. Any apparel or accessories which could potentially be a danger to self, others or property
 - iv. Pants need to be worn at the waist area. Undergarments are not to be exposed.
 - v. Sunglasses are not to be worn in the building

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 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 of the class 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 handbooks, 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 his/her 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, 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.
 - 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 beverage, or students in possession of drug paraphernalia, shall be disciplined in relation to the offense, up to and including expulsion.

3. Possession or use of any weapon (see policy section) on school premises or in school vehicles is prohibited.
 4. Possession or use of explosives including smoke bombs, fire crackers, 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 gesture 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 in-line skates, including shoes with imbedded wheels, sleds, toboggans and other such "play vehicles" on school property is prohibited by city ordinance.
- E. **COMPUTER USAGE:** - E-mail and the Internet are wonderful communication and information gathering tools. All students using the school computer equipment must have signed a statement indicating that they understand and will abide by the *Internet Safety Policy (IIBJ)* and *Acceptable Use Policy (IIBK)*. The following penalties will be imposed if the policies are violated:
1. If an unwanted e-mail is sent to a group of more than 5 people, e-mail privileges of the sender will be lost for a period of two weeks.
 2. If vulgar or abusive language is used in a communication, e-mail privileges of the sender will be lost for a period of one month.
 3. If a communication is harassing in nature, E-mail 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 portions 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 e-mail is threatening in nature, it will be dealt with on a case by case basis, with penalties up to and including expulsion.

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 school district administrator or any teacher designated by him/her also may make rules, with the consent of the school board, and may suspend a pupil for not more than five (5) (*consecutive*) school days. The pupil may be suspended if it is determined that he is guilty of noncompliance with such rule, or the conduct charged, and that his suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason therefore."

This may be repeated as necessary. A letter is filed with the school board regarding each school suspension from school. **Also See Policy on Suspension**

EXPULSION:

See Policy JGD/JGE on Expulsion

QUICK 50" PROGRAM:

To promote a safe and healthy learning environment, Monroe High School is participates in the *Quick 50* program. Persons with information about drugs (except tobacco), alcohol, paraphernalia or weapons on school premises may be awarded cash payments. The cash award is \$50 per incident for weapons, drugs, alcohol or related items.

A cash reward may also be awarded for information leading to the solving of cases of vandalism. This award amount may vary from \$25 to \$50.

Persons should contact the building administration, counselors or any staff member or call Crime Stoppers directly at 1-800-I-C-CRIME (422-7463.) Persons will remain anonymous and will be paid upon the recovery of the material or the solving of the case.

Fees

MONROE HIGH SCHOOL FEE SCHEDULE

Hot Lunch

Grades 9 - 12	\$2.85
Adult/Staff	3.55
Student Extra Milk	0.45
Adult Extra Milk	0.45
Reduced Lunch Price (for eligible students)	0.40

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 Ticketed Admissions (except tournament games)	4.00
Student Athletic Pass (not valid for WIAA tournament games)	50.00

Activities

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

High School Yearbook

Before Semester 2	55.00
During Semester 2	65.00

Field Trip

Per Trip	(cost varies)
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Parking Permit

25.00

Musical Instrument Rental

40.00

Student Fees

Freshman Fee	67.00
Sophomore Fee (\$42 if no Chromebook case is needed)	\$42/ 67.00
Junior Fee (\$40 if no Chromebook case is needed)	\$40/65.00
Senior Fee (\$40 if no Chromebook case is needed)	\$40/65.00

Optional Insurance coverage for student's Chromebooks**0\$ Deductible/\$20 per year premium****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:

Athletic Fee per each high school sport: \$60.00 (no family or individual limit)
(Hockey Fee is \$1000 and is not subject to a waiver)

Activity Fee for advisor-paid non-athletic activities:

\$25.00 per activity to a maximum of \$75.00 per student per year.

(Jazz Ensemble, Instrumental Ensembles, Pep Band, Musical, Show Choir, FFA, Forensics, School Play, etc.)

The above fees are in addition to 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.

