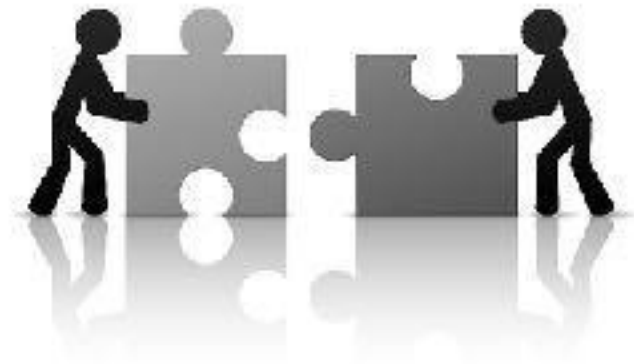


# **2020 - 2021**

# **Monroe Middle School**



# **FAMILY REFERENCE**

# **HANDBOOK**

**A reference guide for students and parent/guardians.  
Includes; attendance rules, daily schedules,  
building and district policies, guidelines,  
and District Grading & Assessment Guidelines.**



## **Monroe Middle School**

1510 13<sup>th</sup> STREET

MONROE, WI 53566

608-328-7120

Dear Student and Families,

Welcome to the 2020-2021 school year at Monroe Middle School. On behalf of our talented, energetic, and caring staff, it is a pleasure to share these exciting years with you. We would like to take this opportunity to thank you for viewing our Family Reference Handbook. We hope this Handbook makes the Middle School journey a bit clearer and easier!

The Monroe Middle School learning community is committed to the importance of the family-student-school-community team! We strive to provide a learning environment that supports and encourages our students' intellectual, emotional, physical, and social growth. The MMS teachers are experts in their academic fields and have wonderful hearts that are open to the wonders of the middle years. We are ready to join with our students and families in order to help each very special young person understand and reach his or her personal best. In order to facilitate your participation, we will make every effort to provide you with information, make ourselves available to address your concerns, and foster an open invitation to visit our building and take part in school activities.

We encourage you to review the entire Handbook to become familiar with our daily schedules, attendance requirements, grading, building and district policies, and the general expectations we have established to support our learning environment and provide your child with a positive middle school experience. We welcome the opportunity to work as partners to support your children. Our staff offers a wealth of experience and we encourage you to take advantage of their skills and talents. Please feel free to visit the school and/or contact staff for their insights and suggestions on school or child related topics.

As you read through this Handbook, please be aware that information included is not all-inclusive and is subject to changes in school board policy. We look forward to sharing this exciting time with our students and families. We pledge to do our very best in the common goal of assisting our students to meet the high academic and behavioral standards we set for them.

Sincerely,

**Brian Boehm**

**Matt Brown**

Brian Boehm, Principal  
Monroe Middle School  
608-328-7270

Matt Brown, Assistant Principal  
Monroe Middle School  
608-328-7140

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**MONROE MIDDLE SCHOOL MISSION:** The mission of Monroe Middle School is to provide students and staff with a safe, diversified and challenging learning environment. Monroe Middle School will offer the opportunity for students to develop to their full potential in partnership with their families and community. The opportunities for academic, social, physical, and personal growth will make it possible for students to be well prepared as



*Mutual Respect*



*Personal Responsibility*

### **Listen**

Do not interrupt others  
Listen the first time  
Do not be distracted by devices

### **Complete Work**

Bring materials to class  
Do work on time and to a high quality  
Use retake opportunities

### **Interact**

No negative talk to peers/staff  
Show respect for cultural and other differences  
Honor the abilities and opinions of all people

### **Use Digital Devices**

Do not use the device to hurt others feelings  
Maintain the device and keep charged  
Use only approved apps and websites

### **Act**

Respect the right of others to learn/teach  
Treat property with care and respect  
Reset yourself when needed

### **Set Personal Goals**

Goals should be S.M.A.R.T.  
Track your progress

# Sources of Information

We understand that school can be a confusing place for students, parents/guardians and community members. We also understand that communication with all parties is one of the keys to a successful Middle School experience.

Email is the Monroe Middle School's main means of communicating with families. Please be sure to have a current email address on file with the school office. Progress reports, newsletters and memos to families will all be sent via email. Paper copies will only be mailed if a family informs the office that they would still like to receive the information in that format. One exception to this rule of thumb is that Report Cards will always be mailed to families.

The School District Website (Middle School Page) will be updated frequently with information. This can be found at <http://www.monroeschools.com/>. Follow the links to the Middle School Page.

The Monroe School District Facebook page will also be updated with information. Follow the attached link and "like" our page to receive MMS updates.

<https://www.facebook.com/MonroeSchoolsWI/>

The following resources are listed to make information readily accessible to our MMS families.

Middle School Office 328-7120 (24 hour voicemail available)  
*Student absences must be reported by 11:00am daily.*

School District Web Site [www.monroeschools.com](http://www.monroeschools.com)

- View our website for links to Family Access, MMS Calendar, Newsletters, Policies, etc.
- Each day we post the daily announcements on the Middle School webpage. You are able to read the same announcements that your student hears in their classroom each day regarding daily and upcoming events and expectations!
- For questions regarding lunch account information call 328-7260 or go to the School District website and click on Food Service.
- Whenever it is necessary to cancel a planned event, i.e. away sports event, etc., it will be posted on the District website by 2:00 p.m.
- District and MMS Newsletters

District Cable T.V. Channels: Charter Channel 98, Digital Channel 981

District Radio Station: WEKZ/BIG EASY 93.7/Q102.1



# The Start of Our School Day



We anxiously await your arrival each day! Students will enter the building at 7:40a.m. each morning at their designated door (6<sup>th</sup> grade: Door 1, 7<sup>th</sup> grade: Door 12, & 8<sup>th</sup> Grade: Door 13.) Students will report right to their homerooms with all their items since lockers will not be used 2020-2021 school year. No congregating will be allowed in the halls.

The Breakfast Program is available each morning. Students participating in the breakfast program may enter the building at 7:40a.m. and go directly to the cafeteria. Note: Breakfast is NOT served when there is a 2-hour delay to the start of the school day.

If a student is needing entry to the building before 7:40 a.m., he/she must have a pass to see a teacher, a band lesson or another scheduled meeting.



Main Office Hours for Students: 7:40 AM until 3:30 PM

## Messages and/or Announcements for students during the school day



In an effort to eliminate interruption of instructional time, parents are asked to communicate with their children about appointment information, after school plans, etc. prior to the school day.

***Please do not communicate with your child via cell phones, email, etc. during the school day. Students are to have their cell phones turned off and remain in their backpack for the entire school day.***

Office staff will contact students with emergency messages at other times during the school day.

***Messages will only be accepted from a parent/guardian.***

Announcements are done twice daily; at nutrition break, and at the end of the school day. **They are also published on the MMS website under About Us - Happenings**

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<b>MONDAY-THURSDAY SCHEDULE (Day 1 / Day 2)</b>			
Homeroom (Nutrition Break)	8:00-9:08	68	
1st / 5th Hour	9:11-10:31	80	
6th Grade	7th Grade	8th Grade	
2A / 6A Hour 10:34-11:14 (40)	2nd / 6th Hour 10:34-11:54 (80)	2nd / 6th Hour 10:34-11:54 (80)	
Lunch 11:17-11:57 (40)	Lunch 11:57-12:40 (43)	3A / 7A Hour 11:57-12:37 (40)	
2B / 6B Hour 12:00-12:40 (40)		Lunch 12:40-1:20 (40)	
3rd / 7th Hour 12:43-2:03 (80)	3rd / 7th Hour 12:43-2:03 (80)	3B / 7B Hour 1:23-2:03 (40)	
4th / 8th Hour	2:06-3:26	80	
Announcements	3:26-3:28	2	
Dismiss	3:28		
<b>FRIDAY SCHEDULE (Alternating) – Under Plan A (VIRTUAL DAY UNDER PLAN B)</b>			
Homeroom (Nutrition Break)	8:00-8:35	35	
1st / 5th Hour	8:38-9:18	40	
2nd / 6th Hour	9:21-10:01	40	
3rd / 7th Hour	10:04-10:44	40	
6th Grade	7th Grade	8th Grade	
Lunch 10:47-11:17 (30)	4th / 8th Hour 10:47-11:27 (40)	4th / 8th Hour 10:47-11:27 (40)	
4th / 8th Hour 11:20-12:00 (40)	Lunch 11:30-12:00 (30)	4th/8th Study Hall 11:30-12:07 (37) (Announcements)	
4th/8th Study Hall 12:03-12:40 (37) (Announcements)	4th/8th Study Hall 12:03-12:40 (37) (Announcements)	Lunch 12:10-12:40 (30)	
Dismiss	12:40		