Campus Life

ACTIVITIES & ADVISORS

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

SPORTS

Athletics
Baseball (Boys)
Basketball (Boys)
Basketball (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

CLUBS

AFS
Art Club
Deutschlandverein
FFA
FBLA
FCCLA
Fine Arts Festival
Forensics
Costa Rican Exchange
Instrumental Ensembles
Key Club
"M" Book
"M" Book Finances
Model UN
Musical
National Honor Society
Octagon Club
Play
Prom Advisor
Science Club
Spanish Club
Student Senate
Vocal Choir
Theatre Crew

BACKPACKS:

Backpacks are to be left in lockers throughout the school day unless a student has a condition which may hinder carrying classroom materials. Our student lockers are generally located in close proximity to a majority of students' classes. When in doubt, contact administration.

CAFETERIA:

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 who wish to eat at school during the noon hour must eat in the "M" room or in areas approved by supervisors of the lunch room. A hot lunch program is available. Eating at school is a privilege that is lost when a student fails to recognize the rights of others and follow the arrangements developed in the past. All food should be eaten in these areas and not in other places in the building.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES AND OTHER ELECTRONIC MEDIA

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. In most cases, your phone needs to be out of sight, turned off or on silent mode. Students may possess and utilize cell phones during the school day according to the following guidelines:

- Cell phones can be used before and after school, in the lunchroom, and between classes.
- Cell phones cannot ever be used in any **BATHROOMS OR LOCKEROOMS**
- Cell phones can be used in a classroom for educational purposes if directed by the instructor. Unless an instructor is allowing cell phone use (Internet, group work), cell phones need be to be turned off or on silent mode. The instructor will confiscate the phone if a student is actively using it during class time without the instructor's prior permission.
- The library will allow cell phone use for educational purposes (not for talking or texting friends or family members). 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.
- Cell phones are not allowed in academic support areas such as math lab, structured study hall unless permission is granted by an instructor.
- 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 phone 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 day period 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 administration. Additionally, a parent/guardian meeting will be set up.

DANCES:

- Do not publicize any dance or social event until all details on the request form have been approved by and scheduled with a MHS administrator
- 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.
- ***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.

- Access to the kitchen is permitted only with the head cook's permission. A faculty chaperon must be present.
- Lights in the corridor to the washrooms must be on.
- Closing time at all dances and social events is 11:00 p.m. or as announced (exceptions - prom and homecoming).
- 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.

All school visitors must enter through the front doors and report directly to the school office.

FIRE EXIT PLAN:

South Exit (Woods Room) Y16	Y01, Y02, Y05, Y06, Y07, Y08, Y09, Y11, Y12, Y13, Y14, Y15, Y16
East Exit (Art Room) W15, W17, W18, W19	Y10, W05, W06, W07, W08, W09, W10, W11, W12, W13, W14, W15, W17, W18, W19
South Exit (Bus. Ed.) Y17, Y18, Y19, L.M.C., Lounge	G01, G02, G03, G04, G05, G06, G07, G08, R15, R16, Y03, Y04, Y17, Y18, Y19, L.M.C., Lounge
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 WEST door	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 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 over head for protection.

LOCKDOWN PROCEDURE:

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

- o Any staff member should immediately call **9-911 or (High School Office Emergency # 7710)**
- o Immediately notify the office by phone or PA call button, giving as much information as possible.
- o The office will announce "WE ARE UNDER A LOCKDOWN" over the PA system. If this is not possible word will be passed by the best means possible.
- o The bell system will be turned off, if possible. In either case, do not respond to any bells or alarms until the lockdown has been terminated.
- o The District Administrative Center will be notified and they will notify other schools.
- o **(The superintendent or designee will be the only spokesperson for the district)**
- o Teachers will allow any students in the hallway to enter the classroom then lock their door, if it is possible to do so safely. The door can also be barricaded, if necessary.
- o The police recommend that classroom drapes be open so that they can see in. They will assume that any room with closed drapes has a problem. (Do not put yourself in danger trying to open or close drapes)
- o Students should be moved to the side of the room least visible from the inside of the building.
- o The time of police arrival will be from 3 to 5 minutes. They may not immediately enter the building, but will create a perimeter around the property, stopping anyone from entering. Their entry will depend upon the imminent nature of the intrusion or event.
- o A description of the problem will be given to police by phone, cell phone or messenger, if possible. A note on a cardboard in the window may have to be used if none of the other lines of communication are open.
- o Students/staff in halls should report to the nearest occupied room.
- o Students/staff in the M Room should report to the nearest secure area (gym, kitchen)
- o Classes with direct access to the L.M.C. should proceed, if this can be done safely, to the back room of the library.
- o Students/staff in classes held outdoors should go to Abraham Lincoln School by the safest possible means.
- o Students/staff who cannot safely move to another area should remain where they are and take cover, out of sight, if possible.