<b>TWO HOUR DELAY</b>			
<b>Homeroom (Nutrition Break)</b>	<b>10:00-10:30</b>	<b>30</b>	
<b>6th Grade</b>	<b>7th Grade</b>	<b>8th Grade</b>	
<b>Lunch 10:33-11:13 (40)</b>	<b>1st / 5th Hour 10:33-11:33 (60)</b>	<b>1st / 5th Hour 10:33-11:33 (60)</b>	
<b>1st / 5th Hour 11:16-12:16 (60)</b>	<b>Lunch 11:36-12:16 (40)</b>	<b>2nd / 7th Hour 11:36-12:36 (60)</b>	
<b>2nd / 6th Hour 12:19-1:19 (60)</b>	<b>2nd / 6th Hour 12:19-1:19 (60)</b>	<b>Lunch 12:29-1:09 (40)</b>	
<b>3rd / 7th Hour</b>	<b>1:22-2:22</b>	<b>60</b>	
<b>4th / 8th Hour</b>	<b>2:25-3:25</b>	<b>60</b>	
<b>Announcements</b>	<b>3:26-3:27</b>	<b>2</b>	
<b>Dismiss</b>	<b>3:27</b>		



# MMS STUDENT REFERENCE GUIDE

**Academic Integrity:** Monroe Middle School promotes and expects ethical behavior from all members of the school community. Honesty and integrity are valued at MMS 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 MMS 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 (pda's, 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
- an office discipline referral (ODR) 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 teachers speaks with the student
- an ODR 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

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

- the teachers speaks with the student
- an ODR 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
- the student may be dropped from the class without credit if a third incident involves repeat offenses in the same class

**For district policy on Student Discipline, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5600**

## **Attendance:**

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

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

## **Parent Notification of Absence Required**

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. Absences of more than five (5) days duration;
- B. Repeated unexplained absence and tardiness; or

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

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

## **Excused Absences**

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

- A. Physical or Mental Condition  
The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction  
To enable the student to obtain religious instruction outside the school during the required

school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent

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

1. Professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. To attend a funeral
3. Legal proceedings that require the student's presence
4. College visits
5. Job fairs
6. Vacations

D. Religious Holiday

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

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

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

G. High School Equivalency – Secured Facilities

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

H. Child at Risk

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

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

A. Quarantine

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

**B. Illness of an Immediate Family Member**

The illness of an immediate family member.

**C. Emergency**

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

**Unexcused Absences**

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

**Late Arrival and Early Dismissal**

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

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

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

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

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

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

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals

- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

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

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

### **Notice of Truancy**

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

### **Notice of Habitual Truancy**

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

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

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

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

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

### **Referral to the District Attorney**

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

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

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

### **Make-up Course Work and Examinations**

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

### **Unexcused Absences**

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

Students with unexcused absences shall be permitted to make-up course work and any quarterly, trimester, semester, or grading period examinations missed during the absence if the student is at risk of receiving no credit in a course or subject if the work is not made up. Subject to the immediately preceding two (2) paragraphs, credit may, but is not required to be given for the completion of make-up work. Further, credit for make-up work may be given only after the student has satisfied consequences imposed for unexcused absences. The extent to which make-up credit is given shall be determined on a case-by-case basis by the principal and the respective teachers.

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



**Backpacks and Purses** During a typical school year, students would put these items in their lockers. However, for the 2020-2021 school year, students will be carrying their backpacks/purses with them along to each class. Lockers will NOT be available for use for the 2020-2021 school year. When in doubt, contact the principal.

**Bicycles:** Bicycles are to be parked and locked in the bike racks.

**Bussing:** Please see page for Covid-19 Bus Rules on page 55. For additional questions on bussing, contact Lamers Bus Service 608-325-7788.

**Calendar:** The MMS Calendar can be viewed online. From the District's Home Webpage, click on "View Calendar" (this is located on the left hand side). Please note that the Middle School calendar is continually being updated as new items are scheduled or changed.

### **Cell Phones/Electronic Digital Devices:**

***RESPECT the School Rule on use of Cell Phones and other Electronic devices.***



***Turn off and store your personal electronic devices (cell phone, iPods, etc.) in your backpack before the first class of the day and remove them only after dismissal.***

Failure to follow this rule will result in the following:

1. First Offense: Item will be confiscated and held in the office until the end of the school day. Student may pick up the item after dismissal.
2. Second Offense: Item will be confiscated and held in the office. Parent / Guardian will be contacted and required to pick up the item.
3. Third Offense: Item will be confiscated and a parent meeting required. Additional consequences as determined by school administration. (May include school suspension.)

We are fortunate to have a great phone system at Monroe Middle School. Each classroom has a phone and the office can be in contact with any teacher or student in moments. Students who need to contact a parent during the school day always have the option to ask permission of their classroom teacher for use of the telephone, or request a pass to use the office phone. **Our goal is to provide a safe, respectful, and distraction free learning environment.** Cell phones, like many other electronic devices, can be a distraction. It is disrespectful to the teacher and others in the classroom if a student is using a cell phone or other electronic device during the school day. In addition, text messaging and camera phones could be used to gain unfair advantage during a testing situation.

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

## **aConduct: (MMS and District Regulations and Policies)**

**For district policy on Student Discipline, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5600**



It contains polices that support teachers and staff in creating a positive classroom environment that allows for learning and self-discipline. Students are to behave in a manner that is based on respect, responsibility, safety and consideration for the rights of others. It is the responsibility of each student to conduct him/herself in such a manner that he does not interfere with the opportunity to obtain the best possible education for him/herself and for every other student.

Violations of MMS and District Regulations and Policies will result in disciplinary action that includes up to suspension, expulsion and/or police referral. Please note that the examples of violations listed below are NOT all inclusive and school administration and staff are the sole determiners of what is a violation of the code of conduct.

### **Student Behavior that is disruptive, dangerous or unruly will not be tolerated. Examples are as follows:**

- 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
- 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.

### **Student Behavior that interferes with the ability of the teacher to teach effectively will not be tolerated. Examples are as follows:**

- 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

### **Examples of Conduct that is NOT tolerated on MMS property or while involved in School Sponsored Activities:**

- |  |   |
|--|---|
| <input type="checkbox"/> Smoking or use of tobacco products or electric cigarettes                   | <input type="checkbox"/> Vandalism or theft of school or personal property  |
| <input type="checkbox"/> Possession or use of alcoholic beverages, illegal drugs, drug paraphernalia | <input type="checkbox"/> Throwing snowballs   |
| <input type="checkbox"/> Possession or use of weapons and look-alike weapons                         | <input type="checkbox"/> Riding skateboards, roller skates, scooters, sleds, toboggans and other type "play" vehicles |
| <input type="checkbox"/> Possession or use of explosives   | <input type="checkbox"/> Use of personal electronic devices during the school day                                     |
| <input type="checkbox"/> Actions of physical assault or verbal abuse                                 | <input type="checkbox"/> Use of headphones or wearing a hat in the school   |
| <input type="checkbox"/> Swearing or vulgarity in word, print or gestures                            |   |

### **Other policies that students should be aware of:**

-Lockers (no lockers for 20-21 school year), back packs, purses, gym bags, coats, sweat shirts or any other containers brought into the school may be searched at any time pursuant to school policy.

-No open beverage containers are permitted in the halls or lockers except clear water bottles containing water only.

-Materials to be posted in the school must have the approval of school administration prior to posting.

-No parties within the building without prior approval from the school administration.

-Students who violate the provisions of the district's Drug Free School policy will be subject to disciplinary action, including suspension or expulsion. In addition, referral for prosecution may be imposed on students who violate the standards of the school district policy.



## **Detention:**

Detention is a 30 (thirty) minute period *either during the lunch period or after school*, during which students will do some form of school work. Detention generally is held Monday through Thursday. Individual teachers may, at their discretion, require students to serve detention in their classrooms and/or at lunchtime with them. Administration will determine the date and time that detention is to be served and notify the student.

### **Detention Procedure**

- ☐ After School Detentions will be served with the teacher issuing the detention.
- ☐ Students who skip a detention will be issued an additional detention unless the student has made arrangements prior to the end of the school day announcements.
- ☐ Students serving lunch detention must report to the Alternative Learning Center (ALC) room, Office, or Auditorium immediately upon the lunch bell ringing and will receive a bag lunch if they have not brought a sack lunch from home. No hot lunches will be served unless the student has made arrangements with the principal.

### **Behavior in the Alternative Learning Center (ALC) Room**

- ☐ Student will bring school work to work on or a book to read.
- ☐ Student will sit quietly and work for the entire detention period.
- ☐ Student must arrive in the assigned room *at the beginning of the lunch period, or within 5 minutes of dismissal if an after school detention is assigned*. Failure to be on time may result in an additional detention being assigned.
- ☐ Students involved in after school activities will need to serve the detention first and then attend the activity. Exceptions must be cleared with school administration.

**Dress Code:** Students should dress in a manner which does not disrupt the learning environment, is respectful of others, and complies with the following guidelines.

For district policy on Dress and Grooming, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 55511

The following guidelines apply both on our school campus and at any school activity. This list is not all inclusive and school administration and staff are the sole determiners of what is acceptable dress.

- ☐ Clothes are to be clean and in good repair.
- ☐ Tops that are “too revealing” such as low cut tops, transparent tops, halter tops, tops that expose the midriff or back are prohibited.
- ☐ Undergarments must be covered.
- ☐ Clothing or accessories that display messages or pictures referring to death, violence, racism, weapons, sex, profanity, offensive language,” double meanings”, and references to drugs, alcohol, or tobacco products are prohibited.
- ☐ Hats or other head coverings (hoods) are not to be worn indoors.
- ☐ Strapless, spaghetti-strap, backless dresses or shirts and halter tops must have a shirt or blouse worn over them. (General rule is that the straps must be at least 2 fingers in width, or approximately 2 inches wide.)
- ☐ Muscle shirts and oversized tanks that over-expose the body are prohibited.
- ☐ You must wear appropriate footwear, which does not create unusual noise, marks on the floor, or potentially endanger the safe movement of students and adults in the building.
- ☐ Clothing or accessories that are deemed unsafe by MMS staff are prohibited. (i.e. Spiked or studded items, chains, unsafe straps, etc.)
- ☐ No writing on self or others.
- ☐ Pants or shorts that are excessively baggy causing safety concerns are prohibited.
- ☐ Clothing with holes that excessively exposes the body is prohibited. This determination is at the discretion of school staff.
- ☐ Shorts and skirts that are an inappropriate length are prohibited. (General rule is that the hem of the shorts or skirt should be no shorter than the tips of your fingers when your arms are hanging straight down from your side.)
- ☐ Students that are in violation of the dress code will be required to change their clothing to reflect appropriate school dress. This may entail calling home to secure acceptable items.



## **Drop/Add Classes:**

Requests for dropping or adding a class need to be made in writing within the first 3 days of the class.

Parents must contact Pupil Services to complete the Class Change Form (see sample below).

The form outlines the steps necessary to make any Regular Education or Special Education Class Change.

All class changes are dependent on existing class sizes, and must be approved by administration.

<b>Student Name</b> _____		
<b>Grade:</b> <b>6</b> <b>7</b> <b>8</b>		
		<b>DROP Course(s)   ADD Course (s)</b>
<b>Teacher Initials</b>	<b>Teacher Initials</b>	
<b>Period</b>		
1	<b>Period</b>	
1		
<b>Period</b>		
2	<b>Period</b>	
2		
<b>Period</b>		
3	<b>Period</b>	
3		
<b>Period</b>		
4	<b>Period</b>	
4		
<b>Period</b>		
5	<b>Period</b>	
5		
<b>Period</b>		
6	<b>Period</b>	
6		
<b>Period</b>		
7	<b>Period</b>	
7		
<b>Period</b>		
8	<b>Period</b>	
8		

Students that request to drop a class after ten (10) days of the class start may, upon the discretion of the administrator, receive an “F” for the class on their permanent record.

## **Elevator:**

- ☐ The Middle School has two elevators, which open on every level of our building. Only students with impaired movement or temporary injuries, or those with oversized musical instruments or projects may use the elevator.
- ☐ An elevator pass (which is issued by office staff) is required for students who need to use the elevator for an extended period of time. Students may, with their teachers’ permission, obtain assistance from a classmate to help carry items, and may leave the classroom 1-2 minutes early in order to safely reach their next class.

## **EXTRA-CURRICULAR ACTIVITIES AVAILABLE FOR MIDDLE SCHOOL STUDENTS:**

(Note – Not all activities listed below will be taking place during the 2020-2021 school year)

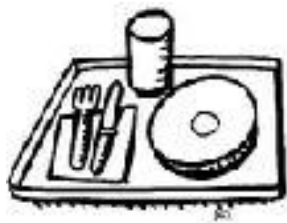
<b>ACTIVITY</b>	<b>GRADE</b>	<b>ACTIVITY</b>	<b>GRADE</b>
Builders Club	6,7,8	Boys and Girls Cross Country	6,7,8
Play	6,7,8	Boys and Girls Track	7, 8
Junior Optimist	6,7,8	Boys Basketball	7, 8
Math Team	6,7,8	Girls Basketball	7, 8
Musical	6,7,8	Volleyball	7, 8
Nerd Squad	6,7,8	Wrestling	6,7,8
Student Council	6,7,8	Forensics	6,7,8
Science Olympiads	6,7,8	Club Courage	6,7,8
Visioneers	6,7,8	Yearbook	6,7,8
Battle of the Books	6,7,8	FFA	6,7,8
Anime Club	6, 7, 8	Auditorium Club	6,7,8
Chess Club	6,7,8	YANA Club	6,7,8

### **FOOD/NOURISHMENT:**

**Breakfast:** The breakfast program is available on all days of the academic school year (with the exception of days when there is a 2 hour delayed start). Students participating in the breakfast program may enter the building at 7:40 a.m., go directly to the cafeteria and remain there until 7:55 a.m. or when dismissed.

**Nutrition Break:** Nutrition break provides an opportunity for the students to supplement their dietary needs in a wholesome way. It also builds in a few minutes for movement and socialization in an otherwise structured day. Students will have a nutrition break during their homeroom. Students can purchase items with cash or their lunch account. They may also bring a snack with them to class.

### **Lunch Procedures**



#### **Home Lunch Permits**

- ☐ Students who live close to school and want to eat lunch at home need to bring a note to the office from their parent prior to the first home lunch day. All home lunch students are required to sign out, and then sign back in at the office each day.
- ☐ Home lunch students are expected to return to school in time for their next class.
  - ☐ Any student with a home lunch permit who receives more than 2 tardy arrivals for returning late from lunch during any 9 week quarter of the school year will have his or her lunch permit revoked for the remainder of that quarter.

**All students are expected to eat in their designated area including those that bring lunches from home.**

**Student behavior in their designated area is based on courteousness and cleanliness.**

- ☐ No books, folders, book bags, or backpacks are to be brought into the lunchroom (Circumstances may be different under 2020-2021 school year.)
- ☐ Chromebooks must be stored in a locked classroom or student locker prior to lunch period.
- ☐ Students purchasing ala carte items will go through the regular lunch line with hot lunch purchasers.
- ☐ No cutting in line.
- ☐ Students will enter their lunch number into the computer.
- ☐ Please clean up your area, including spilled food.
- ☐ Please be courteous to the cafeteria workers.
- ☐ When students are done eating, exit your designated area to the recess area.
- ☐ No food, treats, or drinks are to be taken from your designated area.
- ☐ Students are not to share food.
- ☐ Condiments and leftovers are for hot lunch purchasers only.
- ☐ *All students will participate in outside recess except on inclement weather days or as directed by staff.*

## **Formative Completion Project (NO FCP FOR 20-21 SCHOOL YEAR)**

This project puts ownership on students to check, complete, and turn in overdue formative work. Students will check for missing work via Skyward on Fridays and have the weekend to complete and turn in any missing work. If a student still has missing formative work, they are assigned a working study hall during their lunch/recess period in the auditorium. Students are provided a bag lunch or are welcome to bring their own lunch. This study period is supervised by a combination of teaching, pupil services and administrative staff. A student can be released from this working study hall once all overdue formative work is turned in.