- If possible, directions will be given over the PA system.
- Staff should try to maintain a calm and quiet environment, so as not to call attention to a room full of people.
- Please do not make cell phone calls in that this will tie up the circuits for emergency communications and create a dangerous noise situation.
- Report any observations to the office via phone or intercom, if possible.
- The police will be making most of the decisions after they arrive.
- Dismissal from the room or building will be announced to each room by the police and a school official who will unlock the door. If evacuation is required, follow the directions of police.

FUND RAISING:

Many activities depend upon raising funds through school permitted channels. Fund raising events have the following characteristics:

1. Provides a **quality** product or service at a **reasonable** price.
2. Does not disrupt the academic process.
3. Encourages responsible accounting and sales practice.
4. Does not create a litter problem.
5. Raises only those funds necessary for a non-extravagant event.
6. Food items may not be sold in the classrooms at any time or in the cafeteria during the 5th period.

Before any fund raising event can start, a fund raising form must be filled out and approved by administration at least five school days before. The date must also be reserved on the school calendar. Students are responsible for the product once it has been checked out. Products should not be left in lockers or other areas where there is a chance of theft or loss.

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 **nontransferable**. 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 Webpage under health corner.
- 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 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 back up 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 Webpage under health corner.
- Inhalers must be labeled with an appropriate pharmacy label and the student's name.
 - The student's ability to manage his or her own inhaler responsibly may be evaluated, and if necessary, the parent may be asked to reconsider the appropriateness of the student administering his/her 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 Webpage under 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 POLICY

- 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 of 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 to contact the building administration.

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.

TELEPHONE MESSAGES:

Please advise your family, friends and employers that the high school office will only accept and deliver emergency messages to students.

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 be 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 of the school parking lot.

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

Visits must be prearranged in the office 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.

LMC

HOURS:

The LMC is open each school day from 7:15 a.m. to 3:45 p.m. Before school, during and after school hours provide maximum opportunity for student LMC use.

CIRCULATION PROCEDURES:

Books: All regular 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. Books may be renewed, provided that there is not a demand for that particular title or subject matter. Students are responsible for all materials checked out to them. If an item is damaged while checked out to them, they could be fined \$0.25 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.

Some non-fiction reference books are for overnight use only. A copy machine is available for student use in the LMC at a cost of ten cents per page.

Current issues of magazines are on display in the rack and are non-circulating. Older issues of magazines may be borrowed for a 3 week period and are subject to the same overdue fines as books.

Please make every effort to return library materials on time! Other students may be looking for them, too.

SIGN-IN PROCEDURES:

- For a student from study hall and/or on a pass: The student presents his/her pass BEFORE the bell and signs in on the correct study hall sheet.
- For a student on a pass: The student presents his/her pass BEFORE the bell and signs in on the correct study hall sheet.
- For students coming from a class: The student will report directly from class to the LMC and present his/her pass. (If “return” is not indicated, it will be assumed that the student must remain the entire time).
- A responsibility pass student: The student will report directly to the LMC and sign in.

LMC ACCESS:

Who may come to LMC:

- Responsibility Pass students
- Students brought in by a teacher as a class
- Study hall students and students with passes may sign in as needed.

What are the purpose of passes:

- Doing class assignments requiring LMC materials
- Leisure reading

Who may issue passes:

- The teacher who made the assignment
- LMC personnel.
- Study hall teachers may not issue passes except to students needing or returning materials, who may remain 15 minutes.

LMC BEHAVIOR:

Students using the LMC are expected to be engaged in individual study, homework or recreational reading. **The LMC is not the place for group discussions or socializing.** Students who are disruptive will be sent back to class or study hall and 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. These students must use the LMC before or after school.

LMC COMPUTERS:

The LMC has computers for student use and programs. Computer games are not allowed. Students must respect computer desktops.