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## **Frequently Asked Questions and Answers:**

**Question: What do I do if I forget my lunch account number, locker combination, or my locker is jammed?**

**Answer: Don't worry! This is not an unusual problem, especially the first few weeks of school. Ask the closest teacher to help you; if they can't assist you, they will get you the help you need to fix the problem. (Lockers will not be used for 20-21 school year.)**

**Question: What do I do if someone is picking on me?**

**Answer: It is never OK for someone to pick on a student. The first thing you should do is tell the student to stop. If that doesn't work and the behavior continues, talk with the teacher in the class in which it is happening or the supervisor if it is not in a classroom. If the behavior continues, report it to the guidance counselor, school psychologist, or one of the principals via email, or in person.**

**Question: When can I come into school in the morning?**

**Answer: Students who want to have breakfast may go to the cafeteria from 7:40-7:55a.m. The school opens to all students at 7:40a.m. If you need help with an assignment or have some other prearranged activity like a band lesson, tell the supervisor at main door and show them your pass and you can enter the building before 7:40a.m. You must report directly to the classroom.**

**Question: Are breakfast and/or nutrition break available on late start days?**

**Answer: Breakfast is not available, but Nutrition Break will still be offered. If you have further questions about our breakfast or lunch program, please contact the office and they will direct you to the appropriate staff, or check out the District website for the School Nutrition Services pages.**

**Question: What do I do if I have to contact my parents during the school day?**

**Answer: If you are sick, you need to get a pass to see the school nurse who will help you contact a parent. For other matters, ask the teacher if you may call from the classroom (make sure this is NOT when the teacher is instructing or working with another student.) You may also request a pass to use the office phone.**

**Question: What do I do if I forget or lose my assignment/homework?**

**Answer: Talk with the teacher BEFORE school or classes start and explain the situation. Your teacher may also use before school or lunch time to work on missed assignments or you may need to work with them after school. The important step is to make-up the assignment as quickly as possible—NEVER skip an assignment!**

**Question: Can I use my personal electronic/digital device during the school day?**

**Answer: The School District of Monroe recognizes the importance of digital tools as an integral part of 21<sup>st</sup> Century learning and provides opportunity to develop and support technology related skills and learning through access to school based digital devices. At this time the use of personal devices is prohibited, unless specific approval has been provided by school personnel.**

**Gum: NO GUM CHEWING IS PERMITTED IN THE PHY ED AREAS, LMC, CAFETERIA, OR MUSIC AREAS.**



## **Harassment and Bullying:**

**If you are the victim of any form of harassment or bullying, you should report it immediately to a guidance counselor, teacher, or other staff member. Violations will result in a variety of consequences, which may include detention, suspension, referral to law enforcement agencies, and even expulsion.**

### **Prohibited Harassment**

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

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

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

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

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

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

### **Other Violations of the Anti-Harassment Policy**

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

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

## **Definitions**

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

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

1. places a student in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. has the effect of substantially disrupting the orderly operation of a school.

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

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

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

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

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;

3. unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
6. unwelcome behavior or words directed at an individual because of gender;

Examples are:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.
7. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.
8. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and
9. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

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

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

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

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

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

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

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

Reporting procedures are as follows:

1. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employee.
2. Any parent/guardian of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.



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

#### District Compliance Officers

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

**Joe Monroe**

**Director of Pupil Services**

**608-328-7155**

**925 16th Avenue, Suite 3**

**Monroe, WI 53566**

**joemonroe@monroe.k12.wi.us**

**Terri Montgomery**

**Director of Curriculum & Instruction**

**608-328-7847**

**925 16th Avenue Suite 3**

**Monroe, WI 53566**

**terrimontgomery@monroe.k12.wi.us**

The names, titles, and contact information of these individuals will be published annually:

1. in the student handbook.
2. on the School District's website.

A CO will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Board employee who directly observes harassment of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Thereafter, the COs must contact the student, if over age eighteen (18) or the student's parents/guardians if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the compliance officer to conduct an investigation following all the procedures outlined in the complaint procedures.

The COs are assigned to accept complaints of harassment directly from any member of the School District community or a visitor to the District, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin review and investigation or the CO will designate a specific individual to conduct such a process. The CO will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer as soon as possible, but always within no more than two (2) calendar days of learning of the incident.

#### Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to harassment may seek resolution of his/her complaint through the procedures described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying and not Harassment under this Policy, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

#### Complaint Procedure

A student who believes s/he has been subjected to harassment hereinafter referred to as the "complainant", may file a complaint, either orally or in writing with a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a complainant informs a teacher, principal, or other District employee at the student's school, the CO, District Administrator, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process as described herein, the CO should keep the parties informed of the status of the investigation and the decision making process.

All complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or to be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based; and a list of potential witnesses.

If the complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the CO will prepare a

written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the complainant from further harassment or retaliation including but not limited to a change of class schedule for the complainant or the alleged harasser, or possibly a change of school for either or both of the parties. In making such a determination, the Compliance Officer should consult the Principal prior to any action being taken. The complainant should be notified of any proposed action prior to such action being taken.

As soon as appropriate in the investigation process, the CO will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "respondent", that a complaint has been received. The respondent will be informed about the nature of the allegations and a copy of these administrative procedures and the Board's anti-harassment policy shall be provided to the respondent at that time. The respondent must also be provided an opportunity to respond to the complaint.

Within five (5) business days of receiving the complaint, the CO will initiate a formal investigation to determine whether the complainant has been subject to offensive conduct/harassment. A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Although certain cases may require additional time, the Compliance Officer will attempt to complete an investigation into the allegations of harassment within fifteen (15) calendar days of receiving the formal complaint. The investigation will include:

1. interviews with the complainant;
2. interviews with the respondent;
3. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
4. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and State and Federal law as to whether the complainant has been subject to harassment. In determining if harassment occurred, a preponderance of evidence standard will be used. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board Attorney before finalizing the report to the District Administrator.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the CO, the District Administrator must either issue a final decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the complainant and the respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

The decision of the District Administrator shall be final. If the complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

#### Additional School District Action

If the evidence suggests that the harassment at issue is a crime or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall report the harassment to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Any reports made to the local child protection service or to local law enforcement shall not terminate the CO's obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the District Administrator.

#### Confidentiality

The District will make all reasonable efforts to protect the rights of the complainant and the respondent. The District will respect the privacy of the complainant, the respondent, and all witnesses in a manner consistent with the District's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All complainants proceeding through the investigation process should be advised that as a result of the investigation, the respondent may become aware of the complainant's identity.

During the course of an investigation, the CO will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the CO in accordance with the Board's records retention policy (see Policy 8310). Any records which are considered student records in accordance with the state or Federal law will be maintained in a manner consistent with the provisions of the law.

#### Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable law. When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

### Reprisal

Submission of a good faith complaint or report of harassment will not affect the complainant's status or educational environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator will develop a method of discussing this policy with the School District community. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to the School District community at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with local, State, and Federal law.

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, the name, mailing address and telephone number of the State agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights.

## **BULLYING**

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

## Definitions

### "Bullying"

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

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
- 5. hacking into or otherwise gaining access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

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

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

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

**"Staff"** includes all school employees and Board members.

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

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

### Complaint Procedures

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

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

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

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

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

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

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

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

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

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

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

#### Privacy/Confidentiality

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

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

#### Notification

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

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

#### Records and Reports



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

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

### Education and Training

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

## **Homework and Study Tips**

**A general rule of practice for daily homework at the Middle School level is approximately 10-15 minutes per class.**



It is necessary for every student at times to complete school work at home as it is not always possible to get all of their work finished at school. To ensure that your child has the best environment for studying at home, try to observe these study tips.