LOST OR DAMAGED MATERIALS:

Lost materials or those damaged beyond reasonable wear must be paid for at the purchase price. In lieu of replacement costs, students may replace a lost book title with one of the same quality. This "trade" book must be approved by the LMC director, Mrs. Ange Schmelzer.

Computer Lab Usage

Our goal is to create a positive educational environment. The open lab will be conducted as a classroom. Any person not following the rules listed below or those posted in the lab will have their internet and/or e-mail privileges revoked and be removed from the lab for a specified period of time.

Students will be eligible to use the school computer system, when parents sign the registration form that is sent out over the summer. Part of this form indicates that the user and parent/guardian have read and agree to abide by the rules in policy IIBK, *Acceptable Use of Electronic Information Resources*.

****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
- Shall not use the CD-ROM
- 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 his/her own
- Shall not misrepresent his/her identity
- Shall not watch or play inappropriate video clips
- Shall not use e-mail other than the school district approved e-mail provider
- Shall not use proxies to access inappropriate or school-prohibited web sites

Study Hall and Passes

STUDY HALL REGULATIONS:

Study hall regulations should be enforced uniformly by the entire staff. It is essential that the study hall be maintained as a place for study at all times.

1. The purpose of study hall is to provide an environment for student to do individual work and collaborative work with instructor approval.
2. **Each student is to come to the study hall adequately prepared with materials to study during the entire period.** Leaving the study hall to go to lockers should be unnecessary. No student is to leave the study hall without a student pass from the study hall teacher. All passes will be collected by the faculty member who has the last contact with the student. Passes to the Math Lab can be given out for students to get help with math depending on space availability.
3. Students are not allowed to leave the study hall before the dismissal bell.
4. Attendance in study hall is mandatory unless a student has a Responsibility Pass.

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 his/her 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 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 class room teacher.
- F. **Work Passes** - *Work passes are not available.* Freshmen are expected to be in attendance during the entire school day, while eligible Sophomores, Juniors and Seniors have the Responsibility Pass available to them. It is the feeling of the administration and staff that any student working on a part-time job should also be a responsible student or in a school managed work study program.

- G. **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)**
- H. **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 & 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. Schmidt (School Counselor)

Ms. Basken (School Psychologist)

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

STUDENT ASSISTANCE PROGRAM:

Offered by the counselors, the goal of the program is to help students successfully deal with problems involving school, family, friends, or personal health. A special focus of the program is concerns related to alcohol and other drug abuse.

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 study hall 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 semester 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.

Positive Behaviors in Schools

What is PBIS?

- Positive Behavioral Interventions and Supports
- PBIS is about extending our District Intervention Systems and RTI framework to school wide behavior support.
- Definition of PBIS – A systems approach for establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students.

Why is PBIS Important?

- If a child doesn't know how to read, we teach.
- If a child doesn't know how to multiply, we teach.
- If a child doesn't know how to swim, we teach.
- If a child doesn't know how to behave, we _____.

Why don't we finish this sentence the same way?

PBIS enables schools to . . .

- Use systems and data that allow us to be more efficient. *Work smarter, NOT harder.*
- Establish a smaller number of priorities. *Do less, Better!*
- Give priority to what works. *Research based, evidence based interventions/support.*
- Establish clear expectations for staff and students. *Everyone operating under the same system.*
- Increase student engagement in the learning process. *Decrease disruptive behaviors increase academic performance.*
- Support a positive school environment and learning community. *Everyone wants to have FUN!*



**Monroe High School
Behavior Expectation Matrix for all MHS Students**



Rules and consequences indicated in the Monroe Parent and Student Handbook are still in effect

**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.monroeschools.com***

DRUG-FREE SCHOOLS POLICY

Policy JFCF – Revised 02-24-14

STUDENT CHEMICAL ABUSE

Policy and Guidelines JFCH/JFCI and JFCH/JFCI - R – Revised 02-24-14

STUDENT SUSPENSION / EXPULSION

Policies JGD / JGE – Reviewed 05-11-15

Suspension: (Please go to www.monroeschools.com for full policy)

A student may be suspended for not more than five school days or, if a notice of expulsion hearing has been sent, for not more than a total of 15 consecutive school days for:

1. Noncompliance with school or district rules, or
2. 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, or
3. Conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or
4. Conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority, or
5. Endangering the property, health or safety of any employee or board member of the District in which the pupil is enrolled.

Expulsion: (Please go to www.monroeschools.com for full policy)

The board may expel a pupil from school whenever it finds the pupil guilty of:

1. Repeated refusal or neglect to obey the rules, or
2. Knowingly conveying or causing 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, or
3. Engaging in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or
4. While not at school or while not under the supervision of a school authority, engaging in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or
5. Endangering the property, health or safety of any employee or board member of the district in which the pupil is enrolled and is satisfied that the interest of the school demands the pupil's expulsion.

NOTICE OF ACCOMMODATIONS FOR RELIGIOUS INSTRUCTION – Policy JEFA (01/28/13)

Students will be permitted released time for religious instruction in compliance with state law and established procedures. Students released for religious instruction shall be expected to attend such instruction classes on a regular basis. Attendance records shall be maintained. The Board may deny the privilege of release time to students who absent themselves from the religious instruction after requesting the privilege. The District shall be released from all liability for a pupil who is absent from school for this program.

ANTI-BULLYING – Policy JFCN (03-23-15)

Introduction: The District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition: Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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.

Bullying behavior can be:

- 1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)**
- 2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)**
- 3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyberbullying)**

Prohibition: Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation: All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the appropriate Building Administrator or district level administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school counselor, school psychologist or building level 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. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying: The school official receiving a report of bullying shall immediately notify the Building Administrator. The Building Administrator or his/her designee shall, within one school day, interview the persons reported to be involved in the bullying incident(s) and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports: If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the District administration and Board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil Services staff will provide support for the identified victim(s).

Disclosure and Public Reporting: The policy will be distributed annually to all students enrolled in the District, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The District will also provide a copy of the policy to any person who requests it. 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 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.

HARASSMENT POLICY

Policy ACA - Adopted 2-26-2007

(Please go to www.monroeschools.com for full policy)

1. PURPOSE

The mission of the district is to educate and develop all students to their highest potential. The board is committed to creating an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment, and promotes respect, tolerance and cooperation throughout the district. We expect all members of the educational community — students, staff, and all others involved in accomplishing our educational mission — to help create and maintain this environment.

To accomplish our mission, all employees and students must be allowed to work and learn in an environment free from harassment. Harassment interferes with the working or learning effectiveness of students and/or employees. Individuals who experience harassment may process a complaint pursuant to established procedures.

It is the board's intention that all incidents of harassment be dealt with in an appropriate manner. Where appropriate, it is recommended that incidents of harassment be discussed with the person who has committed the action to make it clear that the behavior is offensive and unwelcome. The board recognizes, however, that additional action may be necessary or appropriate. In those instances, action under the appropriate student or staff disciplinary procedures is authorized. The board may enact further procedures to enforce this policy.

Each school is encouraged to develop and implement, at every opportunity, educational experiences that advance this policy. Schools will develop and enforce disciplinary rules consistent with this policy.

HARASSMENT COMPLAINT PROCEDURES

Policy ACA -R - Adopted 2-26-2007

(Please go to www.monroeschools.com for full policy)

POLICY CONCERNING 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. (Please go to www.monroeschools.com for full policy)

DANGEROUS WEAPONS

Policy JFCJ Revised 02-24-14

(Please go to www.monroeschools.com for full policy)

Possession or use of a weapon (defined below) on school premises, in school-owned or contracted vehicles, before, during or after school or at any school-sponsored activity is prohibited. A pupil found to be in possession of a weapon on school premises before, during or after school, or at any school-sponsored activity is subject to suspension and expulsion from school and legal action.

ANNUAL ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act-AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The District has a goal to be in full compliance with this law and is following the spirit as well as the letter of the law. As a matter of policy, the school shall continue to maintain a safe and healthful environment for employees and students. In keeping with this legislation, all buildings (including portables and support buildings) owned by the District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the District has completed their three year re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance. This past year the District conducted the following with respect to its asbestos containing building materials: Continued our Operations and Maintenance Program.

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before beginning work to receive this information.

The District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the District Office at 925 16th Ave. third floor; copies are available at 25 cents per page. Questions related to the plan should be related to Tom Rufenacht, Director of Buildings and Grounds, School District of Monroe at (608) 328-7194.