- ▶ Have a comfortable, well lit place for your child to study.
  - ▶ Try to always have your child study in the same place.
  - ▶ Pick a place to for your child to study where they will not be interrupted by other family members.
  - ▶ Try to have your child study at the same time each day.
  - ▶ Have a desk or table available for your child to use for written work.
  - ▶ No TV while your child is studying.
- ▶ If your child must have music playing, have them keep it turned down low.
  - ▶ Have all of your child's school work supplies readily available.
  - ▶ As a parent/guardian, actively participate in your child's school work by asking questions.
  - ▶ As a parent/guardian, assist your child with their school work by answering questions or guiding them in the right direction when possible.

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## **Honor Roll**

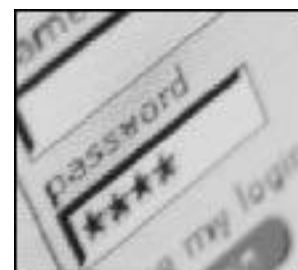
- ☐ Middle School honor roll will reflect district policy.
- ☐ An honor roll will be identified at the end of both semester grading periods.
- ☐ Year end grade point average reflects the average of ALL classes including core, encore, and explore classes.

## **Internet and Acceptable Use Policy**

Student access to the Internet will be limited to school work and will require that the student adheres to the district Acceptable Use Policy.

The following is a list of prohibited behaviors:

1. Any activity in violation of the district Acceptable Use Policy.
2. Using an account or login assigned to another user.
3. Accessing or attempting to access obscene or prohibited accounts.
4. Accessing or attempting to access gaming software.
5. Using email for means other than those related to school instruction or research.



The Board of Education and the Superintendent reserve the right to determine, in their sole discretion, whether materials violate the district Acceptable Use Policy. Students who violate the Acceptable Use Policy are subject to disciplinary action that may include and is not limited to loss of computer privileges.

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

## **Chromebook Program – Digital Tools In Our School**



Monroe Middle School is committed to providing our students with the skills to be globally connected in an increasingly complex world. Key to this development is not only mastery of knowledge and concepts, but also of the new tools of this digital age. Digital devices, like the Chromebook, provide our students with the ability to interpret and critically evaluate the vast wealth of information that is now at our fingertips and to harness that information in the creation of new ideas and original material.

In our 1:1 Chromebook program, each student is assigned a Chromebook that he/she can use both at school and at home. It provides anytime, anywhere access to the tools and resources that 21<sup>st</sup> century education requires. We are very excited about the ability to enhance our students educational experience and learning through use of this technology tool.

**For district policy on Technology Resources and other Electronic Equipment, go to**

**[https:// go.boarddocs.com/wi/monr/Board.nsf/Public](https://go.boarddocs.com/wi/monr/Board.nsf/Public) and access board policy 5136**

### **Monroe Middle School Chromebook Acceptable Use Agreement**

**(This document is reviewed at school with students. Students & parents must sign prior to student receiving their Chromebook for the school year)**

The middle school understands the importance of teachers, students, and parents engaging, collaborating, learning, and sharing in digital environments. Monroe Middle School has purchased Google Chromebooks for each student to use for academic advancement. The middle school is committed to developing and providing technology resources that engage our students in learning, providing students access to materials, and giving students a variety of opportunities to express what they know. Chromebooks give students access to many of the technological tools and resources that are enhancing education. Each student will be assigned a Chromebook to be used throughout the school year. Students are required to sign this Chromebook Acceptable Use Agreement before they are issued their chromebook. Using a Chromebook is a privilege and comes with expectations, rules, and consequences. Review and discuss the information below:

#### **As a Digital Learner I will...**

- Be responsible for my Chromebook at all times and in a manner that protects it from damage or loss.
- Utilize my Chromebook as it relates to my schoolwork and responsible use as indicated in all School District of Monroe Board of Education Policies.
- Report any technical problems with my Chromebook to my classroom instructor or administration.
- Maintain original surface of Chromebook and case.
- Install and/or download additional apps/extensions per school/district policy.
- Use my Chromebook to access and create educationally appropriate material only.
- Follow ALL school rules and expectations when using the Chromebook, both at home and at school.

**Chromebooks are the property of the School District of Monroe** and as such, administration and/or their designee have the right to inspect the device and associated applications/extensions at any time. This includes, but is not limited to, email, documents, pictures, music, or other components associated with the Chromebook.

The district reserves the right to define inappropriate use of technology. The lending of a Chromebook to any third party is strictly prohibited. Chromebooks do not come with Internet filtering software. Internet access is monitored with a web program called GoGuardian. All student activity, both at home and school, may be filtered by this web program. This gives the school district the ability to monitor the type of activity. Students/ guardians will be responsible for caring for the Chromebook and will be expected to return the device in good working condition. Each Chromebook and case are the student and family's responsibility and any intentional damage or loss of the Chromebook or case may result in a fee, up to and including replacement cost of each item. Families are responsible for the total cost of repairs or replacement should damage or loss incur.

### **Consequences for misuse:**

Students are responsible for reporting damage, loss, or theft of a chromebook. Students should immediately report these issues and bring their chromebooks to the LMC.

- Fines will be imposed in accordance with handbook or as the circumstances may warrant at the discretion of the Monroe School District and its administrators.
- After two incidents of accidental damage, the student may lose some privilege of being in the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- Cost or fines listed may change without warning dependent on the current cost of the parts.
- **Chromebook replacement due to loss or damage: \$200**
- **Charger replacement due to loss or damage: \$25**
  - Administration will determine if the student should lose Chromebook privileges for an extended period of time or permanent loss of privileges.
  - Chromebook damage shall be evaluated individually, and MSD/MMS administration reserves the right to charge families for repairs or replacement of the Chromebook and/or associated accessories based upon circumstance.

## **Library Media Center (LMC)**



**We are fortunate to have a beautiful library facility for student use. Please enjoy our Library Media Center (LMC) to conduct research, study, and recreational reading between the hours of 7:55 AM and 3:45 PM. Students can visit the LMC during the school day by checking out of study hall using a pass. (LMC usage will be limited during the 20-21 school year.)**

In order to ensure a quiet and orderly atmosphere for study and reading, your cooperation is requested in the following areas:

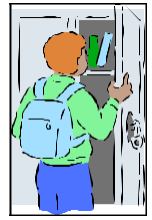
- Enter prepared to do school work or read library materials
- Sign in and out on the clipboard at the main checkout desk. Make sure to have pass in hand and filled out completely upon arrival.
- Request permission before asking another student a school-related question.
- Please return books that you do not wish to check out to one of the book carts marked for this purpose.
- Return or renew checked-out materials on or before their due date.
- Respect library materials and your fellow students' need for quiet study time.

### **Checkout, Renewal, and Return Procedures**

- There is a limit of five items that can be checked out to a student at one time.
- If additional materials are needed, arrangements can be made with the library assistant.
- Checkout period is 2 weeks. If you need any item beyond the due date, the library assistant can renew it for an additional 2 weeks.
- Books should be returned in the book drop located on the front information desk.

### Overdue Materials

Students will not be able to check out any additional library materials until overdue materials are returned and fines paid. The overdue charge is 2 cents for each school day until the material is returned. Students can login to "My Info" in Destiny Quest at any time to check their LMC activity. "My info" shows all items the student has checked out, when they are due or if they are overdue. This program is available anytime and from anywhere there is internet access. Students can also check for their name on the Overdue Bulletin Board that is located in the hallway outside the LMC's main door. This board is updated weekly. Any overdue items should be immediately returned and fines paid.



### Loss of Library Privilege

Students who do not cooperate with LMC rules and procedures may be given an assigned seat or lose their privilege to use the LMC during their study hall.

### Reading Lounge

Reading Lounge 2-visit reward passes can be earned by students from teaching staff for silent reading.

## **Lockers**

**Respect school property. Lockers are school property and should be treated as a privilege. There is no expectation of privacy in school lockers. School administration or designee may search student lockers at any time. (NO LOCKERS WILL BE USED FOR 20-21 SCHOOL YEAR.)**

### **Locker regulations for all students: (NO LOCKERS WILL BE USED FOR 20-21 SCHOOL YEAR)**

Keep your combination to yourself.

Problems with lockers should be reported to a teacher or the office.

Students will be charged for lost or damaged locks.

Respect your property and the schools—students are expected to keep their locker neat and in good order.

**Sharing of lockers is not permitted. This protects your materials as well as your friends.**

No general personal posters, pictures, etc. allowed outside of lockers.