STUDENT USE AND/OR POSSESSION OF HANDHELD ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES – Policy JFCK (10-27-14)

Except as specified in the parent/student handbooks, students are prohibited from using or possessing a wireless electronic paging or two-way communication device or system while in school buildings, on school grounds, in school vehicles, or while off school premises when participating in or observing any curricular programs. The Building Administrator or District Administrator may allow such a device to be used or possessed for a medical, school, educational, vocational or other legitimate purpose with prior permission. Students may not possess or use laser pointer/devices at any time in school buildings, on school grounds, in school vehicles, or while off school premises when participating in or observing any curricular or extracurricular program sponsored by the District. Exceptions, for educational purposes, may be made by the Building Administrator.

Students who violate this policy shall have their laser pointers/devices or electronic communication devices confiscated and shall be subject to disciplinary action. Parents/guardians shall be notified as outlined in the parent/student handbook. This policy shall be published annually in the parent/student handbook and distributed to each student in the District.

INDOOR ENVIRONMENTAL QUALITY NOTICE

The Monroe School District would like to inform staff, students, parents, and the public of the district’s indoor environmental quality (IEQ) management plan. The plan was initially developed in 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the District Office for a fee. The District Office is located at 925 16th Avenue, Suite 3, Monroe, WI 53566.

NOTICE TO PARENTS OF CHILDREN ENROLLED IN THE SCHOOL DISTRICT OF MONROE

The *No Child Left Behind Act* allows parents and guardians to request certain information about their child’s teacher(s) and requires the District to give the information to the parent or guardian in a timely manner. Specifically, parents and guardians may request the following information about each of their child’s teachers:

1. Is my child’s teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he/she teaches?
2. Is my child’s teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he/she teaches with an emergency or provisional license?
3. What was the teacher’s college major; has the teacher earned any advanced degrees, and if so, what is the subject of the degree(s)?
4. Does an instructional aide provide services for my child, and if so, what are his/her qualifications?

Parents and guardians may obtain the above information by contacting Cindy Rupnow, BOE/District Administrative Executive Assistant, at 608-328-7109.

In the event you have further questions regarding parental involvement in the District’s Title I program, please refer to ***Policy IBGC Programs for Disadvantaged Students (Title I)***.

NONDISCRIMINATION NOTICE – Policy AC (09-12-11)

The School District of Monroe is committed to a policy of nondiscrimination in relation to race, religion, sex or sexual orientation, age, national origin, handicap, marital status, arrest of conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with who the Board does business.

RELEASE OF STUDENT PHOTOS AND INFORMATION – Policy JO and JO-R (03-24-14) (03-24-14)

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school, to instruct students or staff members, to recognize student achievements, etc. The final product could also take a variety of forms: photo displays, slide-presentations, newspaper articles, pamphlets, video programs, school yearbook, etc.

The Family Educational Rights and Privacy Act allows any parent/guardian or eligible student the right to inform the school of their desire that their child not be photographed or videotaped.

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student’s right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. At the beginning of each school year, all parents/guardians or eligible students are required to fill out a Student Registration Form; Part II – Information Checklist addresses the release of information and photos. The Student Registration Form is kept on file in the school office and may be updated at any time by contacting the appropriate school.

Wisconsin School-District Performance Reports

The Wisconsin School Performance Report serves as the state’s annual public school-district report card and represents comprehensive resources of data on school and district performance and student achievement indicators.

Information in the School Performance Report comes from three sources:

- Wisconsin’s 426 public school districts and its two state schools (Wisconsin School for the Deaf and Wisconsin School for the Visually Handicapped)
- Private firms that administer assessment to Wisconsin’s students (ACT, AP, etc.)
- DPI data collections other than SPR (PI-1505 Annual Report, PI-1202 Fall Staff Report, and PI-1215 Curriculum Report)

- The contents of the School Performance Report are organized into two broad categories: Student Performance Indicators and Opportunity-to-Learn Indicators, Student Performance Indicators give readers a look at eight different measures of achievement:
 - Advanced Placement Test
 - American College Test (ACT)
 - Graduation Statistics
 - Knowledge & Concepts Examinations (grades four, eight and ten)
 - Post-graduation Intentions

Opportunity-to-Learn Indicators offer insight into the classes and experiences available to public school pupils. This section is divided into a District Profile and a Student Profile.