Students may put items inside lockers with magnets not tape.

**Lockers may be searched per District Administrative Guidelines on Search and Seizure. For further information go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5771**



## **Lost and Found**

**The easiest way to avoid having lost items is to *label all clothing items, pencil bags, backpacks, etc. that are brought to school.*** A lost and found container is located on each floor. Ask a teacher or office staff for the locations. Items may also be turned into the office. Any items that are not claimed by the end of the school year will be discarded or if appropriate, donated to a local charity.

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## **ADMINISTRATION OF MEDICATION/EMERGENCY CARE:**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or

other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Only those nonprescription drugs that are provided by the parent in the original manufacturer's package which lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.

Any bus driver, staff member or volunteer, authorized in writing by the Board, the District Administrator or a principal is immune from liability for his/her acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

All prescription medication shall be kept in a locked storage, unless the medication is an emergency medication which the student is authorized to carry and self-administer by authorization of both the parent and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) and/or A registered nurse providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall provide for District acquisition and maintenance of opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

### **Epinephrine Auto-Injectors**

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff in consultation with the District Administrator to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

G. is published on the District's website or the website of each school.

## **STUDENT ACCIDENTS/ILLNESS/CONCUSSION**

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

### **Accidents**

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator on all accidents.

### **Illness**

School personnel shall not diagnose illness or administer medication of any kind except in accordance with AG 5330.

### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year.

Further, pursuant to AG 5340A – Student Accident/Illness/Concussion, parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

**Office Business:** Office business such as; medications, lunch account payments, off campus requests, etc. may be handled at the office window beginning at 7:40 a.m. each morning.

## **Passes – On and Off Campus:**

During the school day, students are expected to be in their regularly scheduled classrooms. Students leaving their regularly scheduled classroom must have a signed hall pass in their possession.

In order to assure the safety of our students, any student leaving the building will need to sign out at the office and sign back in when returning. In addition to signing out/in, an off-Campus pass will be issued to the student by office staff.

**Personal Items:** Label or engrave any personal items (clothing, electronic devices, etc.) brought to school to assist Middle School staff in returning lost items to the owner.

## **Physical Education Department Rules**

Physical education class is an important part of your school program. The following rules ensure a safe classroom and promote student participation in physical education class.

- ☐ Jewelry- **No jewelry is allowed to be worn during Physical Education Class.** (This is a safety issue). Violation of this safety standard may result in disciplinary action.
- ☐ Clothing to be worn during Physical Education-Students will not be changing in the locker rooms for the 20-21 school year. Be mindful on which day your student has PE and wear comfortable clothing & non-marking athletic shoes.
- ☐ Non-scented roll-on deodorants are requested to be used because of allergies..
- ☐ No food allowed in the locker rooms.
- ☐ Cell phones are strictly prohibited from the locker room, both during and after school hours.
- ☐ ***For safety reasons, NO gum is allowed in the physical education department.***

## **PRIVACY**

All students in the School District of Monroe have the right to privacy. Parents have the option of denying consent to the release of student information, photographs or names for publication. This option is included on the District Information Request form that is completed by the parent (electronically) at the beginning of each school year.



### **“QUICK 50” Program**

To promote a safe and healthy learning environment, the High School and Middle School participate 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.

Persons should contact a building administrator, counselor or any staff member. Persons will remain anonymous and will be paid upon the recovery of the material or the solving of the case.

## **Schedules:**

Refer to pages 7-9 for the MMS daily class (bell) schedules.

Each student will receive an individual class schedule at MMS. Students can access their individual schedule in August via Skyward. A hard copy will be received on the first day of school from their homeroom teacher. Please call Chris Stauffacher (608-328-7188) for any questions regarding individual class schedules.

## **School Issued Books:**

If a book is lost, stolen, or damaged, the student will be required to replace it. Fines will be assessed by the teacher for the abuse of books.

## **Schoology:**

Schoology is a web based app that MMS students use to track their homework assignments and grades. The app looks like and functions like Facebook, making it easy for students to learn and navigate. MMS teachers record homework assignments in the app so even if a student misses school, they can use Schoology to get the day's assignment detail. Schoology can also be accessed on a home or personal computer. Parents - you can access Schoology to check on your student's progress. Ask your student and/or their instructor how to log in.



**Skates, Skateboards and Roller Shoes:** These items are not to be worn or ridden on school property. They may be stored in your locker and worn when you are off school property. (THERE WILL BE NO LOCKERS FOR 20-21 SCHOOL YEAR)

## **Study Hall**

**YOUR first priority in study hall is to complete classroom assignments.** In order to maintain a study environment the following expectations exists:

- ☐ Students are to be in their assigned seat when the bell rings.
- ☐ Students are to come prepared with materials needed to study for the entire period.
- ☐ Students must have a pre-signed permission slip before meeting with another teacher.
- ☐ Students signed out to other rooms must return to study hall 5 minutes before the end of the period.
- ☐ Students wishing to go to the LMC on a research pass should indicate what class they will be working for.
- ☐ Students are expected to follow all guidelines of the study hall supervisor.



## **WEATHER DELAYS AND CANCELLATIONS:**

If weather delays the start of school, *all buildings will begin their day two (2) hours later than the regular schedule (see page 9).* Be sure to use the various local media or the School District website (listed below) for up to the minute information on delays.

School District of Monroe website: [www.monroeschools.com](http://www.monroeschools.com)

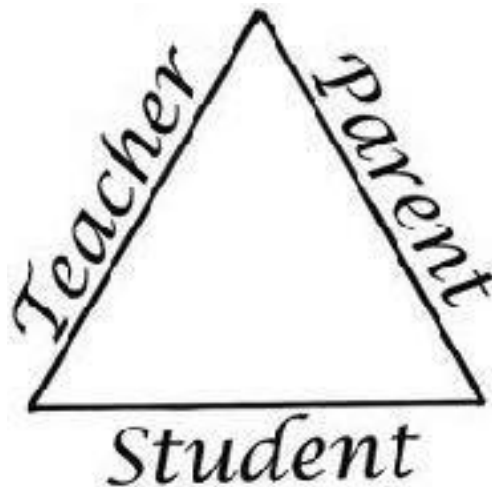
District Cable T.V. Channels: Charter Channel 98, Digital Channel 981

District Radio Station: WEKZ/BIG EASY 93.7/Q102.1

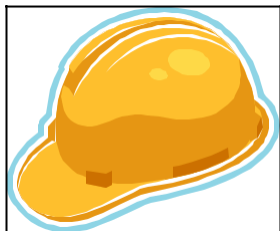
If weather causes students to be dismissed early, the school district will send out an “Alert Now” phone/email message to registered phone numbers and email addresses. Be sure to use the various local media or the School District website (listed above) for up to the minute information on delays.

When necessary, Athletic Coaches and Activities Advisors are instructed to make decisions on cancellations *by 2:00pm.* After 2:00 pm this information will be available on local media and the District website.

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# MMS PARENT REFERENCE GUIDE



## **Caution Parents!!!! Entering Construction Zone Hard Hats and Big Hearts**



### **Recommended!**

**“Under Construction”**... This phrase aptly describes your son or daughter during the middle school years. Your child will undergo major changes, transformations, and additions. As with any building project, there will be delays, set-backs, change orders, and at times things may get messy. The good news is that all of you will survive and thrive during this construction period and you will love the end product!

The middle school years comprise one of the most challenging stages in development. Your son or daughter will experience rapid physical and emotional changes. Through these changes and adjustments your support, encouragement, and love will be the foundations that your child will need to become a successful, happy, and productive young adult.

To help you understand the changes your son or daughter will be experiencing (or may have already begun), we have identified some characteristics of a middle school student.

- ❖ Friends’ opinions are sometimes more important than those of parents or other adults.
- ❖ Socializing is a top priority. School work tends to take a backseat.
- ❖ They want additional privileges and freedoms and will feel they have “earned” them.
- ❖ Physical appearance is very important and can be a source of insecurity and anxiety.
- ❖ Fads and trends drive many of his or her choices and priorities.
- ❖ They may be serious one minute, then act silly or child-like the next.
- ❖ They may want more privacy from parents or family.
- ❖ They may “over react” to situations; particularly those involving social interaction with peers.
- ❖ Social groups change frequently, as students seek approval from peers.

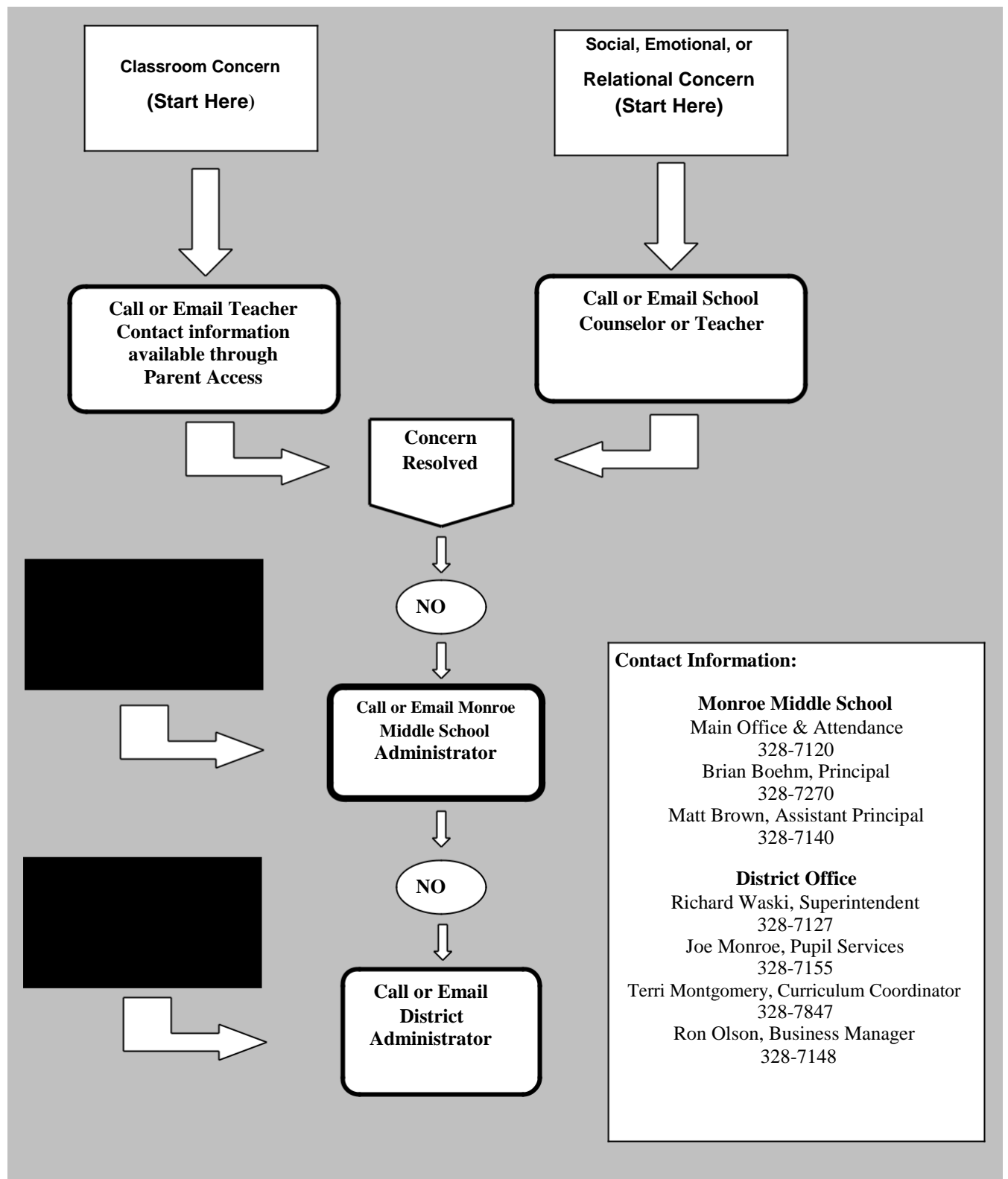
While all of the above may be true, the good news is that at the same time your child is:

- ❖ Developing his or her own special personality.
- ❖ Becoming more inquisitive.
- ❖ Developing self-interests and becoming more skilled at them.
- ❖ Beginning to see parents as “real people”.
- ❖ Beginning to take more responsibility for his or her actions.
- ❖ Beginning to appreciate his or her individuality and beginning to make decisions based on their own interests versus what their friends think.
- ❖ Responding to challenges in ways that will amaze you and make you proud!

**CALENDARS:** The MMS Calendar can be viewed online at [monroeschools.com/schools/middle/](http://monroeschools.com/schools/middle/) then click on view calendar. Please note that the Middle School calendar is continually being updated as new items are scheduled or changed.

## **CONCERNS: (How to get Help)**

- Current contact information for Teachers and Administrators, including E-mail and telephone numbers are on the District web site ([www.monroeschools.com](http://www.monroeschools.com)).





## A Snapshot of the Nurtured Heart Approach®

The Nurtured Heart Approach® (NHA) is more than just a parenting or educator behavior management strategy. It is a philosophy for creating healthy relationships with the people in your life. Originally created by Howard Glasser in 1992, NHA® is being successfully implemented through families, classrooms, foster carers, health care professionals, social workers and criminal justice organizations that are seeking successful, early intervention techniques.

The Nurtured Heart Approach® consists of a set of strategies that assists children in further developing their self-regulation and has been found effective with children of all ages. It focuses on transforming the way children perceive themselves, their caregivers and the world around them. Children learn to understand that they will receive endless amounts of praise, energy, recognition and reward through the positive behavior they display and this supports children to build a positive portfolio of themselves, which we call "Inner Wealth™."

Intensity is key to Nurtured Heart Approach® thinking. Unfortunately the word intensity has negative associations in our society and teachers, parents and childcare workers can view it as the enemy. In Nurtured Heart Approach® thinking we believe intensity is a powerful quality that, if developed correctly, can propel children onto amazing achievements. When a child learns to feel great about their intensity, the incidents of challenging behavior dissolve.

The Nurtured Heart Approach® embraces The 3 Stands™, that when committed to, become a powerful means of transforming children:

1. **ABSOLUTELY NO!**  
I refuse to give my time, energy and relationship to negative behavior. I will not accidentally foster failure nor will I reward problems by responding to them in animated ways. I will save my time and energy for searching for success.
2. **ABSOLUTELY YES!**  
I will relentlessly and strategically pull the child into new patterns of success. I will constantly recognize the success and achievement that children are displaying no matter how small and present them with clear undeniable evidence of their value and how great they are.
3. **ABSOLUTE CLARITY!**  
I will have clear and consistent consequences for children when a rule has been broken. "Here are the rules, and here's what happens when you break a rule."

**How do I get more information?**

For information on books, audio material, online courses and live trainings, please visit:  
[www.ChildrensSuccessFoundation.com](http://www.ChildrensSuccessFoundation.com)



**Monroe Middle School  
Citizenship Grading Rubric**

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

Trait	Description of Trait	4 Exceeds Expectation	3 Meets Expectation	2 Meets Some Expectations	1 Does Not Meet Expectations
Mutual Respect	*Does not interrupt others *Listens the first time *Is not Distracted by devices *No negative talk to peers/ staff *Shows Respect for cultural and other differences *Honors the abilities and opinions of all people *Respects the right of others to learn and teach *Treats property with care and respect *Resets self when needed	<b>Always or Almost Always</b> follows the traits of Mutual Respect without reminders	<b>With Limited Reminders</b> follows the traits of Mutual Respect	<b>With frequent Reminders</b> follows the traits of Mutual Respect	<b>Rarely</b> follows the traits of Mutual Respect
Personal Responsibility	*Brings materials to class *Does Work on Time and to a high quality *Uses retake opportunities *Does not use device to hurt others feelings *Maintains device and keeps charged *Uses only approved apps and websites *Sets personal SMART goals *Students tracks their progress	<b>Always or Almost Always</b> follows the traits of Personal Responsibility without reminders	<b>With Limited Reminders</b> follows the traits of Personal Responsibility	<b>With Frequent Reminders</b> follows the traits of Personal Responsibility	<b>Rarely</b> follows the traits of Mutual Respect



## **Family Access:**

Family Access is an internet-based communication tool currently being utilized by the School District. Parents can contact the District or School Office for Log-In information if they do not already have their Log-In.