The District Profile includes:

- Advanced Coursework
- General Fund Expenditures
- General Fund Revenues
- High School Graduation Requirements
- Pupil/Staff Ratios

The Student Profile includes:

- Attendance
- Dropouts
- Expulsion
- Extra/Co-Curricular Activities
- Habitual Truancy
- Retention
- School-Sponsored Community Activities
- Suspension (Out-of-School)

The School-District Performance Report is available to all members of the public online at <https://apps2.dpi.1i.gov/sdpr/spr.action>. A link is also available on our school website at <http://www.monroeschools.com/>. Other resources include, Wisconsin Student Assessment System Proficiency Reports to find detailed information on district and school achievement, Wisconsin Information Network for Successful Schools (WINESS) to find information for particular public schools.

If interested in hard copies of these reports, please contact the Building Administrator or District Administrator.

Wisconsin Accountability

http://acct.dpi.wi.gov/add_home

School Report Cards – <http://reportcards.dpi.wi.gov/>

Public versions of the School Report Cards are posted here, organized alphabetically by district. Please select the first letter of the district name below to jump to that area of the alphabet. Click on the district name for a list of schools in the district. Additionally, a state-level download file includes data from each school's Report Card:

<http://reportcards.dpi.wi.gov/files/reportcards/xls/2011-12reportcarddata.xlsx>

SEARCH OF STORAGE AREAS – Policy JHFF (12-17-12)

The Board recognizes that the District needs to provide storage areas for the convenience of staff members and students. They also recognize that, although the District retains ownership and right to control storage areas, entry into areas without the consent or approval of the user is intrusive and offensive to the user's dignity, and the Board has an obligation to respect the user's interests. However, circumstances may require entry without consent or approval from time to time, and it is therefore necessary to develop appropriate rules governing such entries.

This policy is not intended to limit the District's right to conduct general inspections of storage areas out of concern for the health, safety and welfare of the school community.

The school provides storage areas, including electronic media, for the convenience of staff members and students. A storage area assigned to a staff member or student remains the property of the District. At no time does the District relinquish its exclusive control of such storage areas.

Individual storage areas may be searched as determined necessary or appropriate without notice, without user consent, and without a search warrant. The search will be conducted in accordance with regulations established by the Board and may include the ability to utilize the service of drug-searching canines and/or other specialized search animals.

Any unauthorized items found in a storage area may be removed. Items removed from a storage area must be safeguarded until determination has been made by the appropriate authorities for disposition of the items. Items removed from the storage area will be handled as follows:

- 1) held by the school for return to the staff member, adult student, or parent/guardian of a minor student to be removed from school property.
- 2) retained for disciplinary proceedings, or
- 3) turned over to law enforcement officials.

The staff member, adult student, or parent/guardian of a minor student shall be notified of items removed from a storage area assigned to the staff member or student.

The District shall provide a copy of this policy to each employee of the District and to each student enrolled in the District on an annual basis. Each building shall select the most appropriate method of delivery and shall ensure the method provides for delivery to employees who are hired by the District and students who enter the District after the start of the school year. Each building shall maintain a record of the method and dates of delivery of the policy.

STUDENT RECORDS NOTICE – Policy JO & JO-R (03-24-14) (03-24-14)

The School District of Monroe maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the district:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student’s school records upon request in accordance with established district procedures. The District will respond to such requests without unnecessary delay and in no case more than 45 days after the request is made. Copies of the District’s student records procedures are available upon request at the school district office at 925 16th Avenue, Suite 3, in Monroe, Wisconsin or they may be obtained on the district website at www.monroschools.com
2. An adult student, or the parent(s) or guardians(s) of a minor student, has the right to request the amendment of the student’s school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established district procedures. Copies of the District’s procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student’s school records, except to the extent that state and federal laws authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A “school official” is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or 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. A school official has a “legitimate educational or safety interest” if the official needs to review a student record in order to fulfill his/her professional or district responsibility.
4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged district noncompliance with Federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

5. The District makes public certain information that has been designated as “directory information” unless the parent/guardian or adult student has notified the records custodian in writing within fourteen (14) days to restrict the release of all or part of this information. The District considers the following to be “directory information”; the student’s name, address, e-mail address, telephone listing, date and place of birth, class (freshman, senior, etc.), enrollment status (full-time, half-time or part-time), participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the student.
6. The District will forward records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment or transfer.