Parents will be able to check the following information on Family Access:

- ☐ Student Demographics (Addresses, phone numbers, etc.)
- ☐ Food Service Account (Balances, student purchases etc.)
- ☐ Health Records (Immunizations, etc.)
- ☐ Schedules
- ☐ Attendance
- ☐ Academic Progress (Grading)

You are able to pay school fees and make lunch account payments online through Family Access Fee Management that will redirect you to “e~Funds for schools”. A “how to” tutorial is available after you log into your Family Access account. Look for the school building icon in the upper right hand corner and click on District links.

This is a powerful communication tool to help enhance the connection between the child and his/her parent and the school regarding academic progress and planning.

## **Reminders & Tips For Parents!**

**Please take a few moments to review these reminders which may help answer many of the questions parents have during the school year.**

**Call Daily When Your Student Is Absent:** Call the school office by 11:00 AM each day that a student is absent. 608-328-7120

**Alternative Bus Transportation Requests:** A note from both the student’s parent/guardian and the intended destination’s parent/guardian is needed if you would like your child to go to a different place other than their normal destination. Notification on a normal school day is due by the end of lunch and on early release days is due by the end of Nutrition Break.

**Late Arrivals at School:** Children arriving at school late (for any reason) are to sign in at the school office. In order to be considered excused tardy, students must have one of the following:

- A note from a parent/guardian explaining the reason for being late
- OR-
- A call from a parent/guardian *before* the student arrives at the office.

**Pre-Planned Absences from School:** When you know in advance that your child will be absent from school (doctor/dentist appointments, family trips, etc.), please call the office (*not individual teachers*) 1-2 days ahead of time. Office staff will instruct your child on checking with all teachers to make arrangements for homework, tests or other projects.

**Requests for Homework:** Students can access their daily assignments on their Chromebook (or home computer) by using Schoology. (See pg. 19) This is the preferred method of obtaining assignments. Students/Parents can also email individual teachers with questions.

**Messages for Students:** General announcements for students are made twice daily (during nutrition break and at dismissal). In order to avoid disruption of classes, *please do not ask for students to be called from class at other times except for cases of extreme emergency.*

**Regular and 2 Hour Delay Schedules:** Time schedules for all 6<sup>th</sup> through 8<sup>th</sup> grade students are included on pages 7-9 of this Handbook.

**Weather Related Delays and Cancellations:** If weather delays the start of school, *all buildings will begin their day two (2) hours later than the regular schedule.* See page 38 of this Handbook for more information and be sure to use the various local media or the School District website for up to the minute information on delays and cancellations.





# School District of Monroe

## Grading & Assessment Guidelines

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

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

### **Summative and Formative Assessments**

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

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

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

#### **Examples of Formative Assessment (practice):**

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

#### **How is formative assessment used?**

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

#### **How is homework approached?**

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

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

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

#### **Summative Assessment** – Assessment “of” or to “prove” Learning!

The purpose of summative assessment is accountability as part of the grading process and should happen *after* instruction and ample amount of student practice. The focus is on *product*. Summative assessment is used as a means

to determine, at a particular point in time, student learning as it relates to knowledge of targeted skills and standards as well as evidence of student achievement.

### Examples of Summative Assessments (accountability):

Final Drafts	Portfolios
End of Unit Assessments	Quizzes
Culminating Projects	District Writing Assessment (1-8)
Performance Assessments	Chapter Tests
Labs (6-12)	End-of-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 use to assess their levels of learning. Therefore, it is required that students complete all summative assessment 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, trimester, or semester).
- If a student does not complete a summative assessment, then the student would receive a No Evidence (NE) for the class.
- When a student has completed all missing assessments, the grade for that grading period (quarter or semester) will be the calculated based upon the established grading scale, and weighted categories, for the district.
- The high school requirement is when a grading period (quarter or semester) ends, the student **will fail** the class for that grading period (quarter or semester) if the summative assessments are not completed. The grade will change from No Evidence (NE) to Fail (F).
- The middle school requirement is when a grading period (quarter, or semester) ends, students **may fail** the class for that grading period (quarter or semester) if the summative assessments are not completed. The grade can change from No Evidence (NE) to Fail (F). 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.

#### □ • Grading Periods by buildings:

- The middle school grades on Quarters and Semesters.
- The high school grades on Semesters.
- The elementary grades on Trimesters or Semesters.

## Grading Scale

The following grading scale will be used district-wide:

A	100.00	-	92.50	C	72.49	-	69.50
A-	92.49	-	89.50	D+	69.49	-	66.50
B+	89.49	-	86.50	D	66.49	-	62.50
B	86.49	-	82.50	D-	62.49	-	59.50
B-	82.49	-	79.50	F	59.49	-	50.00
C+	79.49	-	76.50	I	49.99	-	49.98
C	76.49	-	72.50	NE	49.97	-	0.00



## **Weighting**

Summative Assessments 80%

Formative Assessments 20%

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

## **Incompletes/Late Work**

Organization and responsibility are very important in the learning process. Completing work on time is always a part of student learning; however, there are times where an incomplete will be given should a student not complete an assignment. Once a student completes the assignment a grade will be given. Full credit will be given once it is turned in. This allows skill achievement to be recorded, and the student's responsibility or lack thereof will be recorded in his or her citizenship grade.

## **Zeros**

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

Developed - 2011

Updated - 2014

Updated - 01/2016 (Current) -08-16



# School District of Monroe

## Grading & Assessment Guidelines

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

### **Retake Guidelines**

The District Grading & Assessment Committee has developed the following retake guidelines. Our intent is for staff to utilize these guidelines.

- **Students have the opportunity to retake all summative assessments except final exams, and all spring retake opportunities must be completed by the teacher's last day in the spring.**
- **Students must make a legitimate attempt on the original assessment before being eligible for a retake.**
- **Retakes are a comparable assessment on skills not mastered from the first assessment. An entire retake can be given if a student does very poorly on the first assessment or parts can be retaken if the full assessment is not needed.**
- **Students can take one retake per summative assessment. The most recent assessment results will be reported. In a unique or unusual circumstance (i.e. a lower assessment score) an additional retake opportunity may be provided at the teacher's discretion.**
- **Students may be required to complete all formative work for the unit before attempting a retake.**
- **Teachers will prepare students for retakes by offering at least two different re-teaching opportunities. Students must participate in at least one before the retake. Corrections can be part of the re-teaching process but cannot constitute the retake.**
- **The retake must be completed in a timely manner as indicated by the teacher but no later than the next summative assessment.**

# **2020 COVID 19 BUS RULES**

Parents and Guardians, Please review these rules with your children. Every student and parent must sign at the bottom.

Please return to Lamers via email: [31groupSB@gmail.com](mailto:31groupSB@gmail.com) or fax: 608-325-7767 or drop off: 2665 3<sup>rd</sup> Street N, Monroe WI, 53566 or give to the bus driver.

1. COVID-19 RULES:
  - a. Students must sanitize their hands as they enter the bus
  - b. Masks are required and must be worn properly
  - c. Assigned seating charts will be utilized to limit exposure and assist with contact tracing
2. Weapons will NOT be allowed on the bus
3. Cell Phones:
  - a. No taking pictures
  - b. No taking videos
  - c. No playing music
  - d. THE DRIVER CAN TAKE THE PHONE IF THESE RULES ARE NOT FOLLOWED AND RETURN IT TO THE BUS GARAGE. PARENTS WILL NEED TO PICK UP AT LAMERS.
4. Respect other students
  - a. No bullying or name calling
  - b. No swearing
  - c. Use inside voices = Level 1
5. Respect the bus
  - a. No food or drinks on the bus
  - b. Keep your feet, bodies & bags out of aisles
  - c. Do not put feet on or walk on seats
  - d. If you have trash it goes in the trash can
6. Respect the driver
  - a. No walking, standing or moving when the bus is in motion
  - b. Windows are to be opened ½ way with drivers permission

**FAILURE TO OBEY THESE RULES MAY RESULT IN SUSPENSION OF BUS PRIVILEGES. IT WILL BE UP TO THE BUS COMPANY AND THE PRINCIPAL AT YOUR SCHOOL!**

Students and Parent Signature