ACCEPTABLE USE POLICY-IIBK

(Please go to www.monroschools.com for full policy)

The District understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. The District is committed to developing and providing technology resources that promote learning for students and staff and to facilitating resource sharing, content creation, collaboration, innovation and communication.

Technology use, whether the technology is owned by the District or the user, entails personal responsibility.

This Acceptable Use Policy has two sections: Guiding Principles (for Students & Staff) and Rules. For the purpose of these rules and guidelines, electronic information, network resources, and communication services include, but are not limited to: network services (both wired and wireless), hardware, mobile devices, software, social media tools, learning management systems, Web 2.0 tools, telecommunications services, email services, and audio/video equipment.

Responsibility/Consequences:

You're responsible for your actions. The use of the *Internet and ANY network resource is a privilege, not a right*, and inappropriate use may result in cancellation of those privileges, and may lead to other discipline up to and including termination (employees) and expulsion (students). Additional consequences may apply according to student or employee discipline policies and regulations, which may also include law enforcement if an act is deemed criminal.

INTERNET SAFETY POLICY- IIBJ
(Please go to www.monroeschools.com for full policy)

1. Introduction

The District shall:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity
- Prevent unauthorized online disclosure, use or dissemination of personal identification information of minors
- Comply with the Children's Internet Protection Act (PL106-554 and 47 U.S.C.254(h), referred to herein as "CIPA".

2. Definitions

The terms "obscene," "child pornography," and "harmful to minors" shall have the meaning as defined in CIPA.

3. Access to Inappropriate Material

Computers with access to the Internet shall not be used to access inappropriate materials on the Internet or World Wide Web. The determination of what matter is inappropriate shall be made by the District Administrator or designated representatives.

Technology protection measures (such as Internet filters) shall be used at all times on any computer with Internet access, to block or filter, to the extent practical, access to inappropriate information through Internet or other forms of electronic communications.

Specifically, as required by CIPA, blocking or filtering shall be applied to materials, including, visual depictions that are obscene or child pornography or harmful to minors.

Subject to staff supervision, technology protection measures may be disabled during use by an adult to enable access for bona fide research or other lawful purposes. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the District Administrator or designated representatives.

4. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District online computer network (including minors) when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.

Specifically, as required by CIPA, the District will take steps to:

- Prevent unauthorized access, including so-called “hacking” and other unlawful activities by minors online.
- Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- Educate minors about appropriate online behavior including interacting with other individuals on social networking websites and chat rooms and cyber bullying awareness and response.

5. Supervision and Monitoring

All members of the District staff shall supervise and monitor the online activities of minors using computers with Internet access in accordance with this policy and CIPA.

Other policies of interest, which can be found on the district website, may include:

AC – Nondiscrimination
ACA – Harassment
ACA-R – Harassment Complaint Procedures
EGAB – Copyright Policy
IBGC – Programs for Disadvantaged Students (Title I)
IIBK – Acceptable Use Policy
IKE - Promotion and Retention of Students
IKE-E – Retention/Promotion Flowchart for Elementary and Middle School
JB-R – Complaint Procedures
JE-R – Student Attendance Rules
JED – Student Exceptions From Class (Personal, Religious, Medical Reasons)
JEFA – Released Time for Religious Instruction
JEFA-R – Guidelines for Released Time for Religious Instruction
JF – Student Rights and Responsibilities
JFCF – Drug Free Schools/Student
JFCG – Tobacco, Electronic Cigarette and/or Vapor Device Use by Students
JFCH – Student Chemical Abuse
JFCJ – Dangerous Weapons in the Schools
JFCK – Student Use and/or Possession of Electronic Devices
JFCKL – Locker Room Privacy
JFCL – Youth Gangs
JFCM – Student Code of Conduct
JFCN – Anti-Bullying
JGD/JGE – Student Suspension/Expulsion
JHFF – Search of Storage Areas
JHFF-R – Conducting Search of Storage Areas
JN – Student Fees/Fines
JN-E – Fee Schedule
JNA-R – Guidelines for Collection of Fees and Fines
JO – Student Records
JO-R – Guidelines for the Maintenance and Confidentiality of 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

